

Wetheringsett cum Brockford Parish Council
Minutes of the meeting held 6 August 2018, 7.30pm at the Village Hall

Present: Cllrs Mrs C Nickson (Chairman), Mrs E Aldred, T Alston, Mrs A Arnold, Mrs E Cain, Miss J Canham, B Lacey, J Leadbetter and District Cllr G Horn

1. **Apologies for absence** were received from Cllrs R Anscombe, C Harvey and Ms S Payne.
2. **Declarations of Interest** relating to items on the agenda – None.
3. **Town Lane Haulage site report** – deferred

4. **To receive the following reports:**

Police – report available online including local policing changes circulated

County Councillor – no report

District Councillor – Cllr Horn reported Planning Enforcement at MSDC were currently in communication with owners of the fields where recent accesses had been created onto Mandelstam/Brockford Road. One planning application for access from one of the fields had been received and Planning were investigating whether permissions were required for the remainder. The possibility extending the speed limit or imposing a one-way system was also being looked into.

Dog kennels had been built on the site next to The Caravans. Planning Permission would be required for these and if not granted they would have to be removed.

Cllr Horn informed the meeting he had been appointed a cabinet member for planning and hoped he would be in a better position to deal with any planning queries from the parishes he represented.

Other items raised included the highway road signs on Hockey Hill. The road had been blocked for 10 days to deal with potholes on the side of the road. Complaints had been raised over the lengthy closure.

The possibility of CiL/s.106 funding available to Wetheringsett as a result of the Hakluyt Close development was raised. Cllr Horn offered to investigate whether any monies were outstanding and would provide the website link listing allocations of funding.

Footpaths – Cllr Mrs Aldred reported on a complaint of hard clay and shingle next the footpath between Wetheringsett Hall and the Barn. This was not affecting the footpath and required no action.

A 'Permitted Footpath on Private Land' sign had appeared on the footpath through the meadow at Pitman's Corner and. This was a permitted sign and required no further action.

A footpath finger post was required at the bottom of Joe's Road and Blacksmiths Green.

Dog Fouling on footpaths and roadside verges in the Wetherup Street area was still a problem.

A request to dog owners to clear up after their dogs would be included in the parish magazine.

There had been no response from residents regarding the siting of a new dog waste bin in Wetherup Street. It was agreed the bin should be ordered and a decision as to its location made when it arrived.

Footpath cutting schedule – Suffolk CC Footpaths were reviewing the cutting schedule for 2019/20 and had asked whether any amendments to the current schedule were required. Any changes would involve a swap to prioritise cutting and could not include additional footpaths. Although the report had suggested additional footpaths could not be added, Members agreed to ask that Pump Meadow Track at the side of field 53 to 27 was included.

Trees – the young sapling trees, Silver Birch and Hazel, awarded under the Queen's Commonwealth scheme would be delivered during the autumn. Sites for planting would need to be identified. Cllr Mrs Aldred suggested the recently cleared area of the cemetery boundary.

5. **To approve Minutes of the Meeting held 2 July 2018**

Cllr Leadbetter proposed acceptance of the Minutes, seconded Cllr Mrs Cain and agreed.

6. **Matters arising from the Minutes for report** – none.
7. **MEETING OPEN TO THE PUBLIC** – none

8. Planning Applications for recommendation to MSDC

1. DC/18/02807 : Land adjacent The Laurels, White House Corner – outline application (access, layout and scale to be considered) for demolition of existing building and hardstanding and erection of 2 two storey dwellings, garages, drainage, parking and vehicular access. Cllr Leadbetter proposed support of the application, seconded Cllr Mrs Aldred and agreed.
2. DC/18/02603 : Low Road Farm, Mendlesham Road, Brockford – creation of new vehicular access to field. A recommendation of refusal was agreed on the following grounds:
The proposed access did not conform to highway regulations, no splay details available.
The Parish Council would not wish to see any of the trees along the boundary of the proposed access removed to provide vehicle visibility.
The proposed access was directly onto a 60mph stretch of road identified as an accident spot.
3. DC/18/03490 : Wetheringsett Manor, Church Street – replacement of existing softwood external door with new softwood door of matching design. Application supported.

9. Planning Decisions received from MSDC

1. DC/18/02129 : The Cherries, Pitman's Corner – erection of two storey rear extension.
PPGranted
2. DC/18/01729 : Waveney Cottage, Church Street – repair south facing first floor window. **LBC Granted**

10. Planning Correspondence

An email had been sent to the Chairman regarding the accesses on Mendlesham/Brockford Road. The Chairman to respond informing the resident of MSDC Planning action and monitoring.

11. Wetheringsett Village Hall report including:

Parishioner's request for repairs to car park surface

To consider carrying out a structural survey of the building

Car Park – Responsibility for maintenance of the car park was discussed. Cllr Lacey reported the Parish Council only leased one foot of ground around the village hall building. The section outside the school gates had been fenced to allow pupils to cross to the playing field. It was believed responsibility for the car park was with Suffolk CC Education Dept. Responsibility and any repair work would need to be discussed with the School and Suffolk CC. In the meantime the parishioner to be informed.

General Report – Cllr Leadbetter stated there was currently a sum of £945.88 in the VH reserve account with expenses of £211 due to Anglian Water at the end of the month leaving approximately £650.

There had been some queries from parishioners and the PCC regarding availability of the hall. Cllr Leadbetter reported he had included a note in the parish magazine clarifying hire of the hall and confirming it was available for hire as usual.

Ongoing maintenance/structural survey – As agreed at the last meeting, Cllr Mrs Nickson had obtained a quotation from Chick & Co to carry out a visual structural survey of the building, this totalled £550 plus vat.

Members discussed the options available for a village hall:

1. Converting the church to part community use – this seemed to be an unlikely proposal due to the extent of the alterations required plus installation of a kitchen, wc's and heating.
2. Maintenance and refurbishment of the existing hall
3. Building a new hall which would be very much more expensive.

The meeting was generally in favour of item 2 above. Improvement suggestions included building a new frame over the existing framework, demolishing the existing and rebuilding and/or prioritising repairs for a major overhaul of the existing building.

To prioritise repairs it was suggested a structural survey would be required possibly coupled with obtaining three quotations for the main items of repair, part replacement floor and windows.

Members discussed the merits of a structural survey which was proposed by Cllr Mrs Aldred, seconded Cllr Mrs Cain, 4 in favour, 4 against. The Chairman used her casting vote in favour of the survey. Proposal carried.

It was suggested a separate Village Hall meeting was required to give full consideration to an action plan for the refurbishment, 7.30pm on the 23 August after the Neighbourhood Plan meeting was suggested.

In the meantime Cllr Mrs Nickson would look into timing of the structural report and funding opportunities.

12. **Proposed new Village Hall** – item to be retained pending meeting to discuss the present village hall and statement to parishioners.

13. **VAS speed aware report and traffic calming measures** – defer to next meeting

14. **Play Area Maintenance report**

Cllr Lacey reported Kompan Play Equipment had agreed to supply the slide panel free of charge and the other smaller items at a charge but they were not in a position to install the panel without charge. Cllr Lacey therefore suggested the Parish Council arranged the installation itself. Mr Shaun Easter was in the process of repairing and maintaining the woodwork items, ie fencing, tables and benches and Cllr Lacey would obtain a quote for installation of the slide panel/s.

Cllr Lacey would also continue to challenge Kompan regarding the incorrect fitting of the panels – the 2016 ROSPA report highlighted this – copy to be sent to Kompan.

The trees overhanging the play area were in need of pruning back. Cllr Lacey to obtain a quote.

15. **Cemetery & Play Area grass cutting** – there had been no recent cutting due to the very dry weather conditions.

16. **Proposed Wetheringsett Cycle Route** – deferred to next meeting.

17. **Proposed Wetheringsett Neighbourhood Plan**

A workshop meeting with a representative from Planning Direct was agreed. Wednesday or Thursday 22 or 23 August at 6pm in the village hall being the preferred date/s.

18. **Reporting crime to Suffolk Constabulary**

Concerns had been raised that attempted incidents of crime in the village were not being reported to the local police. It was important any suspicious behaviour or attempts were reported to enable officers to build a picture of criminal attempts in any one area. A note to this effect to be included in the parish magazine.

19. **Finance**

1. To consider s.137 donation requests

Suffolk Accident Rescue Service – a donation of £100 in line with previous donations to SARS was proposed, seconded and agreed.

2. Accounts for Payment

Suffolk Accident Rescue – donation	£100.00
Suffolk Preservation Society – subscription	£30.00
Clerk sal-expen July 2018	£280.02
SALC – annual internal audit fee 2017/18	£170.40

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

3. Finance Report – Cllr Leadbetter stated the next report would be given at the October meeting.

4. Internal Audit report 2017/18

The report had been circulated to members prior to the meeting. Items for discussion had been highlighted (bold type) as follows:

1. Bank interest of £4.95 and cleared cheque of £130 not shown. Due to a timing difference relating to receipt of bank statements – the annual parish meeting having been brought forward the end March statement available to the auditor had not been available when year-end accounts were prepared. Amendment to include the above giving a year-end balance of £25,099.16 as opposed to £25,094.52 on the year-end accounts and accounting statements 2017/18 was proposed by Cllr Mrs Cain, seconded Cllr Alston and agreed.
5. Reserves twice the annual precept – Cllr Leadbetter stated earmarked funds of £3461.33 for the existing village hall and £3999.73 for the proposed new village hall were contained in the year-end figure of £25,099.16. The reserve could increase if refurbishment of the village hall was progressed thus decreasing the parish general reserve.

14. Website and ICO registration to be investigated.

5. To approve auditor recommendations 2017/18 – see 4 above.

20. **Review of Standing Orders and Financial Regulations**

Pending inclusion of items relating to GDPR in the Standing Orders this item was deferred.

Financial Regulations had been circulated prior to the meeting for review. No changes were proposed. Cllr Alston proposed adoption, seconded Cllr Mrs Cain and agreed.

21. **To consider GDPR recommendations from SALC**

A draft policy including recommendations from SALC was still under review by Cllrs Anscombe and Harvey. Include on next agenda.

22. Clerk's report/correspondence

1. Suffolk CC – Public Transport changes to service 113/114 – item circulated and would be included in the parish magazine for information of parishioners.
2. Wetheringsett War Memorial – Historic England were considering registering the memorial as a listed building. Members offered no comment to the consultation.
3. MSDC – Valid Cil Bids – circulated for information.
4. Speeding through Brockford Street – a reply had been received from Bartrums stating all drivers would be reminded of the current speed limits through the village and Brockford Street. Awaiting response from Galloway.
5. Brockford Road – request for one-way and no turning sign from A140 – awaiting response from County Councillor.

23. Chairman's Urgent Business

The recent roadworks diversion and blocked road after completion of the work was raised with a suggestion the Chairman emailed Suffolk CC Highways with a complaint.

24. Any other business for information exchange/agenda requests

Many highway verges were overgrown and causing some visibility issues at junctions.

25. Date of next meeting – Monday 3 September 2018, 7.30pm at the Village Hall.

Meeting closed 9.55pm

Signed:

Chairman

Date: