

# WESTERFIELD PARISH COUNCIL

## Approved Minutes of Parish Council Meeting held on Wednesday, March 9th, 2022 in Westerfield Church Room at 7.30pm

**PRESENT** Cllrs Peter Miller (Chair), Peter Hudson (V/C), Graham Austin, Trevor Cade Michael Noble, Jason Kirk, District Councillor Tony Fryatt, Clare Lucas (Locum Clerk)

### 1. Apologies and approvals of absence

Cllr Jason Kirk arrived slightly late. County Councillor Elaine Bryce did not send apologies before the meeting (but has since sent apologies due to illness).

### 2. Declarations of Interest and Requests for Dispensation

None

### 3. To approve the Minutes of the meeting held on November 16th, 2021, January 11<sup>th</sup> and January 31<sup>st</sup> 2022

The Chairman asked those present if all three sets of minutes (16<sup>th</sup> November 2021, 11<sup>th</sup> January 2022 and 31<sup>st</sup> January 2022) were a true and accurate reflection of the meetings. Around the table, there were nods from the majority so the minutes were all signed. Once the next agenda item was announced Councillor Cade said that the chairman had missed out item number 3 of the agenda - approving the minutes. The clerk explained that the minutes had just been signed. Councillor Cade declared there were two amendments to be made to the minutes of the 11<sup>th</sup> January 2022. Add the clerk to the list of those present at the meeting and a minor typo under agenda item 13 – The clerk **will** work - not the clerk **with** work.

The clerk reiterated that the procedure for amendments to any minutes is to bring discrepancies to the clerk's attention BEFORE the meeting to ensure an accurate copy are ready to be signed.

### 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 latest County Council report prior to the meeting. Cllr Fryatt referred to Community Partnerships, Road Safety Forum, Supplementary Planning Document, East Suffolk Council budget, Surveys and Consultations and the street lighting upgrade.

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

**5.1 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 - Now approved**)

**5.2 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 Parish Council had made a response – now approved**)

**5.3 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 Now approved**)

**5.4 DC/21/5336/FUL** Construction of one detached bungalow with attached garage. Land east of 5 St Marys Way, Westerfield. (**Noted Now approved**)

**5.5 DC/21/5737/FUL** Demolition of existing dwelling and erection of two dwellings/Meadow View Lower Road Westerfield Ipswich Suffolk IP6 9AR (**Noted Parish Council had made a response – now awaiting decision**)

**5.6 DC/22/0001/FUL** Installation of proposed Gazebo, Pergola, 2 sheds and associated external works. Swans Nest, Westerfield Road, Westerfield, IP6 9AJ – **(Noted Awaiting Decision)**

**5.7 Ipswich BC Planning application IP/22/00013/OUTFL** - Land to the East Of Westerfield Road And South of The Railway Line, Red House Farm Westerfield Road Ipswich **(Parish Council agreed to object as outlined below)**

**Westerfield Parish Council response to Ipswich Borough Council Planning Application IP/22/00013/OUTFL Land to east of Westerfield Road and South of Railway Line, Red House Farm, Westerfield Road, Ipswich**

The Parish Council have considered this application on March 9<sup>th</sup> 2022 and expressed concern over how the proposals will affect the local area and in particular, Westerfield village and its residents.

The main matters of concern: -

**1. Effect of extra generated traffic.**

- a) The Local Road Network – Although there is some attempt to demonstrate the effect on the road network generally there are no details of existing traffic conditions on local roads surrounding the site and the capacity of these roads to accommodate extra generated traffic from this site.
- b) Recent traffic figures provided to the Ipswich Core Strategy Examination in Public would indicate that the capacity of junctions of Tuddenham Road and Westerfield Road with the east-west movements along Valley Road/Colchester Roads will have reached capacity by 2026 and extra traffic from the Red House Neighbourhood will exacerbate this situation.
- c) It is regrettable that no access is available from other roads and that the only access to a development of this size should be from the B1077 Westerfield Road.
- d) It is obvious that extra traffic from Red House Neighbourhood will seek to use small village roads in Westerfield. Church lane and Lower Road already have high peak-hour flows from traffic using these roads as an alternative to Valley Road/Colchester Road and this was recognised in the Ipswich Garden Suburb SPD. It is important that traffic calming measures are provided along these roads to compensate for the effect of the extra traffic. Increased traffic movements generated from this development at the junctions of Church Lane with the B1077 and Church Lane with Tuddenham Road will also increase the risk of accidents in their present form.
- e) Current closures of the B1077 level crossing are regularly 8 to 10 minutes and the effect of extra traffic over the crossing will increase queueing with a consequent detrimental air quality effect for local residents.

**2. Provision of the facility for Pedestrian and Cycle movements**

- a) The SPD identified access from the Red House Neighbourhood northwards through the two railway bridges to join a track and proposed right of way to Westerfield and countryside beyond. This facility is not included in this planning application and such a connection within the Neighbourhood to Tuddenham Road would enable off-road access for young people from Westerfield to Northgate High School and sports centre avoiding heavily trafficked roads.
- b) Although later in timescale pedestrian and cycle facility should be provided for the Secondary school within the Neighbourhood as this will serve the whole of the Ipswich Garden Suburb as well as contributing to community sports availability in the local area.

**3. Surface Water Drainage**

- a) Details are provided within this application for the management of surface water drainage within the site but there is no provision for restraining flow into the stream that passes through Westerfield and the Henley Gate Country Park towards its natural outfall. This stream already floods following periods of heavy rainfall as a run-off from arable land and cannot cope with any extra water from the Ipswich Garden Suburb sites. Residents in the village who currently suffer from flooding are extremely concerned about further increases in flow from the development and from climate change.

**4. Landscape and Hedgerows**

- a) There are many established trees and wooded areas on the site of this Neighbourhood and every effort should be made to protect these both for visual appearance and for environmental sustainability.
- b) The route of B1077 between the end of frontage development just North of Chelsworth Avenue and the village of Westerfield is rural in character with substantial hedges and a belt of

woodland. This is a feature that should be maintained and the amount of woodland and hedges lost to provide junctions to the new development must be minimised.

**Westerfield Parish Council therefore objects to this application on the following issues.**

- a) There is no information on the effect of increased traffic in Westerfield and measures proposed to overcome these effects.
- b) Further proposals are needed to provide off road footpath/cycle track access between this neighbourhood and the Westerfield and countryside to the North.
- c) The Surface Water Design should include measures to limit the flow of water from this development passing into the stream through Westerfield.
- d) There is insufficient evidence of how protection of trees and hedgerows will be ensured on the site.

**5.8 DC/21/5773/FUL** Change of use of site from agricultural to ecological enhancement. Land to the South of Church Lane Westerfield (*Parish Council agreed to make a response as outlined below*)

Main matters of concern:

**1. Location of site**

- f) While there is no objection to the provision of land for biodiversity enhancements this site is removed from the Red House Neighbourhood and does not have access from that development. If the western part of this field adjacent to the two railway bridges were to be used for this purpose it would be closer to the land being replaced and could incorporate a footpath from the Red House Neighbourhood to Church Lane and the open countryside to the North.

**2. Management of site**

- a) Access to the site as proposed is from existing field access. This access has been the source of problems in recent years from illegal use by travellers and frequent fly-tipping. The application for the biodiversity site does not state how these issues will be addressed.
- g) If the location of the site were to be amended to the western end of the field it should be possible to access the site from the existing track from B1077 Westerfield Road and hence eliminate access onto Church Lane

**4. Landscape and Hedgerows**

- a) If there are good reasons for using the site in the proposed location, there is a reference to having “no impact on existing trees and hedgerows” but these trees are an essential part of the local landscape and ongoing management, possibly using tree protection orders should be explored

Westerfield Parish Council does not object to the change of use for ecological enhancement but would request further consideration on the following matters.

- a) Possible relocation of the enhancement area to the west.
- b) Consider the possibility of a public footpath from the Red House Neighbourhood to this enhancement area and the countryside to the North.
- c) Managing access to avoid illegal use by travellers and fly-tipping.
- d) Providing evidence of how protection of existing trees and hedgerows will be ensured on the site.

**5.9 Matters relating to Crest Developments at Henley Gate** – IBC have asked Councillor Miller to attend the first 3 meetings of the Community Liaison Group. Councillor Hudson to attend thereafter. Comments noted that construction of Country Park must be started before housing on Henley Gate is occupied.

**5.10 Matters relating to Bellway Homes at Fonnereau Village - None**

**5.11 Any other relevant planning matters**

Councillor Fryatt commented that he has received a number of complaints against ESDC regarding conceived ‘pre-determined’ responses regarding planning applications. If Westerfield Parish Council

experience this please report it back to Councillor Fryatt. Councillor Kirk commented on a development that only wanted to have 40 houses on it but was told they had to have 70.

Councillor Austin commented that the developers of Fullers Field have declared that the footpath has been installed which it hasn't. **Councillor Austin to provide documentation to enable Westerfield Parish Council to take this matter up with the developers.**

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

**6.1 ESDC - Review of Local Validation List** – circulated to councillors. Parish Council considered the proposed document would be satisfactory.

**6.2 ESDC - Community Governance Review in East Suffolk** – This had been circulated to Councillors agreed the following response. "Westerfield Parish Council considered this review at their meeting on March 9th 2022 and decided that the existing arrangements for the governance for Westerfield were satisfactory."

**7. Ipswich Borough Council - Publication of the Inspectors Report into the Ipswich Local Plan Review** – Comments in this report confirm the status of the Supplementary Planning Document for Ipswich Garden Suburb remain unchanged and do not affect representations made to Ipswich BC by the Parish Council

## **8. To update and discuss progress towards the appointment of a Clerk and responsible financial officer.**

The locum clerk has advertised the vacant clerk role through Indeed and has two prospective candidates lined up. Initial informal chats will take place with both candidates, the Chairman and locum clerk. It is then agreed that formal interviews will take place to include Councillor Hudson.

## **9. To review progress on developing a Westerfield Neighbourhood Plan**

Update given by Mary Pluquet. Questionnaires have successfully been delivered to residents which is vitally important to move forward. An advert is going in the magazine to advertise the date of the Annual Parish Meeting (APM). It is important to know what parishioners are interested in other than traffic and planning. At the APM visual panels will be provided by the consultant working on developing Westerfield's Neighbourhood Plan, to engage residents. The cost of using a consultant is funded by grant from "Locality" a group set up to assist Councils preparing Neighbourhood Plans.

## **10. To discuss policing matters including Safer Neighbourhood Team meetings**

Nothing to report

## **11. To receive an update on traffic and safety measures for the village**

Councillor Hudson has emailed David Chenery at Suffolk Highways but has not received a reply so will follow this up with another email. Councillor Kirk emailed Suffolk County Councillor Elaine Bryce to ask her some questions but has not received a reply. A proposal regarding traffic and safety measures was expected from Suffolk County Council but so far nothing has been received.

## **12. To receive reports on East Suffolk Community Partnership matters: -**

### **12.1 Green Villages –**

The Station Adopters have been working hard with the support of East Suffolk Community Partnership at Westerfield Station and part of the agreement for the grant was that there should be local publicity and encouragement for young people to take an interest in biodiversity. Two events are being organised, a writing competition: 'A day in the life of a Westerfield station bee' for which Greater Anglia has donated First Prize - return travel Ipswich to London for a family of 4 and tickets to Kew gardens. Westerfield Parish Council were asked to consider donating a second prize –a Flexi ticket for Jimmy's farm for £53.00 (2 adults & 2 children) or a third prize

book voucher. – **Councillors spoke about how it is important for the Parish Council to show an appreciation for biodiversity issues and councillors unanimously agreed to donate a flexi ticket to Jimmy’s Farm**

## **12.2 Roads and Traffic Safety**

Councillor Hudson could not attend the previous Roads and Traffic Safety meeting – no update. **Councillor Kirk asked – how do we request a speed limit review? – Councillor Kirk to email Councillor Bryce**

## **13. To receive an update on actions proposed in connection with the Queens Platinum Jubilee in 2022**

### **13.1 The Green Canopy project**

The Oak Tree has been collected and a site to plant it has been agreed upon in the paddock. Photographs to be taken when the tree is planted. **Councillor Austin asked for permission to purchase stakes for either side of the tree and a bungy cord – this request was agreed by councillors**

### **13.2 Picnic in the Paddock**

A poster has now been created to advertise this event. A music group and children’s entertainer have been secured by deposit payments. Risk assessments have been completed and sent to insurers.

## **14. Website Management**

Website updates are well underway. Councillor Noble has booked a two-hour session with One Suffolk to understand some more intricate parts of Silverstripe. The locum clerk has provided Councillor Noble with a list of documents that must be on the website.

## **15. Asset Register**

Michael Noble to review asset register and present to the May meeting.

## **16. Street Lighting**

Some of the street lighting in Westerfield is owned by the parish council and some of the lighting is owned by Suffolk County Council. ESDC are changing all lights to LED’s which will save money in the long term but cost money in the short term. SCC only have 6 street lights on their paperwork belonging to Westerfield Parish Council, when in fact it should be 7. **The locum clerk to ask for a quote to change the Westerfield Parish Council owned lights when the SCC ones get changed**

## **17. Village Litter pick – confirmed date April 30<sup>th</sup>**

## **18. Councillor email addresses**

The Locum clerk spoke about the importance of councillors having councillor email addresses for GDPR purposes. All councillors were in agreement to move forward with this – **Locum clerk to set up email addresses in the format of councillor.lastname.wpc@gmail.com**

## **19. To receive a report on financial matters and approve payments due**

The financial reconciliation was read by all.

The following payments were approved: -

<b>Payments authorised for invoices already received: -</b>							
<b>Date</b>	<b>Payee</b>	<b>Supplier</b>	<b>Amount (ex VAT)</b>	<b>VAT</b>	<b>Total</b>	<b>Payment for</b>	<b>Cheque No</b>
18/02/2022	Opus people Solutions (inv 4177)	Direct payment	£245.00	£49.00	£294.00	Agency Fee for Clerk	1145
27/01/2022	Sandy Burn	various	£49.99	£0.00	£49.99	Reimbursement of gardening expenses	1146
26/01/2022	SALC	Direct Payment	£22.50	£4.50	£27.00	Unpaid Payroll services for late Clerk	1147
05/03/2022	Opus people Solutions (inv 4300)	Direct Payment	£245.00	£49.00	£294.00	Agency Fee for Clerk	1148
<b>Payments authorised for committed expenditure and invoices expected before end of year</b>							
	Places4people	Direct	2100	420	2520	Consultancy Fees	1149
	Opus people Solutions (inv 4323)	Direct	£245.00	£49.00	£147.00	Agency Fee for Clerk	1150
	P Miller (reimbursement)	Amazon	£41.50	£8.31	£49.81	Stationery	1151
	P.Miller (reimbursement)	Post Office	£10.20	£0.00	£10.20	Postage Stamps	1152
	P.Miller (reimbursement)	Direct	£32.00	£0.00	£32.00	Reimbursing Village Hall heating meter paid Nov/March	1153
	Opus people Solutions (inv 4517)	Direct	£122.50	£24.50	£147.00	Agency Fee for Clerk	1154
	Suffolk County Council	Direct	£484.27	£96.85	£581.12	Street Lighting costs 2021-2022	1155
	M.Noble (reimbursement)	Amazon	£81.66	£16.33	£97.99	Replacement projector screen	1156
<b>Payments authorised for committed expenditure but invoices not yet received</b>							
	Suffolk County Council	Direct	<i>approx £61.00</i>	<i>approx £15</i>	<i>approx £76</i>	Street Lighting due inventory adjustment	
	Sandy Burn	Direct	<i>53.00</i>	<i>£0.00</i>	<i>£53.00</i>	Prize - Biodiversity Competition	
	Community Action Suffolk	Direct	£48.00	£12.00	£60.00	Website Training	
	Opus people Solutions	Direct	£245.00	£49.00	£294.00	Agency Fee for Clerk	

**20. Correspondence and urgent matters to be brought to the attention of the Parish Council (inc SALC Area Forum Reports) – Locum Clerk to book Councillor Noble a place on the next SALC area forum**

**21. To agree the date of the Annual Parish Meeting on April 27<sup>th</sup> and the next Parish Council meeting on May 18<sup>th</sup> 2022 - agreed**

Signed, J. Kirk (Chairman) Approved at Parish Council meeting on May 18<sup>th</sup> 2022