

**Wetheringsett cum Brockford Parish Council**  
**Minutes of the meeting held Monday 5 November 2018, 7.30pm at the Village Hall.**

Present: Cllrs Mrs A Arnold, T Alston, R Anscombe, Mrs E Cain, B Lacey, J Leadbetter and Ms S Payne. County Councillor A Stringer and one member of the public

1. **Apologies for absence** were received from Cllrs Mrs C Nickson (Chairman), Mrs E Aldred, Miss J Canham, C Harvey (Vice Chairman) and District Cllr G Horn. In the absence of the Chairman and Vice Chairman, Cllr Anscombe chaired the meeting.
2. **Declarations of interest relating to items on the agenda** – none.
3. **Town Lane Haulage site report** – deferred to item 7.
4. **To receive the following reports**
  - Police – report available online. No comments were raised.
  - County Councillor – Cllr Stringer presented his report – written copy circulated and attached to Minutes. Queries raised included outstanding repairs to many B roads.
  - District Councillor – Cllr Horn had sent his apologies and stated as always he would be pleased to hear from members with any queries. He would be supporting the proposed Cycle Route and any application for locality funding for the project should be submitted by 31 December 2018. The software with details of s.106 funding and Cil payments would be available on the MSDC website in December 2018. Cllr Horn would be willing to explain the process for bidding. Members requested his guidance on this.
  - Footpaths – pruning overgrowth along the footpath between the Church and Wetheringsett Manor had been completed along one boundary. Cllr Leadbetter agreed to check whether any further pruning was required along the remaining boundary.
  - Trees – It was reported young sapling trees were being offered to parishes by the Suffolk Tree Warden Network/Woodland Trust. Packs of 50 young trees were available at no charge and were a mixture of Oak, Hornbeam and Field Maple. Members agreed to accept the offer and asked for clarification as to whether these could be offered to parishioners as well as planting on parish land.
5. **Minutes of the meeting held 1 October 2018** – Cllr Leadbetter proposed acceptance of the Minutes, seconded Cllr Alston and agreed.
6. **Matters arising from the Minutes for report**
  - Insurance – Hirers liability had been queried at the last meeting during review of the annual insurance cover. The insurer's, Community Action Suffolk, had confirmed Hirers Liability did not apply to parish councils but was part of the core cover provided under the group insurance should it be required.
  - Planning decisions – it was suggested the proposing and seconding of planning decisions was recorded in the minutes without the proposer and seconder names. Cllr Mrs Arnold proposed this in future, seconded Cllr Ms Payne and agreed.
7. **MEETING OPEN TO THE PUBLIC**

A resident of Town Lane reported activity at the haulage site had returned to the much lower level prior to the occupation of the last contractor. Town Lane residents were happy with the current level of activity and thanked the County Council and Cllr Stringer for the road improvements to Town Lane following the damage caused by the increased HGV activity. There was always a risk the current situation could change should new tenants take over the site, the residents would therefore retain communication with the MSDC Chief Executive should there be any changes in future. Regarding future use of the site there was no desire on the part of residents to encourage a change of use. It was suggested this item could now be removed from the agenda as a regular item but Cllr Anscombe would remain in communication with the residents in the first instance should any issues arise. The resident thanked the Parish Council for its past and continued support. The Chairman thanked the resident for attending and stated parishioners were always welcome to attend meetings and able to raise any issue during the public session.
8. **To consider Planning Applications for recommendation to MSDC**
  1. DC/18/04744: Land adjacent The Laurels, White Horse Corner – erection of 2 dwellings with associated detached garage buildings, drainage and parking and access works (following demolition of existing building and hardstanding). A recommendation of approval was proposed and seconded on the grounds the site was currently used for scrap storage and development would improve the site.

2. DC/18/03088: Tawnys, Pitman's Corner – erection of first floor extension over existing garage to provide annexe accommodation ancillary to dwelling and conversion of store to kitchenette. A recommendation of approval was proposed, seconded and agreed.
3. DC/18/04680: All Saints Church, Church Street – fell 2 conifers, reduce 3 limes by 30-50%. A recommendation of refusal was proposed, seconded and agreed on the grounds no reason for the proposed work was given.

9. **Planning Decisions received from MSDC**

1. DC/18/04300: Moat Farm, Wetherup Street – remove 5 leylandii, reduce Poplar canopy – **Consent Granted**
2. DC/18/03873: The Old Forge, Mendlesham Road – works to kitchen as described in Schedule of Works. **Listed Building Consent Granted**
3. DC/18/02818: The Old Forge, Mendlesham Road – remove staircase, insert new staircase, create additional space above existing storage space. **Listed Building consent granted.**
4. DC/18/04075: The Old Forge, Church St – repair works to chimney and installation of boiler flue. **Listed Building Consent Granted.**

10. **Planning Correspondence** – further correspondence had been received regarding works along Brockford Road. Works noted. It was understood these were being monitored by MSDC.

11. **Proposed Neighbourhood Plan**

It was reported one resident had expressed interest in helping with the plan following the article in the parish magazine. Cllr Mrs Arnold reported she was also aware of a parishioner interested. The plan would require lead from the Parish Council and a suggestion made that Cllr Harvey was asked to take a lead, liaise with the interested parishioners and possibly attend the Local Council Advisory Service workshop on neighbourhood plans on 19 November (details circulated). Proposed Cllr Ms Payne, seconded Cllr Mrs Arnold and agreed.

12. **Wetheringsett Village Hall**

1. Committee Report – Cllr Leadbetter reported a balance of £663.61 in the account. The rent for the next year had been paid and the music and entertainment licence renewed. The Harvest Supper held in conjunction with the Church had been successful, future events included a Quiz evening on 1 December.

The approved repairs to the floor and wall had still to be carried out, it was hoped this would happen in the next 2 weeks.

At the fete meeting, three/four ladies had expressed an interest in redecorating the hall. It was understood there was an organization that would supply paint to volunteers at a reduced cost.

2. Report on Structural Survey and maintenance

The Structural Survey report from Chick & Co had been circulated to all members.

There was implication in the report that the hall could be viable for some time if the suggested work was undertaken, ie replacement of the roof in 10-15 years time. The report did however infer repair/remedial costs should be balanced against the cost of a new hall. Cllr Alston stated there was a weakness in the report in that it did not cover foundations for the Hall.

Following discussions on the options available, whether to progress with repairs and/rebuild of the existing hall or re-visit proposals for a new hall on the new site with its own drive and car park the following actions were agreed:

- Proceed with immediate repairs to the floor near the stage and repair to wall under a window – both repairs agreed at the October meeting. Cllr Leadbetter to progress with contractor.
- Clarify with Chick & Co items of immediate repair – Cllrs Harvey and Ms Payne to progress.
- Obtain full list of costing for all work following response from Chick & Co.
- Check changing room floor – Cllrs Leadbetter and Alston
- Look into costings for both projects – repairs to existing and a new hall with drive and carpark – Cllr Ms Payne offered to set up a working group of 3 or 4 people to report on both options
- Lease – Cllr Leadbetter reported there was a current rolling 12 month contract with the Diocesan Board at £250 pa. There was a suggestion of not pursuing the lease until the options had been decided.

Cllrs Harvey and Alston to attend CAS Village Halls conference on 7 November.

3. Car Park

Following the request from a resident to re-surface the car park due to children having fallen over on the uneven surface, it was reported the tarmac was slightly uneven near the school gate. Pending clarification of responsibility for the surface it was suggested the school was asked to provide a notice

asking that Vulnerable People were Properly Supervised and that the school asked Suffolk County Education to remove the uneven surface. Cllr Ms Payne to speak to Headteacher to progress.

13. **Proposed New Village Hall** – item deferred

14. **VAS speed awareness**

Permission for use of the VAS on the A140 at Brockford Street had been obtained and the equipment had been in use there. Await report from Cllr Harvey.

15. **Play Area** – maintenance report

Cllr Lacey reported repairs to the wooden furniture, fencing and gate as yet to be carried out. The parts required for the replacement panel to the slide to be identified.

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

Cllr Lacey produced the final invoice for grass cutting this year totalling £250. Item to be removed from agenda until February 2019.

17. **Royal British Legion World War 1 100<sup>th</sup> Anniversary Ceremony Thursday 8 November 2018**

Cllr Leadbetter reported arrangements for the Centenary Ceremony were in place. Cllr Leadbetter would make an introduction at 10.45am followed by the one minute silence and laying the poppy wreaths and crosses in an act of Remembrance by local British Legion representatives and children from the primary school. All were welcome to the service.

A letter of thanks was agreed to the lady co-ordinating the net poppy display at the Church and to the grass contractor for clearing the access to the War Grave in the cemetery.

Cllrs Mrs Aldred and Mrs Arnold would be representing and laying the Parish Council Poppy Wreaths at the Services of Remembrance at Wetheringsett and Mendlesham on 11 November. Thanks were recorded to Cllrs Leadbetter, Mrs Aldred and Mrs Arnold.

18. **Proposed Wetheringsett Cycle Route**

Cllr Ms Payne reported the following update:

Project – A community initiative to create a 6 mile cycle loop through the hamlets making up the village of Wetheringsett cum Brockford. The loop to be named after the 16<sup>th</sup> century explorer, Richard Hakluyt, one time of Wetheringsett parish.

The project to include the adopted red telephone box in Church Street, to be refurbished to provide information about the cycle loop inside, including information about Richard Hakluyt and working with a local artist (local community and school) design stained glass window panels to be fitted in the box with reference to Richard Hakluyt's life and works.

It was anticipated the project would :

- Increase cycling around the village by residents and visitors with associated health benefits
- Increase awareness by all road users that village roads are used by cyclists
- Increase the profile for the village and the Hakluyt Society from visitors and tourists.

Cllr Ms Payne proposed the following actions:

1. Obtain consent from Suffolk CC Highways for installation of cycle route signs on existing posts.
2. Obtain full information on the telephone box refurbishment from a local resident.
3. Obtain endorsement from the Hakluyt Society for the project and support with creating an information board in due course.
4. Contact Mellis Parish Council for information on their telephone box refurbishment.
5. Contact the local artist who created the stained glass windows for Mellis to ask for more information as to how the Parish Council might work with her on the project.
6. Members to think about a launch event.
7. Make application to District Cllr Horn for locality funding. Cllr Anscombe stated he would investigate funding from the Diss Cyclethon Club.

Members supported the proposal put forward above and thanked Cllr Ms Payne for her work on the project.

19. **Finance**

1. S.137 donation requests – none received.
2. To consider registration with the Information Commissioner's Office (ICO) – Salc had advised from 25 May 2018 every organization processing personal data, even minimal, was required to register under the Data Protection Regulations 2018. The registration fee was £40. To ensure compliance with the regulation Cllr Alston proposed payment of the fee, seconded Cllr Ms Payne and agreed.

3. Accounts for payment

Royal British Legion – WW1 Centenary Ceremony	£34.00
CAS – Website Hosting	£60.00
Clerk – sal-expen Oct 2018	£267.82
ICO Registration	£40.00
PGM Home & Garden Services – grasscutting Cem/Play Area	£250.00
Cllr Mrs Arnold proposed payment of the above accounts, seconded Cllr Alston and agreed.	

4. Finance Report

Cllr Leadbetter reported he would prepare draft precept and budget figures 2019-20 for consideration at the next meeting. These would include the increased cost of dog and waste bin emptying and possible parish council election costs May 2019. In the meantime members were asked to forward any precept suggestions to Cllr Leadbetter before the December meeting.

20. **Review of Standing Orders** – deferred.

21. **GDPR review and report**

As part of the process for GDPR compliance the Council was required to carry out an assessment of data held, how and where it was stored and length of time it would be retained. Cllrs Harvey and Anscombe had prepared an assessment list for completion by councillors and clerk. This was circulated for completion and return to the clerk before the next meeting.

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

Police – details of a Safer Neighbourhood Team meeting to be held on 29 November at Eye Town Hall, 10am – 11.30am had been circulated.

Suffolk Minerals and Waste Consultation document – circulated for individual response

23. **Chairman's Urgent Business** – none.

24. **Any other business for information exchange/agenda requests**

Brockford Garage – Cllr Mrs Cain raised concerns over the large Costa Coffee cup and Typhoo Tea signs erected at the turning out of the garage. These were obstructing the view for motorists when turning left. It was agreed a letter was sent to the garage asking whether they could move the signs away from the access.

Meeting closed 9.50pm

Signed:

Chairman

Date: