

MINUTES OF THE ANNUAL MEETING OF WOOLPIT PARISH COUNCIL HELD ON MONDAY 18 MAY 2015 AT 7.30 P.M. IN WOOLPIT INSTITUTE.

**Present:** Mr Guyler, Mr Jones, Mrs Parker, Mr Wheatley, Mr Hardiman, and Mr Howard. Mr Lomax joined the meeting at 7.40 p.m.

**Public comment:** The Clerk read the Police report. There were 10 crimes reported between 1 April and 17 May.

**1. Election of Chairman.**

Mr Guyler was proposed, seconded and unanimously elected.

**2. Election of Vice-Chairman.**

Although Mr Melvin was unable to attend the meeting, he had previously advised his willingness to stand for the office of Vice-Chairman. He was proposed by Mr Guyler, seconded by Mrs Hardiman and duly elected.

Mr Guyler welcomed Mr Wheatley to the Parish Council.

**3. Apologies for absence.**

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

**4. To appoint Parish Council Representatives to other bodies.**

Institute Committee – Mr Guyler.

Woolpit Village Hall and Playing Field Committee – Mr Hardiman.

SALC – Mr Guyler.

Tree/footpath Warden – Mrs Hardiman.

Pump Garden – Mrs Grant.

Public Transport Liaison Officer – Mrs Fuller.

School Liaison – Mrs Cook.

Woolpit Charity Lands – Mr Parker, Mrs Moss and Dr Cockayne.

St Mary's Building Trust – Mr Guyler.

Millennium Garden – Mrs Cook.

Allotment Wardens – Mrs Parker and Mrs Cook.

**5. To review the effectiveness of council's internal audit and systems of financial control including insurance and risk assessment.**

Cllrs reviewed the current internal audit and control procedures and are satisfied that they comply with regulations and are suitable for the PC's financial levels.

**6. To receive declarations of interest**

There were none.

**7. To approve minutes of the meeting 30 March and 20 April 2015.**

The minutes were approved and signed.

**8. Clerk's Report**

**MSDC Planning Enforcement** – is investigation whether planning permission is required for the erection of signs for Woolpit Osteopaths on Sampson House and The Post Office sign on the Co-op building.

**Masons Lane** – The Police will carry out checks on vehicle usage of Masons Lane and stop vehicles not using for access only.

**Allotments** – The quote of £170.00 for repairs to the fencing has been accepted and tenants asked to move any items which are within 2 feet of the fence to allow contractor to carry out the work.

**Candidates expenses forms** – the Clerk reminded Cllrs that these need to be completed and returned to MSDC by 4 June.

**Post Box, The Green** – still not been replaced. The Clerk is liaising with Royal Mail.

**Steeles Road redevelopment garden** – the Clerk has advised Orbit Housing that 2 street lights are still not working and also asked if SCC has adopted streetlights for the development. Persimmon has confirmed that gate closers and benches still need to be installed. MSDC is responsible for the upkeep of the garden (but currently cannot access the area) and the Clerk has asked Orbit Housing to confirm that the area has been officially adopted by MSDC.

**Street light 16 Steeles Road and 24 Green Road.** Night sensors will be fitted. SCC will conduct a site visit to see if the LED lanterns can be installed lower down the poles to alleviate G39 issues.

**Moving street light 4, Heath Road** – SCC has received the quote from UKPN and has forwarded to the developer.

**British Telecom** – issues of monthly amounts charged and those agreed when upgraded to BT Infinity continue.

**Millennium Garden** – Gadd Brothers will supply bark for the area, any dead shrubs will need to be replaced in the autumn, the Clerk is awaiting quoted for removal of the laurel stumps close to the garden.

**Internal audit** – Mrs Cook conducted an audit 2 April and all in good order.

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

**The following items have been circulated to Councillors:** Clerks and Council Direct May, SCC Suffolk on board newsletter April, social media training, Suffolk records Office – invitation to April forum groups, Community Emergency Planning newsletter Spring 2015, Pension Board employer representation, broadband coverage. Community Action Suffolk newsletters 8 & 22 April + 6 May, Social Value Act: Suffolk needs your organisations experiences, Do you work with children, young people and families in Suffolk? Suffolk Police Stowmarket & Mid Suffolk South Neighbourhood Watch newsletters 26 March-8 April and 9 April-22 April. Orbit Housing promoting unity development in Woolpit. SALC forthcoming courses, LAIS 1374.1 councillor travel expenses update, LAIS 1377 prayers, LAIS 1378 parking, LAIS 1379 unauthorised encampments, Police invite views on policing in the county, new finance briefing, Local Audit and Accountability Act 2014, commencement orders, induction dividers, LAIS 1380 Local Government Ombudsman, LAISU2D150428, Councillor briefing sessions, latest information and updates. Rural Services Network Rural Opportunities bulletin, new digest 7, 13, 20 & 27 April, 5, 11 & 18 May, Rural Vulnerability Service rural broadband April, fuel poverty April and rural transport May, Rural Services network news, rural housing spotlight. MSDC notification of MSDC Community Infrastructure Levy submission, nominated candidates and elected councillors from non-contested Town and Parish elections, Town and Parish Council Register of Interests, Babergh and MSDC Parish and Town Councils survey – sports facilities and playing pitch strategy, Town & Parish Liaison meeting 9 June, Babergh and MSDC Community Infrastructure examination. Rural Coffee Caravan Information Project AGM 1 June. Firefighters Charity Suffolk Fire Ride 5 July. Suffolk Preservation Society Suffolk View Spring 2015.

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

**1314/15** Variation of conditions 2 (approved plans) 3 (external materials) and 10 (windows in east and west elevations) of application 3645/14 (demolition of existing dwelling and erection of replacement single storey dwelling). Dolphins (formerly known as Rosebank), Rags Lane. As this was for change to colour tile and fitment of windows WPC did not call a special meeting to consider in the timescale.

**0973/15** Erection of single storey front extension (following demolition of existing 2 front porches). Eastview, Mill Lane. MSDC decision permission granted. It is noted that erection of close boarded fence above existing wall has been removed from the application.

**3590/14** Application to vary Condition 17 (Boundary screen walls and fences details) of planning permission 2228/13 [The demolition of 66-80 Steeles Road Woolpit and the erection of 25 affordable homes including associated external works and alterations to the highway] in order to change the wording of the condition from '1.2m rural fencing' to '1.2m close boarded fencing topped with 600mm trellis' Land at, Steeles Road. MSDC decision – permission granted.

**0769/15** Erection of new dwelling. Land adjacent to Clear View, Bury Road. MSDC decision – permission refused; out of character and unduly cramped for its location with an unsatisfactory level of residential amenity space for existing and proposed dwellings.

**1110/15** Proposed use of land to station a mobile home. (Annex to be used by granny). 23 Steeles Road. A copy of an objection sent to MSDC has been received.

**11. To approve accounts for payment.**

The following payments were ratified: Mr K Harknett £89.60 litter picking March, HM Revenue & Customs £49.00 Tax and N/I January-March, Equity pc £196.16 (£88.16 ink cartridges & £108.00 edit April/May Diary), Gipping Press £272.19 printing April/May Diary, SALC £664.00 2015/16 subscription, Harry Stebbing Workshop £1414.80 noticeboard, Mr K Harknett £42.10 litter picking April and Suffolk County Council £229.84 April pension contributions. The following accounts were approved and cheques issued: Mid Suffolk District Council £834.00 litter and dog bin emptying 2015/16, Anglian Water £26.91 allotments 11/2/15-13/5/15 and Suffolk County Council £205.55 May pension contributions. Payments by standing order Mrs P Fuller £653.80 salary April, Mrs O Johnson £186.27 salary April, Mrs P Fuller £653.80 salary May, Mrs O Johnson £186.27 salary May, British Telecom £146.76 quarterly bill and Eon £28.97 pump light 13/02/15-13/5/15.

**12. To consider a request that Woolpit Twinning Association is changed to Woolpit and Drinkstone Twinning Association and take any necessary action.**

Councillors have no objection to the change and grant permission for WTA to approach Drinkstone Parish Council with this request. *Action: the Clerk.*

**13. To consider a request for a Zebra Crossing for Heath Road near the junction of Old Stowmarket Road and take any necessary action.**

Cllrs consider that it would not be safe to put in a crossing as the junction stands but will ask SCC to look into the feasibility of a crossing in this area. *Action: the Clerk*

**14. To consider a request from Woolpit Playing Field Committee to pay for bark in the children's play area and take any necessary action.**

Councillors agreed to order and pay for 10 cubic metres at a cost of £519.00 + VAT. *Action: the Clerk*

The meeting adjourned at 8.18 pm for a site visit for the next item and reconvened at 8.22 p.m.

**15. To decide on the position of the Parish Council notice board in the Pump Garden and take any necessary action.**

This will be erected in the Pump Garden by the side of the right hand tree opposite Addisons. Mr Hardiman and Mr Wheatley will install.

*Action: Mr Hardiman/Mr Wheatley*

**16. To discuss a review of street lighting and take any necessary action.**

Cllrs feel that the lights along Heath Road could be improved but it was agreed to wait until SCC reports back on streetlights 16 Steeles Road and 24 Green Road following a site visit to see if LED lanterns can be fitted and G39 issues alleviated at the same time.

**17. To discuss hedging along Mill Lane and take any necessary action.**

The Clerk has contact the land owner who has responded that they feel it slows traffic as it narrows the road at this point. Cllrs disagree and a further letter will be sent asking that the hedge is taken back to the edge of the highway. The Clerk was also asked to contact the Housing Association with hedging by the path as it is now forcing pedestrians to walk in the road. *Action: the Clerk*

**18. To suggest a new road name for tranche 2, Steeles Road as requested by MSDC.**

Lanecroft is suggested as it was an ancient name for land in the vicinity and compliments the new road name for tranche 1 of Greencroft. *Action: the Clerk*

**19. To consider the Mid Suffolk District Council Draft Functional Cluster consultation and take any necessary action.**

Woolpit is in the Elmswell and Woolpit cluster and councillors do not wish to comment.

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

The Clerk will write to tenants where plots have not been worked and ask that action is taken immediately to clear weeds. Mrs Parker is still to meet with Mr Harvey regarding clearing and maintenance of plot 24. *Action: the Clerk*

**21. To receive an update on the redevelopment of unity housing in Steeles Road.** Work is progressing well.

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

Mr Harknett has cleared areas as requested. As time permits he will walk in from The Heath and The Green and clear the litter. Costcutter are not clearing cigarette ends from the car park.

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

Their AGM is tonight.

**24. Date and time of the next Parish Council meeting – Monday 15 June 2015 at 7.30 p.m. in Woolpit Institute.** Noted.

The meeting closed at 8.55 p.m.

Signed.....

Dated.....