

ELMSWELL PARISH COUNCIL

Minutes of The Annual Meeting of the Elmswell Parish Council

held on

**Monday 17th May 2021 at 7.00 pm
at Blackbourne, Elmswell IP30 9UH**

- Present: Cllr Barker, Burch, Edmonds, Hancock, Hawes, Mansel, Pallett (Chairman), Roots, Shaw
- Attending: District Council Ward Member Andy Mellen (part)
Parish Clerk Peter Dow
5 members of the public
- 21.05.01 **Resolved:**
That Cllr Pallett be elected as Chairman of the Council for the coming year.
- 21.05.02 **Noted:**
That the Chairman's Declaration of Acceptance of Office was received.
- 21.05.03 **Noted:**
3.1 An apology for absence was noted from Cllr Friend
3.2 An apology for absence was accepted from Cllr Schofield as he was unwell
- 21.05.04 **Noted:**
The following when any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interests in subsequent agenda items and to note any additions or deletions to the Council's Register of Interests;
4.1 Cllr Pallett declared a Local Non-Pecuniary Interest in agenda item 29.2 re the tree works at Upper Crossway as he was a near neighbour.
- 21.05.05 **Resolved:**
That Cllr Barker be elected as the Vice Chairman of the Council for the coming year.
- 21.05.06 **Noted:**
That there was no report from the Planning Committee and from the Complaints Committee as neither body had been convened during the year.
- 21.05.07 **Noted:**
A report from the Council Chairman for the year 2020/2021.
- 21.05.08 **Resolved:**
That, as per the Annual Governance and Accountability Return under the Accounts and Audit Regulations 2015, this Council approves the accounts for the 12 months ended 31.03.21, tabled as Appendix A, and authorises the Chairman and the Responsible Finance Officer to sign them as duly approved.
- 21.05.09 **Resolved:**
That this Council receives and approves the Risk Assessments scheduled at Appendix B as being a proper assessment of the risks facing the Council, that they demonstrate that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment herewith tabled as properly reflecting the levels of the Council's financial risk.
- 21.05.10 **Resolved:**
That this Council receives the Internal Control Report, as authorised ref. 21.03.13, tabled as Appendix M, and signed off by Cllr Barker dated 23.04.2021 and authorises the Chairman of this meeting and the Clerk to sign the Internal Control Statement tabled as Appendix N.

- 21.05.11 **Resolved:**
That Council acknowledges receipt on 26.04.2021 of the Internal Audit Report for the year ending 31.03.21, commissioned from Heelis & Lodge as authorised under 20.10.17 and tabled as Appendix C, noting that Council continues to maintain effective governance arrangements including a robust framework of financial administration and internal controls and that the Clerk undertakes to address the 2 Recommendations within the Report, being a review of the Council's Fidelity Insurance cover and the publication on the website of the Council's Privacy Policy.
- 21.05.12 **Resolved:**
That this Council approves the Annual Governance Statement, tabled as section 1 of the Annual Return to the External Auditor at Appendix D, as demonstrating a sound system of internal control including the preparation of the accounting statement at section 1 of the Annual Return for the year ended 31.03.21 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.
- 21.05.13 **Resolved:**
That this Council approves the Accounting Statement, tabled as Section 2 of the Annual Return to the External Auditor at Appendix E, as being a fair representation of the Council's financial position and of its income and expenditure for the year ended 31.03.21 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval.
- 21.05.14 **Noted:**
- 14.1 The Annual written report from District Council Ward Members Cllr Sarah Mansel & Cllr Helen Geake.
 - 14.2 An Annual written report from Jane Storey in her capacity of SCC Thedwastre North Ward Member to 06.05 2021.
- 21.05.15 **Noted:**
The confirmation of the following Officers of the Council or to take other action as appropriate (current post holder in brackets);
- 15.1 Tree Officer (Pending)
 - 15.2 Footpath Officer (Cllr Burch)
 - 15.3 Village Recorder (Pending)
 - 15.4 Transport Officer (Cllr Mike Friend)
- 21.05.16 **Noted:**
The confirmation of representatives of Council on the following bodies, or to take other action as appropriate: (current post holders in brackets);
- 16.1 Elmswell Poor's Land Charity (Mrs Linda Abbott to 2022) 3 pending...suggested Cllrs Burch & Pallett plus Parish Clerk
 - 16.2 Blackbourne & Wesley Management Association (Cllrs Burch, Shaw, & Hancock)
 - 16.3 Elmswell Amenities Association suggested new appointment Cllr Hancock
 - 16.4 NHS West Suffolk Clinical commissioning Group Health Forum (Ms Ann Richards)
 - 16.5 Neighbourhood Plan Group suggested new appointment Cllr Shaw to join Cllr Schofield
- 21.05.17 **Noted:**
The Members to the following Committees
NB Chairman & Vice Chairman of Council are members *ex officio*):
- 17.1 Planning Committee (Currently all Members except Cllr Friend)
 - 17.2 Complaints Committee (Currently all Members except Cllrs Hawes & Schofield)
- 21.05.18 **Noted:**
The continuing membership of the following organisations, current subscriptions indicated in brackets:
- 18.1 Community Action Suffolk (FOC)
 - 18.2 Suffolk Association of Local Councils (£1,033.62)
 - 18.3 Suffolk Preservation Society (Campaign to Protect Rural England) (£36.00)
 - 18.4 National Community Land Trust (CLT) Network (£150.00 + £60.00 voluntary insurance)
 - 18.5 MARPA (Mid Anglia Tail passengers Association) (6.00)

- 21.05.19 **Noted:**
The assurance from Messrs. Burnett Barker, Solicitors, that all Deeds and other documents held on behalf of the Council are in order.
- 21.05.20 **Noted:**
The confirmation of signatories to the Council's cheque account with the Co-op Bank as Cllrs Burch, Edmonds, Hawes, Mansel, Roots & Shaw, any two to sign, and that registration for on-line banking is in place for Cllrs Edmonds, Roots, Mansel & Shaw.
- 21.05.21 **Noted:**
The confirmation of the appointment of a third member of the Elmswell Newsletter report editorial board as Cllr Roots.
- 21.05.22 **Resolved:**
That this meeting notes and acknowledges that;
(i) **the Elmswell Parish Council continues to satisfy the conditions as set out in the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2112 of the Localism Act 2011;**
(ii) **and is eligible to act under the General Power of Competence established in the Act;**
(iii) **and intends to continue to act under the Power for as long as eligibility criteria remain satisfied.**
- 21.05.23 **Resolved:**
That the Minutes of the Council meeting dated 22nd April 2021, as tabled, be agreed as a true record.
- 21.05.24 **Noted:**
24.1 A Monthly written report from District Council Ward Members Cllr Sarah Mansel & Cllr Helen Geake.
- 21.05.25 **Noted:**
The following correspondence to this meeting unrelated to an Agenda item;
25.1 From BMSDC re public consultation around cycling & walking infrastructure
- 21.05.26 **Noted:**
The Clerk's report as per Appendix F.
26.1 Further to paragraph 8 of the Report, the Clerk reported an approach from Pegasus Group obo Endurance Estates towards a meeting to discuss the developer's recent submission to the BMSDC JLP consultation seeking to clarify their position which includes an offer of land for further primary school provision within Elmswell.. The Meeting agreed that the Clerk, Chairman and Cllr Mansell should attend any such meeting within EPC's Pre-Application Protocol.
- 21.05.27 **Noted:**
That when any Complaints Committee business for information, to be noted, or for inclusion on a future agenda was invited none was forthcoming and that the date of the next Complaints Committee meeting was not known.
- 21.05.28 **Noted:**
Planning Results as received from Mid Suffolk District Council:
28.1 **DC/21/01849** Erection of single storey extension...
3 Grange Meadows REFUSED
28.2 **DC/21/01549** Erection of single storey front extension...
Teasel House, Cooks Road GRANTED
28.3 **DC/21/01519** Erection of garage and linked carport
5 School Avenue GRANTED
- 21.05.29 **Noted:**
Planning Applications as notified by Mid Suffolk District Council:
29.1 **DC/21/02602**

Erection of single storey rear extension (following demolition of existing conservatory)

6 Eastern Way

Councillors agreed to support this application

29.2

DC/21/02514

Application for works to a tree protected by Tree Preservation Order MS360/T1 – Raise lower canopy up to 1.5m (T1) of 1No Spruce tree, reducing co-dominant leader going towards house by 2-3m to keep natural leader. Thin canopy lightly to allow for evenly balanced canopy density.

2 Upper Crossway, Warren Lane

Councillors made no comment on this application

29.3

DC/21/02551

Application for prior approval of a proposed: Change of use of Agricultural Building to 4no. dwelling houses (class C3), and for building operations reasonably necessary for the conversion. The Town and Country Planning (general Permitted Development) (England) Order 2015 (as amended) – Schedule 2, part 3, Class Q

Willow Farm, Ashfield Road

Councillors objected to this application and the following response ensued;

Elmswell Parish Council urges rejection of this application for a development which clearly requires the wider consultation and reference to key planning and local planning statute, policy and guidance afforded by the rigours of a full Planning application.

The major operations required to effect the proposed 'conversion' extend well beyond the concept of works to an agricultural building which is, intrinsically in its unconverted state, capable of functioning as a dwelling. Class Q concessions cannot extend to significant rebuilding projects such as here proposed.

The fast-track Class Q process takes no account of collateral problems such as, clearly in this case, the creation of a 5-household access on to a provably dangerous bend of the busy Ashfield Road.

Of overriding significance is the fact that the proposal site is adjacent to, and undeniably in the setting of, the Listed Building, Willow Farmhouse. Along with the 3 neighbouring green-edge Listed farmhouses which define the ancient Bottenhaugh Green, Willow Farmhouse is a significant architectural asset which would suffer should its immediate context, currently agricultural, to become a residential enclave.

The principle of development on this site cannot be accepted without wide consultation with relevant bodies through the proper full Planning process when it would be tested against statute and policy rather than fast-tracked in a procedure ill-suited to such a dramatic proposal.

21.05.30

Resolved:

That the Clerk makes known the Council's comments on the Planning Applications on this Agenda to The Chief Planning Officer at Mid Suffolk District Council.

21.05.31

Noted:

The following other Planning business;

31.1 Notice received of commencement date for BMSDC JLP Examination Hearing received, being 31.06.2021.

31.2 Application DC/21/02564 *Submission of Details - Reserved Matters application in part for Outline Planning Permission 1636/16. Appearance, Landscaping, Layout and Scale for construction of a car park to be associated with Woolpit Health Centre. Land South Of Old Stowmarket Road Woolpit IP30 9QU*, and the Meeting's agreement that supportive comment to MSDC is appropriate given the access layout which serves Elmswell patients well.

31.3 Notification of Application DC/21/02390 – outdoor swimming pool at Luke's View, St John's Close with consultation deadline extended to 22nd June.

31.4 Notification, as requested from SCC of proposals for primary school provision in Elmswell / Woolpit and the Meeting's agreement that these should be the subject of a round table consultation involving both parishes which the Clerk undertook to arrange.

- 21.05.32 **Resolved:**
That the hours of the Assistant Parish Clerk be raised to 29 per week effective from 01.05.2021.
- 21.05.33 **Resolved:**
That Elmswell Parish Council adopts forthwith the Privacy Policy tabled as Appendix L.
- 21.05.34 **Resolved:**
That Council makes an application under the BMSDC Tree & Hedge Planting Project for works as outlined in the ElmsWild planting programme proposals as tabled and undertakes to support the group with appropriate funding in carrying out the works within a budget of £200.00 exclusive of VAT.
- 21.05.35 **Noted:**
Authorised payments made and income received as per Appendices G and H.
- 21.05.36 **Resolved:**
That proposed payments, scheduled as Appendix J, be authorised.
- 21.05.37 **Noted:**
The Balance as per Appendix K the Chairman's confirmation that the relevant Bank Statements and computer report verify the published figure.
- 21.05.38 **Noted:**
The following when public comment or question was invited on any matter relevant to Council business;
38.1 The Vice chairman clarified the history of the plot at Crown Mill which had, in 1999, been given to EPC as the potential landing site for a footbridge over the railway for which Planning Permission had been forthcoming but which had been, over the intervening years, effectively rendered impractical under subsequent regulations. The Chairman confirmed that, as notified to the neighbouring householders, Council had commissioned plans for a house with a view to establishing residential use of the site.
- 21.05.39 **Noted:**
The following when any other Council business for information, to be noted, or for inclusion on a future agenda was invited;
39.1 It was confirmed that the numerous dangerous potholes about the village are reported and are live on the SCC Highways Reporting Tool website and that Ashfield Road is extremely badly affected.
39.2 The Chairman confirmed that the SCC Highways Lorry Route Review is pending and proposed that any response invited should include the anomalous weight restriction on A1088 which channels traffic through Elmswell as well as the dangers of non-observance of the advisory one-way system for HGV's, particularly in New Road. It was noted that the current volume of large building trades supplies lorries is posing further problems.
39.3 The Chairman confirmed that Elmswell Community Enterprise Limited was making good progress towards identifying an architect to take forward the scheme for the refurbishment of the Council's property on School Road as the Elmswell Tavern.
39.4 Cllr Mansell confirmed that she is pursuing the residual funding hypothecated to the possible provision of a footbridge over the railway as part of one of the footpath diversion options under the s106 Agreement appended to the Permission for the 190 dwelling development on the Bacon Factory site. The decision to divert the footpath rather than build the bridge should have freed up a tranche of developer contribution towards affordable housing and this might well be directed towards the Elmswell Community Land Trust.
39.5 The Chairman confirmed that the incursion by developers on to the Council's land adjacent to Blackbourne is being contested.
- 21.05.40 **Noted:**
That the next Ordinary Meeting of Council was scheduled for Monday 21st June beginning at 7.30 p.m. at Blackbourne.
- 21.05.41 **Noted:**
That the Meeting closed at 8.34pm

