

Wetheringsett cum Brockford Parish Council
Minutes of the meeting held Monday 2 August 2021, 7pm at Wetheringsett Village Hall

Present: Cllrs Mrs E Cain (Chairman), Mrs A Arnold, T Alston, Mrs H Green, B Lacey, Mrs R Leech and M Pease. County and District Cllr A Stringer and 9 members of the public

1. **Apologies for absence** were received from Cllrs Mrs E Aldred and C Harvey.
2. **Declarations of interest relating to items on the agenda**
Item 8.5 – Cllr T Alston
3. **Reports**
 1. Police available online at <http://suffolk.police.uk>. No queries were raised.
 2. County Council – Cllr Stringer reported a planning application had been made to extend the licence for the landfill site at Gt Blakenham.
 3. District Council – Cllr Stringer reported the District Council was looking at the district’s car parking strategy.
 4. Footpaths – no report.
 5. Trees – Cllr Alston reported the fallen tree had been cleared from the bridleway.
4. **MEETING OPEN TO THE PUBLIC – 7.15pm**
Town Lane planning applications – two parishioners expressed their concerns and objections to the applications on the grounds of the negative visual impact on the surrounding area and residences, the height of the containers dominated the skyline, uncharacteristic of the area. The impact of the HGV’s on Town Lane, ie damage to verges, difficulty in passing and danger to pedestrians and dog walkers. The contents of the containers were unknown, there was a concern by residents this could be noxious chemicals. The planning application contained no plan to screen the site. Video footage was available showing HGV’s reversing into the site. The site appeared to be expanding. There were no facilities for pedestrians and dog walkers included in the application/s.
District Cllr Stringer added the Certificate of Lawfulness hinged on the stacking condition contained in the previous permission. The lorry haulage yard permission allowed stacked containers, the question was how many.
Meeting closed to the public 7.25pm
5. **To consider for approval Minutes of the meeting held 5 July 2021**
Cllr Mrs Cain proposed acceptance of the Minutes, seconded Cllr Mrs Leech and agreed.
6. **Matters arising from the Minutes for report** - none
7. **Report on Parish Council Vacancy**
Cllr Mrs Leech reported the parishioner previously reported as interested in the vacancy was unable to stand due to other commitments. The vacancy would continue to be advertised in the parish magazine.
8. **Planning applications for recommendation to MSDC**
 1. DC/21/03571: The Bungalow, Dunroamin, Mendlesham Road – application for Lawful Development, Certificate for an Existing use or operation or activity including those in breach of a planning condition. Town & Country Planning Act 1990, Section 191 as amended by Section 10 of the Planning & Compensation Act 1991. Town & Country Planning (development management procedure) (England) Order 2015 – use of land as residential caravan site without compliance with Condition 1 of Planning Permission 121/85. Following consideration of historic use of the property a recommendation of no objection to the application was proposed, seconded and agreed.
 2. DC/21/03828: Oaklands, Church Street – notification of tree works in a Conservation area. Fell to ground level row of Conifers, Fell to ground level group of Laurels. A recommendation of support was proposed, seconded and agreed.
 3. DC/21/01535: The Old Airfield, Town Lane – Re-consultation - change of use of part of the wider site (easternmost portion) from current B2 industrial land use to Class B8 (storage or distribution) using former shipping container units. Provision of boundary treatments and erection of new 2 metre fence and access gate. Following consideration of the application a recommendation of support was proposed. An amended recommendation of support with the condition that storage containers were restricted to single height was proposed and seconded, 4 in favour, 3 abstentions, proposal carried.
 4. DC/21/04110: Plots 1 and 2 – land adjoining Wetheringsett House, Church Street – application under Section 73 of the Town & Country Planning Act relating to DC/20/01479 for variation of Condition 2 (approved plans and documents) to allow the development to be delivered in three phases. A recommendation of support was proposed, seconded and agreed.

5. DC/20/04921: Land east of Hockey Hill – Re-consultation - Outline Planning Application (access, layout and scale to be considered) – residential development of 14 dwellings (including 4 affordable dwellings), garaging, construction of access and parking.
Having declared an interest Cllr Alston left the meeting
The application had been re-submitted. Members noted the revised plan proposed changes to the siting of the garages for the affordable housing. Members took the view there was however no change to the Parish Council’s view. A recommendation of refusal on the previously submitted grounds was proposed, seconded and unanimously agreed.
Cllr Alston returned to the meeting
6. DC/21/04191: Land south of Town Lane – Full application – extension to haulage yard (Class B8)(retention of). Parish Council members considered the application and a recommendation of refusal was proposed, seconded and agreed on the following grounds: The extension of the haulage yard had already taken place, it was being used for the storage of paving slabs.
The title of the application (retention of) was contrary to the information in the planning application form.
The roadway off Town Lane giving access to the haulage yard had been included in the applicant’s plan of the site giving the impression it formed part of the haulage site. The applicant did not own the access road, he had a right of access over it.
The proposed extension would result in excess traffic, excess noise from traffic and excess development. This would have a detrimental effect on existing nearby residents, impacting upon residential amenity and visual impact - SB3, HB, H16
The infrastructure serving Town Lane would be inadequate for any proposed extension and increase in business and haulage traffic.
There were no plans to screen the site from nearby dwellings.
Water from the site ran into Moat Farm, Town Lane.
There was concern over the height of containers stored on the site given the current breach, ie shipping containers were being stored 5 high.
7. DC/21/04179: Land South of Town Lane – application for Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition. Town & Country Planning Act 1990, Section 191 as amended by Section 10 of the Planning and Compensation Act 1991. Town & Country Planning (Development Management Procedure) (England) Order 2015 – use of land for storing containers.
Parish Council members considered the application and a recommendation of refusal was proposed, seconded and agreed on the following grounds:
The shipping containers stacked on the site were stacked at 5 high which was higher than the legally permitted height and did not form part of the original planning permission.
The containers were not standing on the original permission site.

9. Planning Decisions received from MSDC

- DC/21/03108: Town Lane Farm, Town Lane – renovation of 3 bay garage to create living/guest wing with roof extension. Replacement conservatory with guest bedroom extension. Renovation of home office. Creation of gabled garden room and link in place of outbuilding. Erection of 4 bay cart lodge to west boundary. Insertion of doorway to modern lean-to north wall to create access link. New garden wall feature. Planning Permission and Listed Building Consent Granted.

10. Planning correspondence

Mendlesham Neighbourhood Plan – re-consultation date extended to 17 September 2021.

11. Village Hall Management Committee report

Cllr Pease reported on the VH Committee meeting held 29 July 2021.
Arrangements for the Centenary Tea Party were progressing including a display on the history of the village hall and information about the village, a display board from the Middy and attendance during the afternoon of one of their volunteers. The Church Warden had kindly offered to provide the Marriage register for display and another register of the old Soldiers, information on past Vicars and history of the Church and photographs provided from some long standing parishioners giving further historic information on the village and village hall. Thanks had been recorded to Sue Stannard for sourcing the above information. The Primary School and Manor School would also be contributing to the displays.
Thanks had been recorded to the 11 ladies making the cakes for the tea party and to Sue Stannard for arranging for the Pimms/lemonade. A special Centenary cake would be made by one of the parishioners. A lift to and from the Hall would be available to those parishioners unable to make their own way the event.

Flags and Bunting would be set up during the week leading up to the Tea Party.

Windows/Wall/Roof/Sign update – quotes had been received from three companies for the replacement windows and doors. The Committee had decided that the quote from the Window Centre for £22,184.00 inc VAT offered the best value and would be put before the Parish Council for approval.

The £8,000.00 in the village Hall fund would be used to cover the cost of some of the windows (to be determined) and the Parish Council would pay for the remainder which totalled £14,184.00 including vat. Cllr Alston proposed approval of the Parish Council's contribution to the cost, seconded Cllr Mrs Green and unanimously agreed.

Employing a window cleaner following installation of the new windows had been agreed to be cleaned monthly outside and quarterly inside.

The new heaters for the hall were on hold for a couple of months.

The roof insulation would be ordered as soon as the Contractors commenced work. The weekend after the roof removal and scaffolding was in place a working party would be organised to install the Rockwall roof insulation.

The new Village Hall sign had been ordered and would include a domain name. The cost for the sign was £129.00 which would be paid from Village Hall funds.

The website would contain various information regarding the hall and it was hoped would eventually also contain an online booking system.

Lease – the Diocese had been informed of the need for a 25 year lease for the Village Hall with the Parish Council. Cllr Harvey would be looking into putting a patio alongside the South wall once renovation and building works were complete.

Hall Usage – Prospective users had been advised the hall would be closed between 1st September 2021 to 30th November 2021.

Cllr Pease had been in touch with Mark Jefferies, the Head of Wetheringsett Manor and they had kindly offered use of a room at the Manor for the September, October and November Parish Council meetings.

Accounts & Banking - attempts to convert to internet banking so far had been rejected as the bank would need a copy of the VH governing document. This document, lodged with the Charities Commission consisted of two leases, these had now been forwarded to HSBC. The other issue with internet banking concerned signatories, most charity accounts had two signatures, but the VH account had only ever had one. A possible way forward was to pass a motion that the Committee were happy with just one person delegated to sign on behalf of the charity.

It was resolved at the meeting that an individual be nominated as Primary User for the purposes of HSBC UK Business Internet Banking and/or Telephone Banking.

A credit was due back on the Music Licence of £68.08. The licence renewal would be discussed in April 2022, although not due until July 2022.

Charitable Status – no further report

Bookings – The wedding previously booked had been rescheduled for August 2022.

It was planned that once all the building work and repairs were completed a Quiz would be held at the hall in December 2021. Preparations for this would be organised whilst the hall was closed.

Cleaning and Covid restrictions - Sue Stannard would monitor and advise accordingly.

A Bisle lockable cabinet would be installed to store all the cleaning equipment in the recovery room. A lockable cabinet would be required to store the PA equipment.

The kitchen water heater was not working. This would be looked at before the Centenary tea party.

A quote for the kitchen flooring had been obtained from Mill Carpets. The cost would be £120.00 to lay. Dimensions were 5.10m x 4m. Sue Stannard and Rachel Leech would source vinyls. The quote for the stage carpet including fitting was £270.00. It was agreed this would go ahead once all the building works had been completed.

An issue with the step into the hall from the kitchen had been reported. Cllr Pease had kindly agreed to sand down a small area to resolve this.

The next Village Hall Committee Meeting would be held on Thursday 26th August 2021.

12. Play Area maintenance report

Cllr Lacey reported the new bench had arrived, the cost totalled £299.00.

Another incident of broken glass and bottles in the play area had been reported. The debris had been cleared away by parents. The incident would be reported in the parish magazine and Cllr Lacey would monitor. Cllr Lacey continued to empty the waste bin.

13. Grasscutting report – cemetery and play area.

A complaint had been received regarding the overgrown condition of the cemetery, particularly nettles around memorial stones. Cllr Lacey stated a further cut was due but had been delayed due to weather conditions.

14. VAS speed equipment including Brockford Street and Automatic Number Plate Recognition Camera Project (ANPR) report

The Chairman stated she had sent the latest VAS results to PC Simon Green at Halesworth. CID monitoring equipment, at a location in Brockford Street, had been agreed by PC Green. Regarding the parishioner request to turn the VAS equipment to face south in Brockford Street, it was reported this could be done after harvest when the verges had been cut back.

15. Report on repairs to road sign at Wetherup St/Debenham Road – a repair had been requested via the Suffolk CC reporting tool.

16. MSDC – Welcome Back Fund – Dog/Waste Bins & Litter Pick Equipment

It was agreed that 15 litter pickers including childrens’ kits were requested.

Cllr Alston stated the two new dog waste bins would be installed shortly, one at the Town Lane/Park Green junction and the other in Church Street.

17. Wetheringsett Neighbourhood Plan report

Cllr Mrs Green reported the Housing Needs Report was due to be circulated and the consultation due to be held in September would be held in the Church on the 17/18 September 2021.

18. Festival of Suffolk 2022 – to consider nominating a Festival Community Champion

The map showing the previous village pub walk would be uploaded to the website. As part of the celebrations Cllr Stringer stated the County Council was working with the Records Office to produce an exhibition on micro breweries and re-awakening lost pubs.

Nomination of a Festival Community Champion deferred.

19. Finance

1. To consider s.137 donation requests : Suffolk Accident Rescue. A donation of £100 was proposed by Cllr Pease, seconded by Cllr Mrs Leech and agreed.

2. Accounts for payment

Geosphere – Parish Online subscription £84.00

SALC – annual internal audit fee 31.3.21 £189.60

Clerk sal/expen July 2021 £281.40

J Lawes Ltd – play area picnic table £299.95

Suffolk Accident Rescue – s.137 donation £100.00

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

Bank reconciliation at 30/6/21

Community account balance	70946303	25,493.36
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Business premium account balance	60946362	9,344.01
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VH Community account balance	40771120	4,059.73
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38,897.10

Uncleared cheques	946.21
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os lodgement

37,950.89

Balance per Cash Book

37,950.89

3. Finance report including actions arising from internal audit report 2020-21 – deferred to next meeting.

20. Wetheringsett Village History Booklet – Cllr Pease stated it was hoped an updated version would be published next year 2022 as part of the Platinum celebrations.

21. Wetheringsett Village Celebration Sunday 29 August 2021 progress report – see Village Hall report.

22. To review and consider for adoption the following policy documents:

1. GDPR Policy compliant documents

2. Standing Orders

Deferred to next meeting.

23. Clerk’s report/correspondence

Parish Magazine – councillors contact list. It was reported some councillor telephone numbers were not included in the list. All email addresses were available. It was agreed the list to remain as at present.

Quiet Lanes Project – notification had been received from Thorndon Parish Council that it was in the process of designating Hall Road, Thorndon in the scheme. The designation would terminate at the High Lane crossroads, the final few hundred yards being in Wetheringsett parish. It was believed the designation would potentially improve safety and enjoyment of Hall Road for the many walkers, cyclist and riders who make use of it as part of their regular exercise regime.

Thorndon PC asked Wetheringsett PC to advise if it had any objections to the designation, if so the signage could be adjusted to comply with the Thorndon parish boundary. Members confirmed there was no objection to the proposal.

St Elizabeth Hospice – a letter of thanks had been received for the Parish Council's recent donation.

24. Chairman's Report – the Chairman reported the Cedars Road sign, at the junction of the A140 had been damaged by a vehicle.

25. Any other business for information exchange/future agenda requests

Cllr Pease reported councillors were invited to attend a meeting with a representative of the Wetheringsett Manor School at the premises on Monday 9 August at 2pm to view the facilities available for the September, October and November parish council meetings.

26. Date of next meeting - Monday 6 September 2021 at 7pm at the Stable Block, Wetheringsett Manor School, Church Street.

Meeting closed 9.02pm

Signed:

Date: