

ELMSWELL PARISH COUNCIL

**Minutes of an Ordinary Meeting of full Council held on
Monday 19th November 2018 at 7.30pm
at The Blackbourne, Blackbourne Road, IP30 9UH**

Present: Cllrs. Barker, Burch, Edmonds, Friend, Hawes, Pallett (Chairman), Pratt, Wiley

Attending: District Council Ward Member Mrs Sarah Mansel
Parish Clerk Mr Peter Dow
4 members of the public

18.11.01 **Noted:**

- 1.1 An apology for absence was accepted from Cllr Schofield due to family illness
- 1.2 An apology for absence was accepted from Cllr Mrs Taber as she had a work commitment
- 1.3 An apology for absence was accepted from Cllr Ms Indurain as she had a work commitment

18.11.02 **Resolved:**

That the Minutes of the Parish Council Meeting held on 15th October 2018, as tabled, be agreed as a true record.

18.11.03 **Noted:**

The following when any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interests were invited in subsequent agenda items together with any additions, deletions or alterations to the Council's Register of Interests;

- 3.1 Cllr Pallett declared a Disclosable Pecuniary Interest in agenda item 18.11.10.3, Planning application at Mayfield, Warren Lane as he was the applicant
- 3.2 Cllr Edmonds declared a Local Non-Pecuniary Interest in agenda item 18.11.22, proposed payments, as he was a named beneficiary

18.11.04 **Noted:**

- 4.1 A written report from County Council Ward Member Cllr Jane Storey
- 4.2 A written report from District Council Ward Member Cllr Sarah Mansel
- 4.3 A written report from the BWMA

18.11.05 **Noted:**

The following when questions or comment from Councillors were invited or the public on any District Council or County Council matter or on any matter on this agenda;

- 5.1 A member of the public spoke in support of their Planning Application at Hill Top Cottage.

18.11.06 **Noted:**

The following correspondence;

- 6.1 From The Elmswell Amenities Association confirming grant aiding the Wesley project in the sum of £60,000.00.
- 6.2 With member of the public re parking in Elmswell. (*Circulated to Cllrs.*)
- 6.3 From Mid Suffolk CAB seeking grant aid in light of predicted reduced support for their services from Suffolk County Council.

18.11.07 **Noted:**

The Clerk's report as per Appendix A.

18.11.08

Noted:

That when any Complaints Committee business for information, to be noted or for inclusion on a future agenda none was invited, none was forthcoming and that the date of the next Complaints Committee meeting was not known.

18.11.09

To note Planning results as notified by Mid Suffolk District Council.

- 9.1 DC/18/01679 Submission of details of appearance...
Land adjacent to Wetherden Road
APPROVED EPC no comment
- 9.2 DC/18/04032 Outline... erection of 1no. dwelling...
5 Prescott Drive
REFUSED EPC objected
- 9.3 SCC\0049\18MS Retrospective application for installation and operation of concrete batching plant, ancillary facilities and access
Aggmax Ltd, Lawn Farm Quarry
GRANTED EPC objected
- 9.4 DC/18/02830 Erection of up to 9 No. dwellings and creation of access
Land adjacent to Oak Lane
REFUSED EPC objected
- 9.5 DC/18/04400 Non material amendment to application DC/17/05668 – ridge height...
2 Cooks Road
APPROVED EPC no comment
- 9.6 DC/18/04083 Erection of first floor and single storey rear extensions...
Kykko, Warren Lane
GRANTED EPC supported
- 9.7 DC/18/04113 Erection of 1no. dwelling
Spinnakers, Ashfield Road
GRANTED EPC objected
- 9.8 DC/18/03803 Notification of tree works...
19 Oxe Close
GRANTED EPC no comment
- 9.9 DC/18/04037 Retention of caravan and workshop...
10 Wetherden Road
REFUSED EPC objected
- 9.10 DC/18/04399 Extensions...
Mill Stones, Station Road
GRANTED EPC no objection#
- 9.11 The Clerk was asked to add to the list of queries to MSDC Planners the result at 9.7 where Councillors feared that the system was in danger of laying itself open to abuse should such decisions stand.
- 9.12 The Clerk was asked to pursue the Decision at 9.9 in the event that the development continued contrary to that decision and to seek the co-operation of Planning Enforcement officers as necessary.

18.11.10

Noted:

Planning Applications as referred by Mid Suffolk District Council for comment:

- 10.1 **DC/18/04538 Erection of a two storey side extension Hilltop Cottage, Church Road**
Councillors agreed to support this application
- 10.2 **DC/18/04776 Erection of first floor extension over existing garage and a two storey extension at rear of garage 27 Orchard Close**
Councillors agreed to support this application

10.3 DC/18/04842 **Erection of single storey rear extension and rebuild sun-room following demolition of existing Mayfield, Warren Lane**
Councillors agreed to support this application

- 18.11.11 **Resolved:**
That the Clerk makes known the Council's comments on the above Planning Applications to the Corporate Manager, Growth & Sustainable Planning, at Mid Suffolk District Council.
- 18.11.12 **Noted:**
That there was no other Planning business.
- 18.11.13 **Noted:**
The Chairman clarified the situation regarding the reduction in opening hours at Elmswell Post Office with particular reference to the licensing structure and the minimal return involved. He confirmed that community involvement remains a possibility and that this could be Council led.
- 18.11.14 **Resolved:**
That Elmswell Parish Council nominates the Railway Tavern in School Road for listing as an Asset of Community Value with Mid Suffolk District Council.
- 18.11.15 **Resolved:**
That Messrs Castons of Grimwade Street, Ipswich, be appointed to provide QS services in relation to the Wesley refurbishment project as detailed in their fee proposal dated 02.11.2018 in the sums defined as per the RIBA 7 stage process under terms and conditions in accordance with RICS appointment protocols up to a total project cost not exceeding £7,450.00 net of VAT.
- 18.11.16 **Resolved:**
That Council thanks the Elmswell Amenities Association for their grant of £60,000.00 towards the Wesley Project, payable on 31.12.2018, and confirms that, should the project not proceed, the money will be repaid in full.
- 18.11.17 **Resolved:**
That Heather Heelis of Messrs Heelis & Lodge, Pettistree, be contracted to conduct the annual Internal Audit of the Council's finances and procedures for the year to 31st March 2019, to include a site visit, completion of the Internal Audit section of the Annual Governance and Accountability Return and a Report to Council, for a sum not to exceed £300.00 net of VAT.
- 18.11.18 **Resolved:**
That Cllr Wiley be asked to join the Chairman and Vice chairman in conducting the annual review of the Council's procedures and systems of internal control of the stewardship of finances and resources for the year to 31.12.2018.
- 18.11.19 **Resolved:**
That this Council formally approves and accepts the External Auditor Certificate and Report year ended 31st March 2018, signed off by Messrs PKF Littlejohn.

- 18.11.20 **Resolved:**
That Council notes and approves the pro forma document to be the basis of the Annual Review of the Council's system of internal control of the stewardship of its finances and resources.
- 18.11.21 **Noted:**
The authorised payments made and income received as per Appendices B and C, and indicative financial overview as at 31.10.18.
- 18.11.22 **Resolved:**
That proposed payments, scheduled as Appendix D, be authorised.
- 18.11.23 **Noted:**
The Balance as per Appendix E and the Chairman's confirmation that the relevant bank statements and computer report verify the published figure.
- 18.11.24 **Noted:**
That when public comment or questions on matters relevant to Council business were invited none were forthcoming.
- 18.11.25 **Noted:**
The following when any other Council business from Councillors or the Clerk for information, to be noted, or for inclusion on a future agenda was invited;
25.1 The Clerk undertook to inform SCC Highways that the 'Road Closure' and diversion signage at Wetherden Road remained, causing considerable confusion, several days after the relevant works had finished.
- 18.11.26 **Noted:**
That the next meeting of Council was scheduled for Monday 17th December 2018, as necessary, beginning at 7.30 p.m. at the Blackbourne.
- 18.11.27 **Noted:**
That the meeting closed at 8.50pm