

MINUTES OF THE WOOLPIT PARISH COUNCIL MEETING HELD ON MONDAY  
1 FEBRUARY 2016 AT 7.30 P.M. IN WOOLPIT INSTITUTE.

**Present:** Mr Guyler (Chairman), Mr Melvin, Mrs Parker, Mrs Cook, Mr Hardiman, Mr Melvin, Mr Jones, Mr Howard and 9 members of the public.

**Public comment:** Following on from the public exhibition in September, Mr Short, Artisan Planning and Property Services outlined the development of a 5 acre site off Green Road for 51 dwellings, including 18 affordable homes. There will be a further public exhibition before the planning application is submitted.

Various questions were asked by those in attendance regarding development in the parish, the enormity of possible development not in sympathy with the village, MSDC 5 year land supply and infrastructure. Councillors were asked why a Neighbourhood Plan had not been proposed earlier. The Chairman advised that the matter was discussed at a Parish Council meeting and the view at the time when NPs were introduced was that they were for villages with special situations.

Mr Wheatley is unable to sort and deliver the April/May issue of the Diary. Mr Guyler volunteered to deal with this.

Mr Hardiman advised that the LED street lights attached to poles in Green Road and Steeles Road have not been connected and the old brackets remain in situ. SCC is waiting for UKPN to deal with these matters.

The post box at The Green has still not been reinstalled. County Cllr Storey will contact Royal Mail.

County Cllr Storey advised that full council will meet on 11 February to debate the 2016/17 budget. The Cabinet meeting 23 February will discuss the Quarterly Budget monitoring report, school admission arrangements for the school year 2017/18 and the agreement to bring 200 Syrian refugees under the Government Syrian Resettlement Programme in Spring 2016.

District Cllr Storey advised that the Executive are meeting 8 February to discuss the Treasury Management Strategy 2016/17, joint Strategic Plan refresh 2016/2020, Joint Medium Term Financial Strategy and MSDC budget 2016/17, endorsement of a recommendation that Babergh and Mid Suffolk set up an In-House service to deliver repairs and maintenance services across both districts and a response by SCC to the consultation by Scottish Power Renewables in relation to the development project of an offshore windfarm off the coast of East Anglia. The Council meeting 26 January agreed that the Community Infrastructure Levy will be introduced from 11 April 2016.

1 **Apologies for absence** were received from Mr Lomax.

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

3. **To approve minutes of the meeting 4 January 2016.**

The minutes were approved and signed.

#### 4. **Clerk's Report**

**New street light outside the Co-op** – a site meeting was held with SCC and we are waiting light output data and a quote for costs. One objection has been received.

**Street light at the junction of Heath Road and Church Street** – SCC are awaiting the developer to agree the quote before the column can be moved. There is some issue of land ownership.

**Planning objections** – District Cllr Storey has advised that she is not contacted by planning officers for comment on applications. Therefore the Clerk will advise her of any application the WPC object to so that she can contact the planning officer.

**Old computer** – the bell ringers have acquired second hand computer. It was therefore agreed that the hard drive can be cleared and the computer scrapped.

**Buckingham Palace Garden Party** – the Chairman has been nominated.

**Community Speedwatch** – new batteries have been purchased for the gun.

**Audit procurement** – it has been confirmed that the cost for 2017/8 will be the same as for 2014/15.

**TPO request for lime trees, Drinkstone Road** – MSDC has advised that with current resources TPOs will not be applied to trees unless they are subject to a planning application for removal or inappropriate works. However, trees in a Conservation Area remain protected as they cannot be worked on without agreement from MSDC.

**Broken Road name sign Broomhill Lane** – MSDC has ordered a replacement.

**Joint Emergency Planning Unit** – Peer Review survey will be completed by Mrs Parker.

*Action: Mrs Parker*

**Broken drain, Elmswell Road** – SCC has advised that their contractor should have repaired within 2 weeks. They will contact them for urgent action.

**Elmswell Library refurbishment** – Mr Guyler and the Clerk attended the reopening ceremony following refurbishment. The notice board donated by WPC has a plaque stating this and we are also named on the outside plaque.

**Meeting with the Co-op** – this had been a very useful meeting and the company are very aware of the problems since taking in the Post Office. They are looking into better signage, more confidentiality for Post Office transactions, extra dual purpose tills, staff training and stock.

**Speaker for the APM** – It was agreed to contact UK Power Networks to talk on the services they provide for vulnerable people.

*Action: the Clerk*

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

**SCC** Highways has advised that they will write to Mr Scott regarding the condition of the trees on the Old Allotment site, Rags Lane explaining safety concerns and that he needs to get a qualified tree surgeon to inspect them, the road surface does not need any immediate action and SCC only kerb where absolutely necessary and they do not feel this is the case in Rags Lane. **MSDC** Community Facilities information which has been completed by Mr Guyler. **Mid Suffolk Citizens Advice Bureau** letter requesting continued financial support and that they have helped 86 Woolpit residents in the first 9 months of 2015/16. The Clerk will request a copy of the last audited accounts and this will be discussed at the March meeting. **Resident** advising Rags Lane old allotment site is being cleared. **Resident** objection to a new street light outside the Co-op. **Resident** regarding ongoing issues caused by the Co-op. these were discussed with Mr Barnett, Area Manager East of England Co-op.

#### **The following items have been circulated to Cllrs: Clerks and Councils Direct**

January. **SALC** Communication from the Chair of Smaller Authorities Audit Appointment Ltd, Buckingham Palace Garden Party, Area meeting dates 2016, LAIS1385 Public Service Ombudsman, Queen's 90<sup>th</sup> Birthday Beacons 21 April and celebrations 2016, CQC inspection of West Suffolk NHS Foundation Trust, thanks for copy of our response to Tim Passmore regarding PCSO match funding, SCC Highways survey and auto-enrolment pension advice note. **SCC** Last chance to attend lottery funding First Aid course, temporary closure Woolpit Road, Rattlesden for carriageway repair, yellow weather warning 14 January, road closure Heath Road 15-17 February between Church Street and Green Road and The Green 17-19 February from Green Road to The Green carriageway repairs, road closure Steeles Road 18-22 January footway reconstruction, Ending Loneliness workshops, Greggs offer £s for Environmental projects, join the fight weekly bulletin 29 January, Employer Liaison meeting 8 February. **MSDC** Big Lottery funding event 1 March, precept 2016/17 conformation of receipt and PC increase is 5.47% for a Band D equivalent, Community Facilities information request, Town & Parish newsletter January, Babergh and Mid Suffolk CIL charging schedules – notification of approval (regulation 25). **Rural Services Network** RSN seminar – making rural settlements work – Planning and Affordable housing, news 11, 19, 27 January and 1 February,

Rural Vulnerability service – rural broadband January and fuel poverty January, Rural new special – ‘Disastrous’ government grant proposals must be rethought, Rural housing Spotlight. **Public Sector Executive** news 7, 14, 21 January 1 February. **UK Powernetworks** UKPN Critical Friends Panel. **Amey** roadworks to improve A14 Junction 47A. **Phil Tucker** community magazine printing. **Suffolk Constabulary** Stowmarket Neighbourhood Watch newsletter 13 January, update on PCSOs. **Residents** 16 comments to public exhibition regarding Old Stowmarket Road development. **Mid Suffolk CAB** Mid Suffolk News. **Community Action Suffolk** newsletter 13 & 27 January, conference to transform your organisation 2016.

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

**4474/15** Infill of existing front covered verandah. Single storey rear extension, reduction of existing dormer window width and adding pitched roof over, replacement windows. Creation of new double bay cartlodge. High Trees, Drinkstone Road – object. The cartlodge would mean the removal of lime tree. WPC has no objection to the rest of the proposals.

**0116/16** Erection of 2 storey side extension. High Trees, Drinkstone Road – support.

**0128/16** Re-pollard Lime Tree. High Trees, Drinkstone Road – no objection.

**4405/15** Erection of a detached single storey dwelling. Saltings, Heath Road – support.

**4033/15** Erection of close boarded timber fence to existing brick wall on highway boundary. (retrospective application for work already carried out). Eastview, Mill Lane. MSDC decision – permission refused; fence has reduced overall visibility splays to further detriment of road safety.

**4442/15** Felling of Lime Tree. High Tree, Drinkstone Road – withdrawn.

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

Mr K Harknett £49.00 litter picking January, Suffolk County Council £2103.04 street lighting 2015/6, Gadd Brothers £816.00 ground clearance allotment site, Local Council Public Advisory Service £25.00 Public Nuisance and Byelaws course, Speedar Ltd £70.70 speed gun batteries, Equity pc £108.00 February/March Woolpit Diary, Viking £97.03 stationery and stamps, Mrs P Fuller £610.44 overtime 2015 and Suffolk County Council £205.55 pension contribution. All accounts were approved and cheques issued. Payments by standing orders Mrs P Fuller £673.72 wages January, Mrs O Johnson £192.00 wages January and BT £135.63 quarterly bill.

#### **8. To discuss pension enrolment and take any action.**

Confirmation has been received that two schemes can run concurrently. Mrs Parker and the Clerk will recommend a suitable provider at the next meeting.

*Action: Mrs Parker/the Clerk*

#### **9. To consider quotes for repairs to the fence at Lady’s Well and take any necessary action.**

The three quotes were considered and it was proposed, seconded and carried to use Clarke Fencing Limited at a cost of £697.28 + VAT.

#### **10. To approve the production of a Neighbourhood Plan, the setting up of a Steering Group, agree terms of reference for the Steering Group and approve the Clerk’s involvement and pay for administrative duties involved in a Neighbourhood Plan.**

2 public meeting have been held with 75 attending each meeting. Mr Mawhood was thanked for his work involved in the presentation. It was unanimously approved to produce a Neighbourhood Plan for Woolpit and the Terms of Reference as circulated

to Cllrs was agreed. There will be some administration work required, particularly minutes of Steering Group meetings and liaison with MSDC. It was proposed, seconded and carried that the Clerk would carry out these administrative duties and be paid from the sum of £5000.00 set aside for the Neighbourhood Plan in the precept.

**11. To discuss the use of the Church for meetings and consider an appropriate donation for such use.**

It was proposed, seconded and carried to donate £27.00 for the use of the Church for the Neighbourhood Planning meeting and any subsequent meetings.

**12. To discuss maintenance of the Bury Road Footway proposal from Suffolk County Council and take any necessary action.**

SCC proposes to cut back vegetation and skirt the footway to its full width and then maintain properly. They do not feel that a new footway is justified. Cllrs feel that more information is required as this matter has been ongoing for many years. The Clerk was requested to contact SCC to find out how they propose to maintain the path at the full width.

*Action: the Clerk*

**13. To agree the Clerk's updated contract and take any necessary action.**

Carried forward to the next meeting.

**14. To discuss the maintenance of the Millennium Garden and take any necessary action.**

With increased hours in the office, the Clerk is no longer able to maintain the Millennium Garden. Quotes will be sourced for annual maintenance.

*Action: the Clerk*

**15. To discuss the Queen's 90th birthday celebrations including lighting the beacon on 21 April and take any necessary action.**

Tea Cups Tea Rooms are providing tea and cake on the afternoon of Sunday 12 June in Woolpit Institute and would like to offer something to toast the Queen. There will be no charge for the event but donations will be accepted. After discussion Cllrs agreed to underwrite the event to a maximum of £200.00.

*Action: the Clerk*

Mr Howard and Mr Melvin agreed to look into an event including lighting the beacon on the evening of 21 April and will report to Cllrs at the March meeting.

*Action: Mr Howard & Mr Melvin*

**16. To discuss maintenance of the car park in The Street, Woolpit and take any necessary action.**

MSDC will look at the broken bump boards but due to dwindling resources feel that clearing leaves and dirt is a local issue. A volunteer or a working party will clear on this occasion.

*Action: the Clerk*

**17. To consider Christmas tree recycling and take any necessary action.**

The Clerk will contact MSDC to see if a recycling area can be considered at the bottle bank site in Rectory Lane for 2016/17 and if there will be any charges.

*Action: the Clerk*

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

Gadd Brothers have carried out an amazing job to clear Plot 24 and the side area. This now needs to be maintained. The Clerk will contact Jamie Wiley to see when the repaired ride on mower will be available then someone to maintain the area will need to be found. The wardens will meet to discuss this and report back to the next meeting. There is still a half plot available to rent.

*Action: the Clerk/Mrs Parker/Mrs Cook.*

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

There have been a few occasions when the car park litter has not been cleared by Costcutter at weekends. The Clerk will send Costcutter a letter advising this is a breach of the premises licence. *Action: the Clerk*

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

Co-op Dividend has been received helping with finances. A full grant for the chair lift has been received. Lettings are going well and there are 135 people booked to attend the February quiz. The committee may look at lowering the ceiling to help with heating costs.

**21. Date and time of the next Parish Council meeting – Monday 7 March 2016 at 7.30 p.m. in Woolpit Institute. Noted.**

The meeting closed at 9.22 p.m.

Signed.....

Dated.....