

MINUTES OF THE WOOLPIT PARISH COUNCIL MEETING HELD ON MONDAY  
5 OCTOBER 2015 AT 7.30 P.M. IN WOOLPIT INSTITUTE.

**Present:** Mr Guyler (Chairman), Mr Jones, Mr Melvin, Mr Hardiman, Mr Wheatley, Mrs Cook, Mr Howard and 10 members of the public.

**Public comment:** The recent public presentation of the possible development of 50 properties on land adjacent to Green Road has caused concern to many residents. Members of the public at this WPC meeting listed the impact on village services, infrastructure, traffic and drainage as some of the issues and some felt that Woolpit must produce a Neighbourhood Plan.

Concerns were expressed regarding verges and hedging and who is responsible for cutting. The Chairman advised that SCC is told about problem verges and hedge owners and that a village volunteer group could be formed and added to WPC insurance.

County Cllr Storey advised the Cabinet is due to meet 13 October and discuss a Working Together Forum between the voluntary sector and SCC, allowances paid to Special Guardians and Suffolk Safeguarding Adults annual report. A bid to find locations for Short Stay Stopping sites for the Gypsy and Traveller community has been launched. A new childhood illnesses app has been launched by health teams in Suffolk and details will be published in the next Woolpit Diary. *Action: the Clerk*  
District Cllr Storey advised there has been a joint response from Mid Suffolk and Babergh to the proposed closure of the Magistrates Court in Bury St Edmunds. A one off Members Locality Award scheme is to run with an application period 1 October 2015-8 January 2016; assessment is by ward members and money paid out in February. Suffolk's expression of interest in devolution was sent to central government 4 September and since then many meetings have taken place. There is a suggestion that Suffolk and Norfolk should work jointly to get the best for both counties.

1 **Apologies for absence** were received from Mrs Parker and Mr Lomax.

2. **To receive declarations of interest.** There were none.

3. **To approve minutes of the meeting 7 September 2015.**

The minutes were approved and signed.

It was proposed and seconded to bring forward item 13.

**13. To consider a Neighbourhood Development Plan for Woolpit and take any necessary action.**

It was agreed to hold a public meeting in January 2016 to see if there is sufficient support to produce a Neighbourhood Plan. A steering group would need to be formed with PC members as part of the group, costs involved need to be investigated as well as what is involved. The public meeting date will be published in the December/January issue of Woolpit Diary. *Action: Mr Guyler/the Clerk*

**4. Clerk's Report**

**Balance of tree work in Ladyswell** – work to the veteran beech tree and the trees on the boundary with Goldstar will be carried out once the leaves have fallen.

**Co-op/Post Office** – the East of England Co-op has advised that they are looking at changing certain things and will be contacting the Clerk to arrange a meeting to discuss further. The Post Office has advised they are looking at issues of staffing but the service will remain the same.

**Felled tree, Steeles Road** – MSDC is looking into if it will be replaced.

**Standing Orders on website** – there is no legislation to say they must be published on the website but is good practice. This will be discussed further at the next meeting.

**MSDC Housing Allocations Policy Consultation** – withdrawn, contact will be made again when the draft document has progressed further.

**Housing Needs Survey update** – the Clerk has spoken to Haverbury Housing and Community Action Suffolk will set up a meeting in November.

**Town & Parish Liaison meeting 5 November** – includes Neighbourhood Plans. Mr Melvin, Mr Howard and the Clerk will attend the morning session and Mr Guyler the evening session.

**Meeting with Costcutter** – the management has changed but it was a very positive meeting. They will ensure their litter picker picks up small items including cigarette ends. They confirmed their litter picker goes round daily during the week and once over the weekend.

**Diary adverts** – the Clerk has withdrawn one advert for non payment.

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

Pictures have been provided by Mr Bates of Warburton lorries parking over the entrance to Masons Lane causing further congestion in the area. The Clerk will write to East of England Co-op advising of the difficulties. *Action: the Clerk.* **SALC** a letter from Suffolk Constabulary has advised that the Police will not produce monthly reports of crimes from 2016. The Clerk contacted Elmswell Police Station and due to staff shortages they have already ceased to provide these. **The Church** has asked for permission to cone off part of The Street for a Nativity Procession 5 December. They have been referred to SCC as WPC does not have the powers to approve this. WPC has received copies of 8 letters of response to the development proposals put forward for Green Road which will be taken into consideration if/when a planning application is received along with the number of car movements along Green Road between 0730 and 0830 on Monday 23 September provided by Mrs Grant. **Woolpit Playing Field Committee** has advised that some tree trimming is necessary and will get quotes and pass to WPC for consideration of a grant to pay the costs. The play equipment is coming to the end of its life and, although fundraising will take place a grant request is likely to be forthcoming. Cllrs were advised that sleeping overnight is taking place in MSDC carpark. The Clerk was asked to contact MSDC. *Action: the Clerk.* **The following items have been circulated to Cllrs:** **SCC** yellow weather warning 16 September, nominations for CEP steering group (Suffolk) AGM 13 November, Community Emergency Planning training programme 2015, winter gritting workshop, East of England Co-op –bring your communi(tea) together. **MSDC** Mid Suffolk Locality Awards – local funding opportunity, request for short stay stopping sites for the gypsy and traveller community, consultation Haughley Neighbourhood Plan area designation, Town & Parish Council newsletter September, Planning Together & Community Engagement – update for Towns & Parishes September, CIL Examination letter, Town & Parish Liaison meeting 5 November. **SALC** letter from police regarding monthly reports and attendance at meetings, AGM 12 November, website and council of the year competitions, ROSPA basic playground management and inspection. **Rural Services Network** Rural Vulnerability Services – fuel poverty September & rural transport September, newsletter 15, 21, 28 September & 5 October, RSN seminar – tackling the challenges of aging, rural economy spotlight. **Community Action Suffolk** newsletter 9 & 23 September + 5 October, CEO Leaving, invitation to Annual Health and Wellbeing Stakeholders meeting. **Suffolk Constabulary** Stowmarket & Mid Suffolk South Neighbourhood Watch newsletters 26 August-9 September & 9-23 September. **Public Sector Executive** newsletters 8, 10, 14, 17, 21, 24 & 28 September + 5 October.

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

**2584/15** Erection of garage and attached storeroom. Cherry Trees, Rags Lane. Our request for an extension for comments to this meeting was refused. MSDC decision – permission granted.

**2338/15** Erection of single storey office building following removal of existing portable building. Unit 21, Woolpit Business Park, Windmill Avenue. MSDC decision – permission granted.

**1494/15** Change of use from Old Post Office to residential. April Cottage, The Street. MSDC decision – permission granted.

**EN/15/00033** Sampson House, The Street. The unauthorised signage has been removed.

**7. To ratify a 3 year contract for the maintenance of the church clock with Smith of Derby.**

As this will mean a reduction in overall costs, this unanimously ratified.

**8. To approve accounts for payment.**

Smith of Derby £543.60 church clock maintenance 1 August 2015 – 31 July 2018, Vertas Group Ltd £313.99 playing field grass cutting July-September 2015, Equity pc £108.00 edit October/November Woolpit Diary, Business Services at CAS Ltd £927.42 insurance renewal 2015/6, Woolpit Institute £780.00 office rent August 2015-January 2016, Mrs P Fuller £154.40 reimbursement of expenses July-September, Mrs O Johnson £34.38 additional pay due to pay increase April-September, Mr K Harknett £49.00 litter picking September, HM revenue & Customs £43.80 Tax & N/I July-September, Mr J Roper £170.00 allotment fence and post repairs, Suffolk county Council £205.55 October pension payment. Payments by standing orders Mrs P Fuller £653.80 wages September, Mrs O Johnson £186.27 wages September. All accounts were approved and cheques issued.

**9. To further discuss the replacement Parish Council computer and take any necessary action.**

Cllrs considered quotes and it was agreed to accept the quote from Equity pc for an HP 400 series business quality laptop, installation and setup including transferring data from current system, cost estimate £689 + VAT. *Action: the Clerk*

**10. To discuss pension enrolment and take any action.**

Deferred to next meeting.

**11. To consider new street light columns to replace lanterns 16 Steeles Road and 24 Green Road and take any necessary action.**

Mr Guyler has discussed the issues with Karen Smith, SCC and it is not possible to erect new columns where we would like them situated. It was therefore agreed to have new brackets with LED lanterns and to get rid of G39 issues if possible at a cost of £1937.58 + VAT. *Action: the Clerk*

**12. To consider MSDC consultation on the Gambling Act 2005 Local Policy 2016-2019 and Licensing Act 2003 Local Policy 2016-2021.**

Cllrs agreed to make no comment.

**14. To discuss the housing of the ride on mower and take any necessary action.**

This is currently in Martin Baker's shed but he needs it moving. Mr Guyler will contact Jamie Wiley to see what repairs are required and if it is OK a new home will need to be found for it. *Action: Mr Guyler.*

**15. To discuss the inclusion of Jo Churchill MP contact details in Woolpit Diary and take any necessary action.**

It was agreed to carry her name and the Bury St Edmunds constituency number under useful numbers in Woolpit Diary. *Action: the Clerk*

**16. To discuss outstanding highways issues and take any necessary action.**

After discussion Cllrs agreed that the issue regarding a review of signage in Masons Lane can be removed from the rolling list of outstanding items .

**17. To consider the consultation on Haughley Neighbourhood Plan designated area and take any necessary action.**

Cllrs concur with the area, no action required.

**18. To receive a report on the allotments and take any necessary action including the recommendation of the allotment wardens whether to renew some tenancies.**

3 tenants have not been keeping their plots in good order and have been sent letters during the year without any improvement. The wardens recommended that these tenancies are not renewed. It was also recommended that rents be increased from November 2016 to £8 for a half plot and £16 for a full plot. Both recommendations were unanimously approved and tenants will be informed. *Action: the Clerk*

**19. To receive an update of the garden area included in the original redevelopment of Steeles Road.**

As Orbit Housing have not been able to resolve the outstanding issue of benches, gate fittings and streetlights, the Clerk was asked to contact Flagship and MSDC to get the matters resolved. *Action: the Clerk*

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

Orbit Housing has asked if a sales board can be erected on the corner of the green area in Steeles Road. As this is owned by MSDC they need to make the decision, however the Clerk has advised that this is a play area and there could be health and safety issues.

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

There are less small items of litter and cigarette ends in the car park, this could result from WPC meeting with Costcutter.

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

Quotes are awaited for a stairlift. The quiz night has now been rescheduled and will be held in the new year. PIR security lighting is to be installed around the building. The fencing has been erected for the small goalpost.

**23. Date and time of the next Parish Council meeting – Monday 2 November 2015 at 7.30 p.m. in Woolpit Institute. Noted.**

The meeting closed at 9.18 p.m.

Signed.....

Dated.....