

WESTERFIELD PARISH COUNCIL

Approved Minutes of Parish Council Meeting held on Tuesday, January 11th, 2022 in Westerfield Church Room at 7.30pm

PRESENT Cllrs Peter Miller (Chair), Peter Hudson (V/C), Graham Austin, Trevor Cade Michael Noble, and District Councillor Tony Fryatt.

1. Apologies and approvals of absence

Cllr Jason Kirk and County Councillor Elaine Bryce had sent apologies for their absence and these were accepted.

2. Declarations of Interest and Requests for Dispensation

None

3. To approve the Minutes of the meeting held on November 16th, 2021

There was discussion around the correct protocol for recording 'off the record' requests in minutes as County Cllr Elaine Bryce had asked to speak 'off the record' at the previous meeting but this had not been noted in the minutes. It was agreed for the following action to be taken: **Clerk to add a sentence to the previous minutes to state 'Cllr Bryce made a request to speak off the record' before they are signed** (due to this the minutes were not signed at the meeting). **The clerk will take advice from SALC on the correct protocol around minuting such requests going forward.** Cllrs agreed that in future it would be best not to accept any 'off the record' comments due to the fact they are public meetings regardless of whether any parishioners are in attendance or not.

4. To receive reports from the County and District Councillors, and comments from members of the public on matters on the agenda

Cllr Bryce had circulated the County Council report for December. Cllr Fryatt referred to Free health and wellbeing courses for the over 60s in the Carlford/Fynn Valley Villages. Cllr Fryatt also referred to the Kesgrave, Martlesham, Rushmere St Andrew and villages Road Safety Forum which is being held on 17 February 2022 and made reference to the lorry survey.

5. To note and discuss current planning applications and related matters: -

5.1 DC/21/3900/FUL Single Storey extension. Fairways Residential Home 4 Fuller Field. *Noted now permitted*

5.2 IP/21/01082/CON Consultation on Landscape Design Code for Phases 2 to 6 of Country Park. Re IP/16/00608/OUT. Land North of Railway and East of Henley Road. *Noted that PC had submitted comments and IBC have part discharged condition*

5.3 DC/21/4880/CON and IP/21/01109/REM Submission of reserved matters for Phases 2 to 6 of Country Park (including layout, landscaping, and access from Westerfield Road. Re IP/16/00608/OUT. Land North of Railway and East of Henley Road. *Noted that PC had submitted comments and IBC have part discharged condition*

5.4 DC/21/5057/FUL | Erection of single storey side/ rear extension and rendering of existing external walls above new red brick plinth. Briar Rose Lower Road. *Noted that PC response from last meeting had been submitted – Awaiting decision.*

5.5 DC/21/5229/FUL Retrospective application – retention of timber cladding to gable end, balcony to rear of building, Pagoda and store 1 to rear of building, Stores 2 and 3 to rear of building. Railway Inn, Westerfield Road. *Noted PC response not to object to the application but to express concern with the possible effect of use of balcony on nearby properties.*

5.6 DC/21/5336/FUL Construction of one detached bungalow with attached garage. Land east of 5 St Marys Way, Westerfield. *Noted PC response not to object to this application.*

5.7 Matters relating to Crest Developments at Henley Gate – A Community Liaison Group has been formed to meet regularly to discuss the development and its progress. *The next meeting is expected to be scheduled for February.*

5.8 Matters relating to Bellway Homes at Fonnereau Village – *Nothing to report*

5.9 Any other relevant planning matters – None

6. To discuss a response to East Suffolk District Council Consultations:-

6.1 Draft Sustainable Construction SPD
Noted PC responded with no further comment.

6.2 Draft Affordable Housing SPD
Noted PC responded with no further comment.

6.3 Draft East Suffolk Community Infrastructure Levy
Noted PC responded with no further comment.

7. To update and discuss progress towards the appointment of a Clerk and responsible financial officer.

Temporary Locum Clerk is now in post for a period of approximately 3 months, however, is available for longer if required.

Filling Vacancy for Parish Clerk and Responsible Financial Officer. An advertisement was placed for the position of Clerk and RFO, however, no applications were received. Therefore, SALC is re-advertising this position.

8. To review progress on developing a Westerfield Neighbourhood Plan

A list of progress has been circulated and the website is due to be updated with notes after each meeting. The next meeting is on 19th January. The process has not been undertaken yet to elect a leader. A consultant has been working on the Westerfield Neighbourhood Plan. There is a list of suggested questions on Google Drive and Cllr Hudson asked fellow councillors if they had read them. Discussion took place around many of the questions that relate directly to the planning policy and are therefore not needed. Ian Poole should be granted access to look at the questions prior to the next meeting. Ian has been successful in getting 30-40 Neighbourhood plans passed. A service level agreement has been signed with East Suffolk DC. Cllr Fryatt asked how the PC are for financing the Neighbourhood Plan. Cllr Miller commented that Ian Poole has advised how to apply for a grant to cover his costs for 2021/2 and that there are further grants that can be applied for in 2022/3. Cllr. Fryatt said he has £4,000 left in his budget which must be used by the end of March so if funding is required he can assist.

9. To discuss policing matters including Safer Neighbourhood Team meetings and response to the Suffolk Policing Consultation.

There was nothing to report from SNT meetings and no known issues. The next meeting will be held on the 20 January and Cllr Hudson will attend.

10. To receive an update on traffic and safety measures for the village and to consider a response to the Suffolk CC Lorry Routes Consultation.

Cllr Noble sent the SID data to Cllr Hudson and David Chenery at Suffolk Highways. Crossroad designs are currently being worked upon. **Cllr Hudson to chase David Chenery next week for an update.** The spreadsheet has been received from Highways but it appears that some items have been misunderstood as there are some inconsistencies. Cllr Hudson to look at the spreadsheet in detail. The VAR is still on the list with Suffolk County Council and there have been no updates or developments on this. **Cllr Hudson to ask Cllr Bryce if there is any update with this.**

11. To receive reports on East Suffolk Community Partnership matters: -

11.1 Green Villages – **An update is required at the next meeting on how much money has been spent on this grant.**

11.2 Roads and Traffic Safety – Cllr Hudson reported on the progress of this Community Partnership Forum. There was discussion around the fact that other PC's must also have road traffic and speeding issues and it was agreed **Cllr Hudson would contact SALC as an avenue to talk to other parishes in Suffolk.** Cllr Hudson gave some information on 'Vision Zero' which has been adopted by Essex County Council. **Suffolk haven't signed up to Vision Zero yet, however, Cllr Hudson will email Cllr Bryce regarding this.**

11.3 Winter Support Grants – Noted that these are available if deserving cases are identified.

12. To receive an update on actions proposed for the Queens Platinum Jubilee in 2022

12.1 The Green Canopy project – Cllr Cade asked whether to qualify for this scheme the tree/s would need to be planted on public land? The majority of Cllrs felt that if they were to be placed on private land then a signed agreement would need to be obtained from the landowner.

12.2 Village Community Celebration – A music group have been booked for Saturday 4 June. The music encompasses a wide variety of genres to appeal to the majority. There will be the opportunity to bring along a picnic. The budget is £2,500 for the event. The event will be advertised in the next newsletter due to be distributed at the end of March.

13. To review outstanding actions arising from the internal audit by SALC

It was noted that there are still some actions that need to be completed. **Namely, the CIL return needs to be signed**, The Accessibility statement needs to be formally agreed at the next meeting (**clerk to add to agenda for March**), and the **audit paperwork for 20/21 needs to go on the website**. The Data Protection Policy has been formally agreed (with one slight modification to remove the watermark). **The clerk with work with Cllr Noble to undertake an audit of the website and find out from SALC what the statutory requirements are for displaying information. The clerk will also circulate details regarding councillor training sessions.**

14. To receive a report on financial matters, approve payments due and review budget provision for 2022/3

The financial reconciliation was read by all. Cllrs agreed unanimously to keep the precept at the same amount as last year (£9548.23) and agreed to the proposed budget presented by the Chairman and the clerk. **Clerk to action precept paperwork**. Looking at the budget for 22/23 raised questions regarding footpath sweeping and whether this took place last year. Cllr Miller said that the footpaths (although not all) were swept once last year by Norse.

Cllr Cade commented that the budget forecast doesn't include anticipated income and asked what CIL payments are expected to ensure money can be spent wisely. Cllr Miller commented that currently there is not much CIL provision due, however, the PC is holding CIL money but if not spent by the due date will be forfeit. **Cllr Hudson agreed to write an email to Cllr Bryce to put pressure on Suffolk County Council to try to get tasks underway to ensure the CIL money can be spent before it lapses.** £16,000 CIL money needs to be spent on projects as soon as possible.

Discussion took place regarding the heaters at the village hall that require pound coins. If councillors pay for the heating for meetings and coffee mornings this can be reimbursed.

Additional banking signatories were agreed to be Cllr Hudson and Cllr Noble. The paperwork to complete this process needs to be completed. Following the death of the previous clerk, new signatories need to be added as soon as is practically possible.

The following payments were approved:-

Payee	Supplier	Amount (exVAT)	VAT	Total	Payment for	Cheque No
M Noble (reimbursement)	Fasthosts Internet Ltd	£73.45	£14.69	£88.14	Website security	1135
P Miller (reimbursement)	P&R locksmiths and KeytoCode			£10.99	Replacement Keys for Parish Council use	1136
P Miller (reimbursement)	Post Office			£10.20	Postages	1137
P Miller (reimbursement)	Ordnance Survey	£54.75	£10.95	£65.70	Licence for using OS plans for copying etc.	1138
Sharwood Services	Direct Payment			£64.80	Printing newsletters	1139
P Miller (reimbursement)	Community Action Suffolk	£50.00	£10.00	£60.00	Fee for using One Suffolk website hosting	1140
P Miller (reimbursement)	P&R locksmiths			£10.00	Replacement Key for Parish Council use	1141

15. Correspondence and urgent matters to be brought to the attention of the Parish Council (inc SALC Area Forum Reports)

A Litter pick is to be organised in April (preferred date Saturday, April 8th) – **Yvonne Maynard to be asked to organise.**

16. To confirm the date of the next scheduled meeting Wednesday, March 9th 2022

Annual Parish Meeting will take place on 27th April and the AGM will take place on 18th May

Signed, P.Miller (Chairman)

Approved at Parish Council meeting 9th March 2022