

Wetheringsett cum Brockford Parish Council
Minutes of the Annual Parish Council meeting held 13 May 2019, 8pm at the Village Hall

Present: Cllrs Mrs E Aldred, Mrs A Arnold, T Alston, R Anscombe, Mrs L Cain, C Harvey and B Lacey. County and District Cllr A Stringer and two members of the public

1. *Declaration of Acceptance of office forms were completed.*

2 Election of Chairman

Cllr Anscombe proposed Cllr Harvey for Chairman, seconded Cllr Mrs Arnold. There were no other nominations. Cllr Harvey agreed to accept the role. The proposal was unanimously agreed. Cllr Harvey signed the Declaration of Acceptance for position of Chairman.

The Chairman thanked Mrs Nickson for her work as chairman over the last year and for her work on behalf of the parish during her time as a councillor.

3. **Apologies for absence** – none.

4. **Declarations of interest relating to items on the agenda** – none.

5. **Election of Vice Chairman** – deferred.

6. **To approve minutes of the meeting held 1 April 2019**

Cllr Anscombe proposed acceptance of the minutes, seconded Cllr Alston and agreed.

7. **Matters arising from the minutes for report** – none.

8. MEETING OPEN TO THE PUBLIC

A member of the public stated he was in attendance concerning item 21 on the agenda.

9. **To consider co-options to the council following the uncontested parish council election on 2 May 2019**

The Chairman stated a member of the public was in attendance having expressed an interest in joining the council.

Members agreed the meeting was opened to the public to enable the parishioner, Mr Mike Pease, to make a short presentation to council members.

Mr Pease stated he had lived in the village for 15 years and was interested in helping with community issues. He had IT skills which he thought could be useful to the parish council.

Meeting closed to the public

Cllr Alston proposed Mr Pease was co-opted to the council, seconded Cllr Mrs Arnold and unanimously agreed. Mr Pease signed the Declaration of Acceptance of Office form and joined the meeting.

10. **To confirm the appointment of Parish Councillors on Working Groups/Representatives on the following:**

Planning – All Councillors

Finance – deferred

Public Rights of Way – Cllr Mrs E Aldred

Trees – Cllr Mrs E Aldred

Village Hall – deferred

New Village Hall/Refurbishment of existing – Cllrs T Alston and C Harvey

SALC – Cllr R Anscombe

Play Area – Cllr B Lacey

Emergency Planning – Cllr T Alston

Neighbourhood Plan – deferred

To confirm continuation of Clerk as RFO

To confirm re-appointment of SALC to carry out internal audit

Cllr Mrs Aldred proposed the above on block, seconded Cllr Alston agreed.

11. **To consider planning applications for recommendation to MSDC**

1. DC/19/01752: Wetheringsett Manor – change of use, alterations to Wetheringsett Manor and associated buildings to provide a specialist school for children with special educational needs, removal of lean-to extension and collapsed structure.

Cllr Anscombe declared an interest

A presentation on the proposed change of use to a school had been made to Council members at the April meeting and it was reported a nearby resident had made an objection. Members considered the application having regard to both the above. It was considered that although there would be traffic travelling to and from the school during drop off and pick up times there would be a decrease in the amount of heavy

vehicle traffic and there were no major changes proposed to the fabric of the building - Historic England had made no objection. Having considered the items raised it was proposed and seconded to recommend support of the application. 6 in favour, 1 abstention. Proposal carried.

1. DC/19/01710: Green Lane Cottage, Green Lane – erection of single storey rear extension with roof lantern. It was proposed, seconded and agreed to recommend support of the application.
2. DC/19/ 01777: Eversons Farm, Brockford Green – erection of 2 bay cartlodge following demolition of outbuilding. It was proposed, seconded and agreed to recommend support of the application.

1. **Planning Decisions received from MSDC**

1. DC/19/00542: Land at Brockford Road, Mendlesham – retention of use of agricultural land to site domestic mobile home including new vehicular access to highway, gateway and fencing. Planning Permission Refused.
2. DC/19/00316: Bridge Cottage, Church Street – replacement windows with modern UPVC flush casement windows. Planning Permission Granted.
3. DC/19/00545: Land at Brockford Road – change of use for stationing static residential caravan and provision of hardstanding for up to 3 touring caravans. Planning Permission Refused.
4. DC/19/00544: Land at Brockford Road – change of use of agricultural land to breeding kennels and stationing of mobile home for office use including new vehicular access to highway. Planning Permission Refused.
5. DC/19/00744 & DC/19/00745: Moat Farm, Wetherup Street – extension of outbuilding to create self-contained annexe following demolition of lean-to, new window openings and insertion of rooflight, erection of cartlodge. Planning Permission Granted.
6. DC/19/00923: The Paddocks, Brockford Road – Discharge of conditions application DC/17/05336. Condition 3 Landscaping, Condition 4 provision of parking, condition 5 bins and collection areas, condition 6 foul water drainage. MSDC action imposed.
7. DC/19/00998 & DC/19/00941: Meadow Farm, Blacksmith Green – Discharge of conditions Application 1767/15, condition 8 materials, condition 9 clay lump walls. MSDC action imposed.
8. DC/19/01335: Primrose Cottage, Wetherup Street – Discharge of conditions, application DC/17/04528. MSDC action imposed.
9. DC/19/01222 & DC/19/01335: Mill Cottage, Church Street – erection of rear lean-to extension following removal of existing timber clad extension, reinstatement of C16 doorway, formation of en-suite to attic room. Listed Building Consent Granted.
10. DC/18/04744: Land adjacent The Laurels, White Horse Corner – erection of 2 dwellings with associated det garage buildings, drainage, parking and access works following demolition of existing buildings and hardstandings. Outline Planning Permission Granted.

Regarding the Brockford/Mendlesham Road decisions, Cllr Stringer stated in planning law two planning applications and two appeals were allowed. The District Council were refusing the applications for the reasons stated and new flooding maps showed the fields were liable to flood. MSDC were now progressing enforcement notices, these could take 18 months to 2 years to resolve.

13. **Planning Correspondence** – none.

14. **Wetheringsett Village Hall report**

A written report from Mr J Leadbetter stated the balance on the bank account stood at £917.77. Since the April meeting an additional insurance premium of £344.94 had been paid to increase the building cover to £500,000. A successful Eastern Angles evening had been held on 6 April producing a profit of £150 for Village Hall funds. The District Elections took place on 2 May and the European Election was scheduled for 23 May.

15. **Use and maintenance of current hall – medium term plan for village hall**

It was reported two separate architects had been to view and assess the hall. The working group were awaiting their plans and recommendations

16. **VAS speed awareness** – no report

17. **Play area maintenance report**

Cllr Lacey reported he was in the process of ordering the required spare parts from Kompan. These should not exceed £400. The cleaning was yet to be carried out. This had been quoted at £750.

18. **Cemetery and Play Area grass cutting**

Cllr Lacey reported the play area had been cut, the first cemetery cut was due shortly.

19. **Proposed Neighbourhood Plan** – deferred.

20. **Wetheringsett Cycle Route**

A report had been received from Ms S Payne. Refurbishment of the former telephone kiosk with stained glass panels was progressing with a plan to open the completed cycle route early September. Publicity on the project would be included in the June newsletter. In the meantime Ms Payne required the parish council's decision on the following:

1. Formal engagement letter confirming appointment of stained glass artist with terms on which instructed.
2. Formal engagement letter confirming contractor for the kiosk refurbishment including terms on which instructed.
3. Ordering kiosk refurbishment parts and paint.
4. Plan opening event for 15 September, subject to confirmation.
5. Confirmation that Ms Payne continues to manage the project.

Cllr Anscombe proposed that Ms Payne continued to manage and progress the project, seconded Cllr Mrs Aldred and agreed.

Confirmation of costs and terms and conditions to be requested relating to items 1 and 2 above.

21. **Report of flytipping – Pitman's Corner**

A number of parish council members had been to view the area but were unable to locate any evidence of flytipping.

Cllr Anscombe proposed the meeting was opened to the public to allow the interested parishioner to speak, seconded Cllr Pease and agreed.

The parishioner stated this was not a case of flytipping but explained top soil had been added to the bank to improve the drive and bank for planting and to generally enhance the access to the area.

Meeting closed to the public

Members agreed there appeared to be no evidence of flytipping and the top soil appeared to have blended into the bank. It was agreed the complainant was informed the Parish Council were unable to find evidence of flytipping and therefore unable to comment. Flytipping issues should be reported to MSDC.

22. **Finance**

1. To consider s.137 donation requests

EACH and Age Concern Suffolk – Cllr Anscombe proposed a donation of £50 each, seconded Cllr Pease and agreed.

2. Accounts for Payment

SALC – annual subscription	£321.94
NALC – Local Council Review sub	£17.00
Clerk – sal/expen April 2019	£346.30

Cllr Pease proposed payment of the above, seconded Cllr Mrs Arnold and agreed.

3. To consider/approve Parish Council annual accounts for year end 31.3.19

The annual financial statements had been circulated prior to the meeting.

Cllr Anscombe proposed adoption of the accounts, seconded Cllr Pease and agreed.

4. To consider/approve Exempt Certificate/Annual Governance Statement 2018-19 (section 1) and Annual Accounting Statements 2018-19 (section 2) (documents had been circulated to members prior to the meeting)

Members went through all items raised on the Annual Governance Statement. Cllr Mrs Aldred proposed approval, seconded Cllr Mrs Arnold and agreed.

Annual Accounting Statement – Cllr Anscombe proposed approval of the document, seconded Cllr Alston and agreed.

5. Finance Report

Two further signatories would need to be added to the bank mandate as Miss J Canham and Mr J Leadbetter had not continued as councillors. Cllrs Mrs Arnold and Mrs Cain offered to join Cllrs Mrs Aldred and T Alston as signatories

23. **QDPR – to consider data protection/privacy policies**

Cllr Pease offered to look at these documents and report at the next meeting.

24. **Clerk's report/correspondence**

Suffolk Constabulary – Revised local Policing Model October 2018 – consultation feedback required by 22.5.19. Councillors to respond.

Suffolk CC Highways – grass verge cutting programme 2019 – circulated.

Rural coffee Caravan – details circulated. A weekly coffee morning was held at the Church.
Textile Bank – Cllr Alston reported the Middy were progressing.
Cil application dates – circulated.
Hope After Suicide Loss – letter of thanks.
Seafarers – Merchant Navy Date 3 September – details noted.

24. **Chairman's Urgent Business** – none.
25. **Any other business for information exchange/agenda requests** – none.
26. **Date of next meeting – Monday 3 June 2019, 7.30pm at the Village Hall**

Meeting closed: 10pm

Signed:

Chairman

Date: