

WESTERFIELD PARISH COUNCIL

Minutes of Parish Council Meeting held on Tuesday, September 19th 2023 in Westerfield Church Room at 7.30pm

PRESENT: Councillors: Jason Kirk, Michael Noble, Sue Peace, John Barber; David Gooch (Clerk); and members of the public, Peter Miller (PM), Graham Austin (GA).

1. Governance

1.1 Apologies and approvals of absence

Cllr Hudson. This was approved.

1.2 Declarations of Interest and Requests for Dispensation

None

1.3 To approve the Minutes of Parish Council meeting held on [22 August 2023](#).

These were approved.

1.4 Comments from members of the public on matters on the agenda

None.

1.5 Councillor Vacancies

The PC has two vacancies following the May election in which there were insufficient candidates, and must now endeavour to fill the vacancies by co-option.

Clerk to determine and initiate the process to fill the two Parish Council vacancies.

1.6 Councillor Roles

The following roles were agreed and assigned:

Village Liaison, Cllr Hudson; SALC fora, Cllr Noble; Planning Applications, Cllr Peace (Lead)
Road Safety, TBD (noting that Cllr Peace will attend the next meeting, and it is hoped Cllr Hudson will lead);
Communications, Cllr Peace; Money/Budget, Cllr Kirk; Consultations, these will be forwarded to all
councillors; Ipswich Garden Suburb, Cllr Hudson (noting that resident Jeff Rolfe has agreed to attend
meetings and report back).

It was agreed to refresh the list of roles after publication of the Neighbourhood Plan as this includes six
community aspirations.

1.7 Internal and External audit review

Clerk stated that:

i) The SALC internal audit was completed 23rd June, with no significant issues (two comments had been noted
and actioned);

ii) PKF Littlejohn external audit (completed 11th August) required several variances to be explained; one of the
these highlighted that agency charges for the Locum Clerk were incorrectly included in Staff Costs, hence this
required an amendment to both 21/22 and 22/23 AGARs (Section 2, Boxes 4 & 6).

A full breakdown of all earmarked reserve amounts as well as what they have been earmarked for, was also
answered:

The £102,812 balance at 31/3/2023 comprised: Community Infrastructure Levy (CIL) payments held as
specified reserve for village infrastructure projects: £35,261.44 (retained end 21/22) + £17012.52 (22/23:
£9310.60 + £7701.92) – CIL payments 22/23 £4,582.09 (draft CIL report) = £47,691.87, Earmarked reserve:
£38,000.00; General reserve: £16,120.47. The Parish Council (PC) have been in lengthy discussions with
Suffolk Highways re possible traffic and road safety initiatives within Westerfield. However, my understanding
is that, so far, for each option Suffolk Highways have proposed, another department in Suffolk Highways has
vetoed due to safety concerns. Therefore, it's difficult to understand how much something is going to cost
when you don't know what that 'something' is. In the Pre-Submission Draft Neighbourhood Plan (NP),
Community Action 9 - Speeding, and 10 -Traffic Calming, state that the PC will work with all relevant agencies
to address the issues, and hopefully when the NP is adopted this will bring more pressure to bear. In the
meantime, the PC has not wanted to spend its money elsewhere, although it is aware that CIL funds can be
clawed back if not spent within 5 years, hence there is a degree of urgency.

2. Village Improvement

2.1 To review progress on the Neighbourhood Plan (NP)

Cllr Peace said the changes agreed at the previous PC meeting had been actioned (noting that Cllr Hudson
had also identified an error), but the PC had been unable to meet the quick turnaround required to agree the
final version in time for the anticipated timescales to be met. As a result, Ian Poole (Places4People Planning
Consultancy Ltd) was now making various changes to update the document although there was no current
timescale to commence the consultation stage.

**Cllr Peace and Mary Pluquet would monitor Ian Poole's progress, then check the NP before sign-off by
the PC.**

Cllr Kirk noted the amazing achievement to be within touching distance of a completed NP.

2.2. To receive an update on traffic and safety measures for the village

Cllr Kirk said there'd been little recent progress but, again, completion of the NP, would help to drive discussions with Joshua White, Community Liaison Engineer, Suffolk Highways.

2.3. Road Safety Week

Clerk noted the offer to purchase 30mph Wheelie bin stickers (bulk pack of 100 available for £120, screen printed onto white self-adhesive weatherproof vinyl, Size: 220 x 300mm. smartwheelie.co.uk), but this was put on hold pending **Cllr Noble attending the 20s Plenty Zoom meeting on 27th September where he agreed to ask about the possibility for the village to become a 20mph zone.**

3. To receive reports:

3.1. County Councillor

CC Bryce's [report](#) had been circulated prior to the meeting. CC Bryce highlighted:

- i) Award Success for Social Care in Suffolk, where Suffolk County Council staff and teams have been recognised for their achievements and skills by being shortlisted at the Social Worker of the Year Awards;
 - ii) Formal opening of a new-look £1.3M training centre at Wattisham Flying Station for Suffolk Fire and Rescue Service;
- CC Bryce reminded the PC to submit and requests for funding from the Locality budget, and said she'd send the PC an update re the ANPR trial.

3.2. District Councillor

DC Clery's [August 2023 Parish Report](#), East Suffolk Council GLI Group (The Green, Liberal Democrat and Independent Group at East Suffolk Council) had been circulated prior to the meeting, and similarly DC Hedgley's [September report](#). DC Hedgley highlighted:

- i) The invitation to apply for funding to become a Warm Welcomes (formerly Warm Rooms) venue, offering residents a warm safe space to socialise this winter;
- ii) A request to report any suspected incidents of young people using Nitrous Oxide in the village.

DC Hedgley said that he and DC Clery had now agreed to split the responsibilities of attending PC Meetings, and as a result he would attend Westerfield PC meetings until August '24, then DC Clery would attend for the next 12 months (and so on until the next election). However, the PC is free to consult with either DC at any time. Similarly, the PC can request one or both DCs to attend a particular meeting.

GA raised the issue of the spate of Road Traffic Accidents (RTAs) that had occurred in the village over the last couple of months. Within a couple of hours two RTAs had occurred on the crossroads, while there had also been several incidents on Lower Road. This again raised the issue of whether a 20mph limit could be introduced within the village (see also 2.3).

CC Bryce said that there was a need to educate drivers to act more responsibly on the roads, and offered to engage with Joshua White, Community Liaison Engineer, Suffolk Highways, to discuss the issues.

3.3. Parish Councillors on meetings/forums attended.

- i) SALC AGM 2023 Wednesday 19th July. Cllr Noble said this was a normal AGM although there wasn't anything covered that was specific to the PC. His attendance had been noted.
- ii) Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership Meeting, Monday 21st July 2023, 2 to 5pm, East Suffolk House, Melton. No PC representative had been able to attend the daytime meeting.
However, the PC agreed to contact Witnesham, Tuddenham St Martin, & Rushmere St Andrew PCs, to seek alignment on road safety issues. Action: Clerk.
- iii) Road Safety Forum: Monday 14th August, 10am via Teams. Preliminary planning meeting for Road Safety Week which runs between 19th and 25th November 2023. Cllr Peace had attended, although the meeting was abandoned due to an administrative error.
- iv) ESC Greenprint forum events (email 14th July 2023). These were two marine litter survey at Southwold & Felixstowe, on 16 and 17th September. (No PC representative attended.)
- vi) Community Partnership Outcome Proposal Workshop, 5th September 2023. The agenda included 'Road and Traffic Safety' however the PC didn't have a nominated representative, and no councillor was available to attend.

Upcoming meetings:

- i) SALC East Suffolk Area Forum 21st September (Cllr Noble)
- ii) Road Safety Forum, 21st September 10-12, Microsoft Teams
- iii) SALC Climate forum 25th September 2023, 1pm (online), with Julian Thompson, CEO from Community Climate Action.

- iv) Asset of Community Value (Right to Bid) Information Session, 28th September 2023. Clerk registered to attend.
- v) Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership, 2nd October 2023 - POSTPONED
- vi) Development pathway for councillors, 2nd & 9th October (Cllr Barber)
- vii) Community Action Suffolk: Introduction to Community-Led Housing + Q&A (Zoom call), Thursday 5th October 11.00-12.00 am.

4. To note and discuss current planning applications

4.1 Status updates:

- i) DC/22/3566/DRC: Discharge of Condition Nos. 6, 13 and 15 of DC/21/5737/FUL - Demolition of existing dwelling and erection of two dwellings - Landscape, electric vehicle and refuse conditions. Former Meadow View Lower Road Westerfield Ipswich Suffolk IP6 9AR. **Application Permitted** by ESC (29/7/2023)
- ii) DC/23/3219/FUL: Installation and operation of a 50.4kW ground mounted solar array on land associated to Poplar Farm. - Poplar Farm Westerfield Lane Tuddenham St Martin Ipswich Suffolk IP6 9BH. Pending Consideration (01/9/2023, application received by ESDC 14/8/2023 but no consultation request received by Westerfield since this is in Tuddenham St Martin, hence this is for information).

4.2 New applications

- i) IP/23/00406/REM (Phase 3A); Submission of Reserved Matters (appearance, layout, landscaping and scale) for Phase 3a comprising 100 dwellings, a local centre, parking, landscaping, earthworks and associated works; in relation to Outline Planning Permission IP/16/00608/OUT comprising up to 1,100 dwellings, local centre, country park, open space, sustainable urban drainage systems, landscaping, infrastructure and engineering works; and 2 No. access points from Henley Road and provision of access points for pedestrian/cycle bridge and vehicular bridge over railway. IP/16/00608/OUT is an EIA Development and an Environmental Statement was submitted with the Outline Application. Land North Of Railway And East Of Henley Road Ipswich Suffolk. The deadline was 13th Aug, between the PC's meetings, and the PC has previously outline its objections.

GA stated that the Lower Road 'maintenance access' was now being used for plant access/construction materials. The PC agreed to raise this at the next Henley Gate/Ipswich Garden Suburb Community Liaison Group meeting. Action: Cllr Hudson (Jeff Rolfe).

4.3 Items received after the agenda was published, and other planning matters

- i) **ESPA affiliation:** Confirmation received (email 19 July) of Westerfield's affiliation (ESPA now has 43 affiliations). ESPA Steering Committee met with ESC CEO Chris Bally and ESC leader Caroline Topping on June 23rd to discuss our aims and the concerns and the issues that communities have raised with us during our first two meetings earlier this year. The ESPA Newsletter had been circulated to councillors today, 19th September.
- ii) PM said that he'd received a draft statement of community involvement from Ipswich Borough Council for Henley Gate/Ipswich Garden Suburb.
- iii) Cllr Kirk asked if there'd been any further communications re the Red House Farm planning application (Land To The East Of Westerfield Road And South Of The Railway Line). Clerk said that nothing had been received recently. Cllr Kirk noted the PC's concerns re the lack of a traffic survey and impact assessment, on the additional traffic that would use Church Lane and Lower Road.

5. Consultations

PM noted that ESDC have prepared a [Draft Custom and Self-Build Housing Supplementary Planning Document](#) (SPD) for the consideration of planning applications that include custom and self-build housing. They're now seeking views on the content of the document. Once adopted, the document will support Local Plan policies and be used to help make decisions on planning applications. Consultation closes 18 October 2023. PM added that the [East Suffolk Council - Suffolk Coastal Local Plan](#) covers residential annexes, and states that these "are designed and used in a way which ensures that they are ancillary to the host dwelling and are not able to be used as an independent dwelling. In this respect, annexes should be smaller in scale than the host dwelling and should not have their own separate curtilage or access".

The PC agreed to add their support for the Draft Custom and Self-Build Housing SPD. Action: Clerk.

6. Communications

6.1 Newsletter

Cllr Peace showed the PC a sample newsletter produced using Microsoft Publisher (a desktop publishing application), and printed by the Church. Cllr Peace highlighted that the Events list had been excluded as this was included in the 'Welcome to Westerfield' booklet. It was hoped to produce a newsletter every two months if possible. A further step would be to make the newsletter more accessible for people to add content. The

PC asked that the speed survey results, and a Neighbourhood Plan update also be included in the next newsletter.

Cllr Peace said that the 'Welcome to Westerfield' booklet had been updated including properties, and would be made available for new residents. It was accepted that the booklet would soon have content that's out-of-date, while it was hoped to update the booklet every 5 years or so. The PC agreed to fund the £500 required to print 200 copies.

On general communications Cllr Peace noted the email address for the Parish Council (westerfield.parish.council@gmail.com). This is intended for the village or anyone other contact to direct the emails to, rather than directly to the Clerk. The benefits of which means cover will be provided when the Clerk is on holiday or otherwise unavailable. A family group (up to 5 people) has been created so multiple people are able to access the password. Cllr Peace recommended that current contributors are asked to redirect their emails to the new Parish Council email address so the Clerk has a backup for the plethora of emails received.

6.2 Website update

Cllr Noble said he hadn't had time to progress the website migration, but was completing 'normal' updates, and would include an update on the Neighbourhood Plan status (noting that the landscape appraisal was currently missing).

7. Financial matters

7.1 Receipts & Payments since last meeting, approve payments due

No Receipts since 11th July 2023 (excluding business account interest payments).

Expenditure incurred and Payments since Council meeting on 11th July 2023:

Date	Payments	CQ / Online	Amount (gross)	VAT
20.7.23	Hedgehogs R Us, Order: R343122425; Invoice: 0364598	DG/MN	£157.50	£25.00
24.7.23	SALC Uncontested election Inv: 777028967	DG/MN	£56.10	£0.00
31.7.23	Clerk July payslip: D Gooch	DG/MN	£292.62	£0.00
17.8.23	PKF Littlehohn Ext Audit, Inv: SB20230640	DG/MN	£252.00	£42.00
4.9.23	Fasthosts Internet Ltd, westerfield-village.co.uk M Noble reimbursement	DG/MN	£28.78	£4.80
5.9.23	Clerk August payslip: D Gooch	DG/MN	£292.62	£0.00
		Total:	£1,079.62	£71.80

This was approved by the PC.

7.2 Bank Reconciliation

Clerk said that this was to-date, but would be updated to cover the period to 30th September.

A: Balance on 30 June 2023 £ 109,600.54

Bank Accounts on 19 September 2023:

Business account £ 106,618.35; Treasurers account £1,771.51

Balance at bank £ 108,389.86

B: Receipts since 30 June 2023: £ 254.14 (Interest payments £73.63, 10.7.23; £80.21, 09.8.23; £100.30, 09.9.23)

C: Expenditure since 30 June 2023: £1464.82 (£891.42 July 2023, £252.00 August 2023, £321.40 September 2023 to date)

Actual Balance (A+B-C) £108,389.86

7.3 Updated CIL Report 22/23

Clerk said that the amount spent was reduced from £4,582.09 to £3,746.35 (ex VAT), as £ 835.74 for the Picnic in the Paddock event was removed (Entertainment and the Arts: provision of entertainment) after consultation with the CIL team). This was approved by the PC.

7.4 To approve insurance renewal

Clerk reported that the existing insurance renewal quote was £920.40 Clear Councils (Aviva); the previous cost was £ 794.86. However, an alternative quote from Community Action Suffolk, CAS (Ansvr) had been obtained: With Long Term Undertaking (LTU), then the premium reductions would apply: Premium (inc IPT and commission), No LTU: £526.25; 3 year LTU: £502.71.

The PC agreed to accept the quotation from CAS (Ansvr) with the 3 year LTU. Action: Clerk.

7.5 ['Parish Council Accounts'](#)

Clerk reported the offer of a simple cashbook accounting system (available on a subscription basis of £75 per year, & runs on Windows) that aims to provide, on a receipts and payments basis, the accounting functions that a small parish council requires: Entering payments and receipts along with analysis; Bank

reconciliation; VAT126 preparation; AGAR preparation; Creation of budgets and spending against budgets. The PC agreed that the Clerk continue to use the existing Excel cashbook accounting system.

8. Governance documentation review, updates, and adoption/approval

8.1. General Privacy Notice, Subject Access Request (SAR) Policy

The Privacy Notice is already on the web site (no changes required). The Draft SAR had been circulated for review (template from ico.org).

8.2. Safeguarding Policy

A draft document has been circulated for review (template from SALC). The document also requires the PC to assign a WPC Safeguarding Lead.

8.3. NALC consultation to update the model Financial Regulations

NALC are seeking views on the technical aspect of the regulations (deadline 5 November 2023). The PC has adopted the current model Financial Regulations, and had no specific changes it required.

8.4. Health & Safety Policy

A draft document has been circulated for review. This was also a requirement for the insurance cover, and referred to in the Clerk's contract.

8.5. Others

None

The PC agreed to review the Draft SAR, Safeguarding Policy, and Health & Safety Policy prior to the next PC meeting.

9. Correspondence and urgent matters to be brought to the attention of the Parish Council

9.1 Energy Projects Update

The update from Anglian Energy Planning Alliance covering Sizewell C, Offshore Wind, and Interconnector Projects, and the Community Benefits consultation et al had been circulated to councillors on 17th July.

9.2 Anglian Energy Planning Alliance (AEPA)

AEPA would like the PC to "Sign on Letter to Energy Minister Andrew Bowie", about the energy projects proposed for our area including Sizewell C (deadline is 21 September). See email dated 04/9/2023).

The PC agreed to add its signature to the AEPA Letter to Energy Minister Andrew Bowie. Action: Clerk.

9.3 Highway Grit Bin Refills

Clerk had circulated an email (14th July) to councillors notifying them that Suffolk Highways will be refilling grit bins by the end of August ready for the winter season. NB. it is the Parish Council responsibility to manage and maintain approved highway grit bins within their parish.

Cllr Noble said he would check the grit bin as the sand was wet hence may require repair or replacement.

9.4 Nitrous Oxide use by young people

As mentioned in S3.2, DC Colin Hedgley's email (dated 23rd August) had been circulated to councillors highlighting discoveries of Nitrous Oxide being used by young people in the Kesgrave and Martlesham area. Suffolk Police were tracking this issue hence requested to be notified of any suspected incidents.

9.5 Citizens Advice East Suffolk (CAES) Annual Report 2022/23

Clerk had circulated (email 1st September) the CAES Annual Report. The email included an appeal for a donation to support CAES. **The PC agreed to donate £110 to CAES (noting the previous year's donation of £100). Action: Clerk.**

10. To note the date of forthcoming Parish Council meetings:

21st November (in the Church Room.)

To be signed when approved

