

# WESTERFIELD PARISH COUNCIL

## Minutes of Parish Council Meeting held on Tuesday, November 21<sup>st</sup> 2023 in Westerfield Church Room at 7.30pm

**PRESENT:** Councillors: Jason Kirk, Peter Hudson, Michael Noble, John Barber; District Councillor Dan Clery; David Gooch (Clerk); and members of the public, Peter Miller (PM), Graham Austin (GA), and Barbara Robinson (BR).

### 1. Governance

#### 1.1 Apologies and approvals of absence

Cllr Peace; 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 19 September 2023](#)

These were approved.

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

None.

#### 1.5 Councillor Vacancies

Clerk has reviewed the process to fill the two vacancies, and drafted an email that Cllr Peace will send out to invite residents to consider joining the Parish Council.

### 2. Village Improvement

#### 2.1 To review progress on the Neighbourhood Plan (NP)

Cllr Kirk said he'd reviewed the NP with Mary Pluquet, and confirmed that all the review edits had now been completed, and recommended that the NP should now proceed to consultation, noting that at the end of the consultation, which will run until 19 January, there's an opportunity to make minor changes before it is submitted to East Suffolk Council.

The PC voted unanimously to approve the NP, and progress to commence the formal consultation Saturday 25 November.

#### Clerk to inform Ian Poole, Places4People of the PC decision to approve the NP.

#### 2.2. Footpath clearing

Clerk said a complaint had been received from a resident regarding overgrowth on the footpaths.

Clerk had contacted Suffolk County Council Highways team who said the overgrowth didn't meet SCC's "Highways Maintenance Operational Plan", "Defect Response Matrix P – Vegetation" to merit remedial action. Clerk had contended that the matrix doesn't take into account areas which aren't very well lit, and/or different types of pedestrians including people with pushchairs, and also wheelchair users. The likelihood of a problem is significantly greater if the area is poorly lit, or a pedestrian has a young child in a pushchair, or a wheelchair user. If you combine this with the speed survey data showing widespread disregard for the 30mph limit, then it's only a matter of time before there's a serious incident.

The Highways team encouraged the Parish to consider Community Self-Help, but would take action if the PC were prepared to pay (a recent scheme elsewhere covering 450m at around £1750).

#### Clerk to confirm exact details of the footpaths that need clearing, then seek a proper quotation from Suffolk Highways.

#### 2.3 To receive an update on traffic and safety measures for the village

Cllr Kirk said the NP will now be used to further discussions with Joshua White, Community Liaison Engineer, Suffolk Highways, and progress road safety initiatives in the village.

Cllr Hudson said that as part of Road Safety Week (19<sup>th</sup>-25<sup>th</sup> Nov) a road safety banner would be displayed (location tba). See also 3.3 iii).

#### 2.3.1 Re-painting of roundels and associated white lines on Church Lane

Cllr Noble had been approached by a resident re the re-painting above. The PC noted that re-painting was also required in Lower Road and the village gateways. PM commented that nothing had been done on the B1077 during the previous re-painting exercise. Cllr Hudson added that speed data confirmed there had been no improvement with a slight increase in speeding. Cllr Kirk said the NP would again be used to drive the requirement for Suffolk Highways to conduct the re-painting.

### 3. To receive reports:

#### 3.1. County Councillor

No reply had been received from CC Bryce to the PC meeting invitation, nor any update report received. Clerk will try to contact CC Bryce.

### 3.2. District Councillor

DC Clery, East Suffolk Council GLI Group (The Green, Liberal Democrat and Independent Group at East Suffolk Council), introduced himself as this was his first meeting with the PC. DC Clery's [monthly report](#) had been circulated prior to the meeting.

DC Clery highlighted that a new strategic plan was being developed, and also a policy on Sizewell 'C' and offshore wind farm interconnects. He noted that he was elected as he opposed to Sizewell 'C' but since the Secretary of State had approved the development, he was working to get the best deal for Suffolk. DC Clery said he was not opposed to all large nuclear power stations as they were suitable for some sites, while other sites may be suitable for SMRs (Small Modular Reactors), noting that wind and solar power needed to be supplemented. DC Clery said that the wind farms wanted their own onshore interconnect, while he encouraged a single landing point with offshore interconnects. DC Clery also noted the availability of cost-of-living grants, and current ESC consultations (see 5.6, 5.7).

[DC Hedgley's November report](#) had been circulated to the PC prior to the meeting.

### 3.3. Parish Councillors on meetings/forums attended.

- i) SALC East Suffolk Forum, 21<sup>st</sup> September  
Cllr Noble said the agenda was somewhat fluid, but he was happy to continue his attendance.
- ii) SALC Climate forum 25<sup>th</sup> September 2023, with Julian Thompson, CEO from Community Climate Action.  
No PC councillor had been available to attend.
- iii) 20s Plenty, 27<sup>th</sup> September  
Cllr Noble said the virtual meeting was a bit disjointed as the agenda hadn't been shared with attendees, however there was good support for the campaign. DC Clery noted that significant legal costs implementing a 20mph limit (circa £10k-£20k), hence questioned its affordability. Cllr Hudson stated that Westerfield PC's biggest issue was road safety/speeding, yet there had been very little progress with Suffolk Highways. DC Clery said this was a common issue with many parishes. Cllr Hudson said that a target for speed reduction was needed as the current average was ~36mph in a 30mph limit. DC Clery said that road markings and signs were less effective than physical measures like speed humps and chicanes etc. although Suffolk Highways have safety concerns with chicanes. DC Clery said Suffolk Highways would have limited funding, but noted a 1-year trial of road safety measures in Easton. Cllr Kirk said that WPC had the funds to pay for road safety improvements, but were still frustrated with the lack of progress.
- iv) Asset of Community Value (Right to Bid) Information Session, 28<sup>th</sup> September 2023  
Clerk attended this briefing noting that it only applies if an asset is put up for sale, and the owner doesn't have to sell, reduce the price etc. The PC thought this could apply to the paddock if it were to come onto the market.
- v) Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership Meeting, 2<sup>nd</sup> October 2023 – POSTPONED
- vi) Road Safety Forum, Microsoft Teams  
The date of the latest forum wasn't clear, hence the PC had no attendee.
- vii) Development pathway for councillors, 2<sup>nd</sup> & 9<sup>th</sup> October  
Cllr Barber had duly attended this training for new councillors.
- viii) Community Action Suffolk: Introduction to Community-Led Housing + Q&A, 5<sup>th</sup> October.  
No PC councillor had been available to attend.

#### ***Upcoming meetings:***

- i) SALC Local Council Conference, 29th November, 9.30-3.30pm, The Hold, Ipswich  
No PC attendee was available. **Clerk to offer the PC's apologies to SALC.**
- ii) "Bringing Ideas to Life" the East Suffolk Community Partnership Annual Forum, 22nd March 2024 at the Trinity Park Conference Centre (for Town & Parish Chairs). This forum offers an opportunity to explore some of the important issues affecting our lives, communities, and businesses; and work together to address them.

## 4. To note and discuss current planning applications

### 4.1 Status updates:

- i) DC/16/4030/VOC; Variation of Condition 2 on application DC/14/3660/FUL - Extension of existing access road and erection of fourteen new dwellings including four affordable homes - Re-positioning of Plot 13, removal of internal garage and provide an additional bedroom, and the rection of a detached cart lodge to serve the house - Development Site Fullers Field Westerfield Suffolk IP6 9AX. **Application permitted by ESC.**

- ii) C/08/1060; Change of use of part of paddock to fruit and vegetable plot/small holding together with erection of poly tunnel/greenhouse - Part Of Land North Of Fullers Field Westerfield Ipswich. **Application permitted by ESC.**
- iii) 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. **Application permitted by ESC.**

#### 4.2 New applications

i) DC/23/4195/VOC: Variation of Condition No. 2 of DC/14/3660/FUL - Extension of existing access road and erection of fourteen new dwellings including four affordable homes - We are applying to obtain permission for changes to plot 7, which include a slight re-positioning of the dwelling house (2m east, 1m south); Moving front door to the west elevation; inclusion of a canopy porch to front entrance; and Amendments to the positioning of windows/doors to suit minor layout changes to the internal rooms. Development Site, Fullers Field, Westerfield, Suffolk, IP6 9AX. Deadline for comments 27 Nov 2023.

Cllr Peace said (via email): "I have looked over the application and given the planning application for the 14 dwellings has already been permitted plus this application is for minor changes to one property, I cannot see any reason to reject this application".

Cllr Hudson said he had no objection to the amendments but noted that this is the plot next to the footpath which has still not been provided by the developer. My response would be that we need to see details of the provision of the footpath and dates when it will be accessible."

The PC agreed to respond with no objection to the proposed amendments, but state that the footpath should be open as soon as possible. **Clerk to submit PC response to DC/23/4195/VOC.**

ii) IP/23/00740/REM, Phase 3B: Submission of Reserved Matters (appearance, layout, landscaping and scale) for Phase 3b of the development at Henley Gate comprising 114 dwellings, roads, 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. Land North Of Railway And East Of Henley Road Ipswich Suffolk.

The PC's response (via Cllr Peace, submitted 7 Nov) "The PC are generally unhappy with the potential impact of additional traffic using Westerfield's roads as a rat-run. Similarly the PC would like more details on the provisions for pedestrians and cyclists, and how these link-up across the various developments. Unfortunately there's a large amount of documentation to review, therefore on this occasion the PC has been unable to provide a more thorough response".

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

##### i) Bellway Homes' Fonnereau Neighbourhood update

The PC agreed to take-up Bellway Homes offer of an update; **Clerk to arrange a date for a virtual meeting for an update on the Fonnereau Neighbourhood development.**

##### ii) Humber Doucy Lane Consultation/Survey

Hopkins Homes and Barratt David Wilson Homes were running a public consultation: [Our vision for Humber Doucy Lane](#), and BR said that ~250 people had attended a recent meeting, where the developer had seemingly been unaware of local plans, and the possible closure of Humber Doucy Lane between Rushmere Road and Playford Road. The development was unlikely until 2032, after completion of the Ipswich Garden Suburb developments. PM noted that the Humber Doucy Lane development would have a major impact on Westerfield's traffic and safety since the junctions would be onto roads with 60mph limits.

##### iii) SOCS (Save Our County Spaces) wish to request withdrawal of Application 23/00855/TALF (Red House Farm Tuddenham Road Ipswich Suffolk IP4 3QL).

BR said that SOCS recent scrutiny of the 2001 IBC Documentation for the TPOs, suggest that there are serious perceived procedural errors and/or irregularities within the Applicant's submission and application documentation; and there may be 'departures' and errors relating to the 2001 Legal Documents for these Trees (the wrong trees with the wrong labels on the TPO). SOCS feel that this will preclude IBC Validation of this Application.

## 5. Consultations

### 5.1 East Suffolk Council survey on their direction proposal for the next four years

This had been distributed to councillors on 26 September, and Cllr Peace had completed the survey.

### 5.2 Public Space Protection Orders (PSPOs) in East Suffolk

Cllr Peace had completed a survey on Exclusion of Dogs from Aldeburgh Beach; Landguard Point Nature Reserve; Dogs on Leads (General). The PSPOs expire in 2024.

### 5.3 Policing Model

The Policing Model was distributed to councillors on 28 September. The way local policing is delivered in Suffolk is changing and a new county policing model goes live in December 2023. PCC Tim Passmore and Chief Constable Rachel Kearton were hosting meetings to talk through the plans, with Q&A, although no councillors were available to attend.

### 5.4 ESC Polling District & Polling Places Review 2023

The consultation, part of the regular 4-yearly review, is from 3 October to 30 November 2023. Information about the review including a schedule of the current arrangements can be found here: [Review of polling districts, polling places and polling stations 2023 » East Suffolk Council](#)

### 5.5 ESC Street Trading Policy

This is a proposal to introduce a policy whereby the district just has selected prohibited streets where no street trading can take place at all (other streets would still require permission). Comments are due by 1st December although WPC felt this had little relevance to the village.

### 5.6 ESC Litter and Fido Waste Bin policy

ESC is committed to providing sufficient bins to help discharge its responsibilities under the Environmental Protection Act 1990, it has never had a formal policy for agreeing numbers or locations for bins. ESC wishes to adopt a process of 'right bin / right place' and new bins will only be located in areas where it can be demonstrated that there is a genuine need for one. Closing date for comments 31 January 2024.

**The PC noted ESC's policy (S5.15 'right bin, right place'), and following a complaint from a resident about litter on Westerfield Road near the new entrance to Country Park, the PC asked the Clerk to request ESC to provide a new litter bin at this location.**

### 5.7 ESC Draft Healthy Environments and Draft Rural Development Supplementary Planning Documents (SPDs)

Clerk asked the PC to contact him if they were able to attend an online briefing on these SPDs on 8th December 2023 from 11:00am to 12:30pm, with a max 2 attendees per Parish/Town Council. The consultation period 15 November to 10 January 2024.

### 5.8 SCC Library Services

Suffolk's Libraries Industrial and Provident Society (IPS) Limited, the independent charity that runs the library service, contract comes to an end on 31 May 2025. SCC is therefore seeking views from the public about what is important to them, ahead of awarding the new contract. The consultation is open until Friday 26 January 2024.

## 6. Communications

See also the update on '[Working on Communications](#)' from Cllr Peace.

### 6.1 Newsletter.

First newsletter (Oct / Nov) created and delivered. Latest newsletter currently in production..

### 6.2 Website update

Cllr Noble said he hadn't had time to progress the website migration, but was completing 'normal' updates.

## 7. Financial matters

### 7.1 Receipts & Payments since last meeting, approve payments due

Receipts since 19th September 2023 (excl business a/c interest payments):

Date	Payments		Amount (gross)	VAT
29.9.23	ESC Precept 2 of 2 payment Ref: 062666		£5,008.72	£0.00
24.10.23	ESC, CIL20231018		£6,948.41	£0.00
			<b>£11,957.13</b>	

Expenditure incurred and Payments since Council meeting on 19th September 2023:

Date	Payments	CQ / Online	Amount (gross)	VAT
25.9.23	Village tub plants - Y Maynard reimbursement	DG/MN	£40.43	£6.73
25.9.23	CAS Insurance	DG/MN	£502.71	£0.00
25.9.23	Clerk September payslip: D Gooch	DG/MN	£292.82	£0.00
25.9.23	HMRC P30 Qtr 2	DG/MN	£219.40	£0.00
25.9.23	Citizens Advice East Suffolk donation	DG/MN	£110.00	£0.00

11.10.23	SALC Payroll 1st Apr to 30 Sept, Inv: 27710	DG/MN	£54.00	£9.00
11.10.23	CAS One Suffolk Hosting, Inv: INV-3133	DG/MN	£60.00	£10.00
30.10.23	Fasthosts Internet Ltd, westerfield-village.co.uk M Noble reimbursement	DG/MN	£8.46	£1.41
31.10.23	Clerk October payslip: D Gooch	DG/MN	£292.62	£0.00
	Fasthosts Internet Ltd, westerfield-village.co.uk Hosting; M Noble reimbursement		£8.46	£1.41
	Fasthosts Internet Ltd, westerfield-village.co.uk SSL cert; M Noble reimbursement		£42.00	£7.00
	Neighbourhood Plan booklet printing 200 copies. S Peace reimbursement re WT&W Benefice		£300.00	£0.00
30.11.23	Clerk November payslip: D Gooch		£292.62	£0.00
			<b>£2,223.52</b>	<b>£35.55</b>

The above was approved by the PC. **Clerk to progress outstanding payments.**

Cllr Noble and Clerk discussed replacement of the grit bin which was in a poor state of repair, with the sand inside waterlogged. The PC agreed to purchase a replacement in-line with Suffolk Highways grit bin guidance noting the grit bin must be yellow.

**Clerk to purchase [400L yellow grit bin](#) including telescopic shovel.**

#### 7.2 To approve NALC Salary Pay Scales 2023-2024

NALC have now agreed the pay rise to Clerks from April 2023, this constitutes a £1 an hour pay rise on the SCP 9 banding, from £12.06 to £13.06/hour. (SALC payroll service expect the clerk to confirm that the new salary rates should be applied to their payroll, and will then implement the change.)

The PC agreed the NALC pay rise to clerks.

#### 7.3 Budget 23/24 Review, & Initial Consideration for 24/25

It is estimated that the PC will be within budget unless any unforeseen repairs on assets are required prior to year-end. A draft budget of £11,675 for 2024/25 has been circulated to all councillors for consideration. The draft budget allows for the increased Clerks hourly rate, as well as other costs expected to rise by CPI/RPI, but also several areas where costs have reduced (e.g. Events). Bank interest income is likely to exceed £1000 in 23/24. The Budget will be finalised at January meeting and the precept will be set at the January meeting.

#### 7.4 Precept 24/25

Clerk said that based on the draft budget a precept of £10,675 would be required (to be requested by 24th January). This would be an increase of 6.6% v £10,017.44 for 23/24. As noted in 7.3 the precept will be set at the January meeting.

#### 7.5 Earmarked Funds

Clerk queried the Earmarked Reserve of £47,500 and whether it was the correct amount. PM said that it should probably be increased as it was earmarked for both play equipment (likely £12k to £15k, located in Lower Road where the football pitches were) in the local plan, as well as the road safety/traffic calming costs.

#### 7.6 Rural Communities Fund

Clerk noted for information that the CAS Newsletter (19 October 2023) detailed grants for provision of net zero infrastructure for local communities e.g. EV charge points, community energy schemes.

**Clerk would send Rural Communities Fund details to Cllrs Hudson and Noble to forward to the Village Hall group.**

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

#### 8.1 Subject Access Request (SAR) Policy

The Draft SAR had been circulated for review (template from ico.org) and updated after feedback provided. Cllr Peace requested one further edit "I believe the email address should be

[Westerfield.Parish.Council@gmail.com](mailto:Westerfield.Parish.Council@gmail.com), as this is available to everyone to be able to read and respond quickly to the emails." The PC agreed the SAR Policy. **Clerk to update then publish the SAR Policy.**

#### 8.2 Safeguarding Policy

The draft policy had been circulated for review (template from SALC). The PC discussed the need for a Safeguarding Lead, and agreed that the PC would have two leads, being Cllrs Kirk and Barber, as both had

already completed Safeguarding training. The PC agreed the Safeguarding Policy. **Clerk to update then publish the Safeguarding Policy.**

### 8.3 Health & Safety Policy

The draft H&S Policy had been circulated for review, including updates from the comments received. The PC agreed the H&S Policy. **Clerk to publish the Health & Safety Policy.**

### 8.4 Others

None

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

### 9.1 Storm Babet, ESC recovery assistance

The PC noted:

ESC advice regarding housing, waste clearing or street cleansing, contact: 0333 016 2000

[Flood Recovery Framework](#)

- Flooded households in affected areas can apply for up to £500 to give cash quickly to help with immediate costs.
- Households and businesses significantly affected by recent flooding will be eligible for 100% council tax and business rates relief for at least three months.
- Small-to-medium sized businesses in affected areas will be eligible for up to £2,500 from the Business Recovery Grant to help them return quickly to business as usual.
- Eligible flood-hit property owners will be able to apply for up to £5,000 to help make their homes and businesses more resilient to future flooding via the Property Flood Resilience Repair Grant Scheme.

The PC discussed the flooding that impacted the village including Westerfield Road flooded, and Lower Road where the ditches, road, and sewage pump was flooded resulting in raw sewage being discharged. The PC was concerned that the flooding occurred a couple of days after the Suffolk Resilience Forum (SRF) met on 17 October. The PC believed that the Henley Gate drainage failed with water running off Country Park into Westerfield.

The PC noted the emergency contact numbers were publicised on the PC's web site for [reporting problems](#).

**Clerk to contact Lisa Evans, [lisa.evans@ipswich.gov.uk](mailto:lisa.evans@ipswich.gov.uk), Ipswich Borough Council to request information on how Storm Babet impacted Ipswich Garden Suburb as it is understood this is her area of responsibility.**

### 9.2 ESC Rural Business and Community Hub Fund (RBCHF)

The PC noted East Suffolk Council will be accepting applications, for a £15,000-£30,000 share in the newly launched RBCHF. Round 2 of applications will open on the 4th December 2023.

### 9.3 Request for PC to support the [Climate and Ecology Bill](#)

'Zero Hour' had prepared a [draft motion](#), and the Bill has its second reading on 24<sup>th</sup> November. The PC declined to support the request as it didn't consider it had the required expertise.

### 9.4 gov.uk domain names available from One Suffolk

This offer was for Parish Councils who have a need for more secure email addresses. Pricing: .gov.uk - £138 for 2 years; .co.uk, .org.uk etc - £18 for 1 year, £36 for 2 years; .com, .net, .org etc - £24.00 for 1 year, £48 for 2 years. The PC agreed it didn't have a requirement.

### 9.5 Grants for winter support

ESC [Grants for projects](#) that help ease cost of living pressures around food and heating this winter. The PC noted that applications for up to £2,500 for a wide range of projects by 9am 6th December.

### 9.6 ESC Greenprint Forum (Green Issues)

Cllr Hudson expressed interest in attending a free Energy Champion Training Session to address climate change and reduce emissions (Online 10am-3pm, 9th (in-person) & 18th Jan, 6<sup>th</sup>, 27th Feb).

### 9.7 The MJ Awards 2024

The PC noted Municipal Journal Achievement award nominations (19 categories). Opportunity to reward the hard work of your local government organisation, colleagues and partnerships across the last 12 months e.g. A project/policy that has made a difference in communities. Deadline 26th January 2024.

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

16<sup>th</sup> January 2024, 19<sup>th</sup> March 2024 (in the Church Room.)

To be signed when approved



