

**MINUTES OF THE WOOLPIT PARISH COUNCIL MEETING HELD ON MONDAY  
1 DECEMBER 2014 AT 7.00 P.M. IN WOOLPIT INSTITUTE.**

**Present:** Mr Guyler (Chairman), Mr Howard, Mrs Parker, Mr Hardiman, Mr Lomax and 3 members of the public. Mr Smith joined the meeting at 7.25 p.m.

**To receive a presentation and have discussions with Sunila Osborne, Rural Housing Enabler, Community Action Suffolk regarding completing a Housing Needs Survey.**

SO advised if we wish to go forward with the survey WPC needs to set up a working group to go through the survey questions, arrange distribution to all households with a covering letter from WPC and an information sheet. These would then be returned to CAS who would collate the response. The usual response rate is 20-30% and the cost to the parish will be approximately £1 per household. This information would then allow for a small development outside the settlement boundary if a need for affordable homes can be proven. A Section 106 condition can be set in perpetuity that these properties are for people with a local connection.

**Public comment.** Mrs Moss asked if the Parish Council can request that the current post box and pillar have a preservation order so they cannot be removed due to moving the post office into the Co-op Store. *Action: the Clerk*

The Clerk read the Police report. There were 3 crimes recorded between 30 October and 26 November; common assault detected/cautioned, criminal damage to a vehicle Borley Green undetected and assault occasioning ABH. There were 27 calls to the police during the same period in respect of a variety of issues. Parking outside the school continues to be monitored and letters have been attached to vehicles parking less than 10 metres from the junction. Registrations have been taken and fixed penalty notices will be issued to persistent offenders.

**1. Apologies for absence.**

These were received from Mrs Cook, Mr Melvin, County Cllr Storey and the Police.

**2. To receive declarations of interest**

Mr Howard declared a prejudicial interest in item 13 as a member of Woolpit Twinning Association and duly signed the interest book.

**3. To approve minutes of the meeting 3 November 2014.**

The minutes were approved and signed.

**4. Clerk's Report**

**Parking outside the school** – Mr Guyler has spoken to the school and representatives of the governing body will attend the meeting. Mr Guyler wishes to discuss possible options with SCC Highways before the meeting which is likely to be held in January.

**Revised Standing Orders** – following the changes that PC meetings can be filmed, we are waiting for SALC to amend the model Standing Orders before we can adopt the same.

**Footpath 4** – SCC has advised that the contractor has strimmed the path an additional time. The Clerk will ask that the path is skirted out at the beginning of next season. *Action: the Clerk*

**Street Light and garden area, Steeles Road** – Orbit housing has advised that the contractor should be on site 15 December to complete the work.

**Wood Road** – the 30 mph signs have been cleaned, the triangle area tidied and the Police will collect SDR data.

**Woolpit Diary** – the cover will alternate between green and yellow.

**Old Lock Up** – a report on the current condition has been received and the Clerk will request quotes for the recommended work to be carried out. *Action: the Clerk*

**Heath Road cycle path** – a complaint was received following cutting of the hedge and clippings being left. The landowner had cleared up the following day. Mrs Parker will ask the landowner if he can advise when the hedge is going to be cut as residents have advised their willingness to sweep up the debris to avoid punctures.

**Noticeboard** – the Clerk has order from Harry Stebbing for delivery March 2015.

**Costcutter** – there has been no response to our letter requesting a meeting but they appear to be carrying out the litter picking within the terms of their license.

**Verge from Old Stowmarket road to Goldstar** – SCC has confirmed both sides of the road are owned by SCC. The Clerk has asked for the fallen trees to be removed and the fence mended. Also the likelihood of SCC carrying out intensive work to get the verge in good order so that pedestrians can walk safely without going on the road.

#### **5. To receive correspondence/communications and deal with any matters.**

**Wetherden PC** copies of letters regarding A14 noise. **MSDC** planning Department has no control over the burger van light. **MSDC** estimate of charges for election 2015. **MSDC** increase in costs to empty dog and litter bins 2015/16. **Eastern Facilities Management Solutions** new management team information. **CGM Group** landscaping information. **The following items had been circulated to Cllrs:** MSDC search for Suffolk's most active communities, Christmas and New Year waste collection calendar, further CIL workshops Town & parish newsletter December. SCC temporary closure of Rags Lane 18/19 November for repairs and Mill Lane 15-18 December new electrical connection, winter gritting workshop 26 November. Rural Services Network rural opportunities bulletin, news digest 10, 17 & 24 November, RSN seminar – local economies, spotlight on the heart of the village. Community Action Suffolk newsletters 5 & 19 November, Suffolk Volunteering Summit. Suffolk Constabulary Mid Suffolk South and Stowmarket Neighbourhood Watch newsletters 4 & 26 November, NW Association newsletter 27 November. SALC AGM 12 November, filming seminar information, election for 3 directly elected members of smaller councils committee 2015, Mid Suffolk South area meeting 4 December including rail report, 2014-2016 salary scales. Haverbury Housing and landowner copies of letters regarding Housing Needs Survey.

#### **6. Planning – to consider current applications and receive MSDC decisions.**

**3590/14** Application to vary Condition 17 (Boundary screen walls and fences details) if planning application 2228/13 (the demolition of 66-80 Steeles Road Woolpit and the erection of 25 affordable homes including external works and alteration to the highway) in order to change the wording of the condition from 1.2m rural fencing to 1.2 close boarded fencing topped with 600mm trellis. Land at Steeles Road – support.

**2870/14 & 2871/14** Erection of single storey rear extension and detached two storey cartlodge/store. Dale House, Warren Lane. MSDC decision - refused. The proposed development for a detached two storey cartlodge/log store would by reason of its size and location, result in an inappropriate development which would fail to protect and enhance the character and appearance of the existing listed building and its semi-rural setting. The proposal would have an overbearing and dominant impact on the neighbouring property.

**3104/14** Erection of single storey extension to side and rear of dwelling including additional paving and landscaping. Carvalho House, Borley Green. MSDC decision – permission granted.

**3154/14** Installation of guttering on front elevation. Weaver House, The Street. MSDC decision – permission granted.

**2717/14** Erection of 1½ storey rear and front extensions following raising of roofline and single storey rear extension. New parking, dormer windows to front elevation. Brookfield House, Heath Road. MSDC decision – permission granted.

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**7. To approve accounts for payment.**

Mr K Harknett £50.40 litter picking November, Suffolk County Council £1062.68 replacement street lamps 49 & 53 Mill Lane, Anglian Water £35.47 allotments 12/8/14-12/11/14, Mid Suffolk District Council £20.00 small lotteries annual registration, SLCC £149.00 membership renewal 2015, Mr T Moss £36.00 inspection report on Old Jail, Woolpit Institute £60.00 meeting room hire July-December, Suffolk County Council £201.13 pension payment December, Mid Suffolk District Council £168.01 replacement sign Rectory Lane and Equity pc £108.00 Woolpit Diary December/January. All accounts were approved and cheques issued. Payments by standing order Mrs P Fuller £653.80 salary November, Mrs O Johnson £186.27 salary November and e-on £25.56 pump light 13/8/14-13/11/14

**8. To consider requests for grants.**

Cllrs considered a request from the Red Cross. It was unanimously agreed to decline making a donation as it was felt with limited resources WPC would prefer to support local causes.

**9. To discuss the completion of a Housing Needs Survey and take any necessary action.**

It was agreed to carry out the survey and Mr Guyler, Mr Lomax, Mr Howard and the Clerk would form the working group. It was unanimously carried to approve an initial budget of £1000.00. All Cllrs will read the documentation provided by CAS and email any comments to the Clerk so that these can be incorporated into the survey. An initial meeting will be arranged in January. *Action: the Clerk*

**10. To consider a response to the consultation on moving the Post Office to the Co-operative Store and take any necessary action.**

Woolpit Parish Council would prefer the Post Office to remain in its current position and deeply regrets that this proposal will result in the loss of a dedicated facility in a thriving rural community. However, if circumstances require that it move to the Co-op Store in Woolpit then Cllrs feel the following issues must be taken into consideration: additional space must be created for separate post office counters; privacy and confidentiality for post office customers should be maintained; post office vehicles outside the Co-op would cause congestion and it should be a requirement of the move that they operate/unload in the Co-op car park; that the current pillar box and post box remain in situ. *Action: Mr Guyler/the Clerk*

**11. To consider procedure of any filming of meetings and take any necessary action.**

Deferred until further information received from SALC.

**12. To consider the production of a footpath leaflet and take any necessary.**

Mr & Mrs Hardiman will look into producing a leaflet similar to the one of Rattlesden footpaths.

**13. To consider a request for Woolpit Parish Council to be involved in the 20<sup>th</sup> anniversary of Woolpit Twinning Association and take any necessary action.**

It was agreed that WPC would participate in some celebratory events and make a financial contribution.

**14. To consider a response to the Community Infrastructure Levy – Draft Charging Schedule and take any necessary action.**

MSDC levy would be £115 per sq.m on house in Woolpit. Cllrs feel that this is high and the amount should be reduced. Parishes will receive 15% of this but those parishes with a Neighbourhood Plan will get 25%. Cllrs feel that this is discriminatory. They also feel that the concept of CIL conflicts with legislation for affordable housing and will also push up house prices and rents. *Action: Mr Guyler/the Clerk*

**15. To discuss MSDC request to Complete a parish survey for use within Mid Suffolk Local Plan development and take any necessary action.**

It was agreed that the Clerk would complete the survey. *Action: the Clerk*

**16. To receive a report on the allotments and take any necessary action.**

SJH Landscapes has not responded to various emails so the Clerk has left a telephone message to contact her regarding the outstanding work on plot 24. Most plots are in reasonable condition. All but 2 renewal rents have been received and 2 plots are to be relet.

**17. To receive an update on the redevelopment of unity housing in Steeles Road.**

The building work is progressing well. The pavements in Steeles Road are in a poor condition and the Clerk will contact SCC to repair and contact Orbit Housing to ask if it is possible for lorries to have a one way system during construction.

*Action: the Clerk*

**18. To receive a report from the Litter Picker.**

Other areas have been covered since Costcutter appear to be keeping the areas of the playingfield included in their licence provision clear of litter. Mr Harknett is happy to cover other areas within his current hours. The area between the Plough and Abbots Meadow and between Mill Lane and Abbots Meadow need work.

**19. To receive a report from the Village Hall and Playing Field Committee.**

The Wi-Fi is up and running and computer courses will be held from January. A small football goal has been erected on the sportsfield. Leon Wilkins is the new booking clerk. Currently expenditure is exceeding income and the committee are holding a meeting tonight for fundraising ideas as well as looking to increase rental fees. The Chairman has been given a list of WPC meeting dates during 2015 so that meetings can be arranged on other evenings.

**20. Date and time of the next Parish Council meeting – Monday 5 January 2015 at 7.30 p.m. in Woolpit Institute. Noted.**

The meeting closed at 9.33 p.m.

Signed.....

Dated.....