

MINUTES OF THE WOOLPIT PARISH COUNCIL MEETING HELD ON MONDAY  
21 MAY 2018 AT 7.30 P.M. IN WOOLPIT INSTITUTE

**Present:** Mr Guyler, Mr Howard, Mr Wheatley, Mrs Drury, Dr Geake, Mr Hardiman and County and District Cllr Storey.

**Public comment:** the footpath from Steeles Road to The Grange has now been cut. County Cllr Storey advised that the Conservative Group have elected Matthew Hicks as Leader. Cllr Storey will no longer be Deputy Leader or in charge of Highways from the AGM on 23 May.

District Cllr Storey advised that Nick Gowrley has been re-elected Leader of MSDC. The Leader of the opposition is now Rachel Eburne. There has been a lot of staff turnover in the Planning Department.

Mr Hardiman advised that the garden area in Steeles Road is now very overgrown and untidy. There is still uncertainty who is responsible for the upkeep. Cllr Storey will endeavour to find out.

### 1. Election of Chairman.

Mr Guyler was proposed, seconded and unanimously elected.

### 2. Election of Vice-Chairman.

Mr Howard was proposed and seconded as was Dr Geake. Dr Geake did not wish to accept the nomination and therefore Mr Howard was duly elected.

The Chairman and Vice-Chairman signed Declaration of Acceptance of Office forms which were witnessed by the Clerk.

### 3. Apologies for absence

These were received from Mrs Cook, Mrs Jenkins and Mr Lomax.

### 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 Jenkins 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

Mr Guyler declared a prejudicial interest in a planning application for 26 Briar Hill as a friend of the agent. Mr Howard declared a prejudicial interest in item 14 as he lives adjacent to the car park. The both signed the interest book.

### 7. To approve minutes of the meetings 16 April and 3 May 2018.

The minutes were approved and signed.

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

**18/01970** Single storey side extension to form garage, utility room and study (following removal of existing garage). 26 Briar Hill. As the proposed elevations

document for this application are for a property in Great Shelford Cllrs are unable to consider this application. The Clerk will inform MSDC of the incorrect documentation.

**18/00721** Re-consultation Erection of 45 dwellings and creation of new vehicular access, open space and associated infrastructure (amended application to previously withdrawn 17/02767), land on south side of Rags Lane following Heritage Statement document submitted by the developer. After discussion Cllrs agreed that this does not alter our previous comments but a comment refuting the statement 2.31 'now that it is bypassed, the village centre of Woolpit is quieter and suffers only limited local traffic' will be sent. *Action: the Clerk*

**18/01103** Erection of two storey side extension and single storey rear extension, 10 Cornmill Green. MSDC decision – permission refused. Overdevelopment by reason of scale, form and location has an adverse impact on the appearance of the property and overbearing impact on the area. Does not meet the requirements for parking as internal dimensions of the garage too small and would create on road parking to the detriment of highway safety.

**4489/16** Outline planning permission with all matters reserved except for access for the erection of up to 79 dwellings, land North of Old Stowmarket Road. MSDC decision – permission refused. Would adversely affect the significance of the church and Scheduled Ancient Monument. Would undermine the relative seclusion of the Scheduled Ancient Monument

**4491/16** Change of use from agriculture to open space including a surface water management scheme and wildlife enhancement area, land North of Old Stowmarket Road. MSDC decision – permission refused.

**18/00498** Erection of replacement office and warehousing, Quality Equipment, Heath Road. MSDC decision – permission granted.

**18/01027** Erection of summerhouse, 17 Abbots Meadow. MSDC decision – permission granted.

**18/00472 and 18/00473** replacement of windows and doors, repair to roof (including removal of solar panels) removal of porch extension and repair to external walls. Walls to be painted in Terracotta coloured lime wash and windows to be painted grey, Mill Farm, Mill Lane. MSDC decision – permission granted.

**17/03582** Outline application (access to be considered) erection of 2 detached dwellings and garages, land opposite The Grange, Green Road. MSDC decision – permission granted.

**18/01355** Discharge of Conditions Application for DC/17/06096 - Condition 5 (Archaeology), Land Adjacent to The Rectory Church Street. MSDC decision – approved.

**18/01238** Non-material amendment to appl 17/05492 additional 3 rooflights to the front elevation roof. Change of electric roller door to side hung timber doors, Meadow Barn, Green Road. MSDC decision – approved.

**18/01448** Non-material amendment to appl 17/06330 Alteration to roof of two storey side extension, 15 Meadowlands. MSDC decision – approved.

## 9. Clerk's Report

**Annual Parish Meeting** – the Clerk is concerned regarding the low attendance at the APM, particularly with having a speaker in attendance. Cllrs will review this early 2019.

**Allotments** – The gate post has been replaced and the posts will be repaired/replaced shortly. Mr Roper has advised that it will be difficult to move the fence beside plot 23 and it may be better to leave in situ. This will be an agenda item (under allotment heading) for the June meeting.

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

A resident has visited Coggleshall which has a talking bench with a speaker giving a recorded message of the history of the town and asked if WPC would be interested in having one in the centre of the village. Cllrs feel that this would be inappropriate in a village setting. A resident has reported illegal parking on the pavement. This will be

passed to the Police. Action: the Clerk. **The following items have been circulated to Cllrs: Clerks and Councils Direct** May. **Rural Services Network** rural housing spotlight, news digest 23, 30 April, 8, 14, 21 May, Rural Vulnerability Service – fuel poverty April rural transport May, rural opportunities bulletin, spotlight on rural health and social care. **MSDC** Stowmarket Vision of Prosperity, One Council update, April report and appendices for CIL expenditure, Alternative Visitor Information Services workshops, Andrew Stringer copy letter from to Highways England on A14 J47a to J47 Haughley concrete repair scheme and Highways England repairs complete. **Suffolk Preservation Society** training seminar for planning responses. **SALC** weekly bulletin 16, 23 April, 11, 21 May, GDPR Learning Together issues 2 & 3, update on GDPR and Data Protection Bill, Mid Suffolk South area meeting 21 June. **Suffolk Police** ‘Your Police Your Say’ meetings, Engagement Officer for Mid Suffolk area. **Community Action Suffolk** Volunteering Conference 17 May. **NHS** Bank Holiday health information. **SCC** Post 16 travel policy statement 2018/19, rest centre practical training 24 May. **West Suffolk College** Marquis of Bristol’s Summer Garden Party. **Jane Storey** Suffolk highways news bulletin 14-18 May. Copies of letters regarding development Rags Lane 1, Lawn Farm warehousing 4, Rockylls Hall Shelland 3, The Firs, Broomhill Lane, 2, Land off A14 Elmswell 7.

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

Suffolk County Council £245.47 April pension payment was unanimously ratified. Mr K Harknett £65.33 litter picking April, Laura Bayly £20.00 Millennium Garden April, Mid Suffolk District Council £1020.00 dog and litter bin emptying 2018/19, Mrs P Fuller £488.86 overtime 2017, Neighbourhood Plan work and expenses January-March, Mrs S Eburne £25.00 internal audit of accounts 2017/18, Suffolk County Council £245.47 pension Payment May, Woolpit PCC £60.00 use of the church for meetings 26 April and 3 May. All accounts were approved and cheques issued. Payments by standing order V Mayhew £151.53 April salary, P Fuller £730.36 April salary.

**12. To complete and sign the Statement of Assurance and Annual Return for year ended 31 March 2018.**

The form was duly completed and signed by the Chairman and Clerk.

**13. To receive an update on the Neighbourhood Plan.** No report.

**14. To consider installing CCTV cameras in the car park and play area as an extension to the Village Hall scheme and take any necessary action.**

It is noted that the Police are currently monitoring all car parks in the village regularly and noise issues have ceased although cars are still parked in the car park opposite the church.

Mr Howard left the meeting at 8.41 p.m.

GDPR states that we need to carry out a data audit and risk assessment before installing CCTV. Mr Guyler proposed that we defer this for the time being. Mr Wheatley stated that we need to set a date for installing. Cllrs were then asked who would undertake the data audit and risk assessment. Nobody came forward to do this.

Mr Howard rejoined the meeting at 8.50 p.m.

**15. To consider grant requests from Sir Robert Gardiner’s Almshouse Trust and take any necessary action.**

A copy of the scheme has been received. The Trust will make an application to the Almshouse Association for a grant and have advised that potentially there are three additional local sources to be approached for grants but have not stipulated who these are. After discussion Cllrs agreed that WPC is minded to give a grant but would need to know what other grant sources have supplied before agreeing on an amount.

*Action: the Clerk*

**16. To discuss the Community infrastructure Levy, writing a Parish Infrastructure Investment Plan and take any necessary action.**

Dr Geake was thanked for her comprehensive notes from attending the seminar. £1,073.16 CiL was received by WPC in April and the next payment, if any, will be due in October 2018. To use these funds WPC will need to consult with the public to find out what they want the funds spent on. The NP has not yet produced firm points. This will be made an agenda item for the November meeting with a view to preparing a Parish Infrastructure Investment Plan. It is noted that local projects can bid for part of MSDC proportion of CIL. The first Parish Annual CiL Report is due to be prepared in April 2019.

**17. GDPR – to approve privacy notices and take any necessary action.**

We are required to produce two privacy notices in accordance with guidelines on GDPR issued by NALC. A general privacy notice will be posted on the Parish Council website and issued to anyone who's data we hold. The other privacy notice is for staff, councillors, contractors etc and this has to be sent to them individually. Councillors approved the notices drafted by Mr Guyler in their entirety.

**18. To consider a request for bollards in Mill Lane and take any necessary action.**

We are awaiting the work on the one-way scheme to be carried out. Cllr Storey will get the dates. SCC Highways will not install bollards at the moment with the one-way system imminent.

**19. To consider making a request to District and County Councillor for a grant towards the purchase of 3 dog litter bins and the new youth shelter and take any necessary action.**

The Clerk was asked to send Cllr Storey the costings and request grants towards both projects.

*Action: the Clerk*

**20. To consider switching investment between the COIF Charities Investment Fund to the COIF Charities Ethical Investment Fund at low cost and take any necessary action.**

It was proposed, seconded and carried to maintain the status quo.

**21. To finalise bugler or cornet player for the 'War is over – A Nations Tribute' commemoration 11 November 2018.**

The Clerk will contact the bugler for written confirmation of attendance.

*Action: the Clerk*

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

Further plots have been rented this month and only the plot reserved for Woolpit Primary remains unlet. The Community Orchard will be discussed at the June meeting.

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

Nothing to report. It was recorded what a great job Val Mayhew and Keith Harknett along with the Costcutter litter picker are doing to keep the village in good order

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

The committee are looking to get the hearing loop repaired. The heating system repairs have now been completed. It is hoped to carry out improvements to the hall floor, sound system, toilets and the roof in the Roger Eburne room this year. A grant for Wi-Fi has been received from MSDC. There will be a further wine tasting event in November.

**25. Date and time of the next Parish Council meeting – Tuesday 12 June 2018 at 7.30 p.m. in Woolpit Institute. Noted.**

The meeting closed at 9.48 p.m.

Signed..... Dated.....