

ELMSWELL PARISH COUNCIL

Minutes of the Annual Meeting of the Elmswell Parish Council held on Monday 16th May 2022 at 7.00 pm at Blackbourne, Elmswell IP30 9UH

- Present: Cllr Barker, Brown, Burch, Edmonds, Hancock, Hawes, Mansel, Pallett (Chairman), Roots, Schofield, Shaw
- Attending: County Council Ward Member Andy Mellen (part)
District Council Ward Member Helen Geake
Parish Clerk Peter Dow
1 member of the public
- 22.05.01 **Resolved:**
That Cllr Pallett be elected Chairman of the Council for the coming year.
- 22.05.02 **Noted:**
That the Chairman's Declaration of Acceptance of Office was received.
- 22.05.03 **Noted:**
That there were no apologies for absence to be noted or accepted or other absences noted.
- 22.05.04 **Noted:**
That there were no Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interests in subsequent agenda items and no additions or deletions to the Council's Register of Interests.
- 22.05.05 **Resolved:**
That Cllr Barker be elected Vice Chairman of the Council for the coming year.
- 22.05.06 **Noted:**
That there were no reports from the Planning Committee or from the Complaints Committee as they had not met during the year.
- 22.05.07 **Noted:**
A report from the Council Chairman for the year 2021/2022.
- 22.05.08 **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 31.03.22, tabled as Appendix A, and authorises the Chairman and the Responsible Finance Officer to sign them as duly approved.
- 22.05.09 **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.
- 22.05.10 **Resolved:**
That Council acknowledges receipt on 26.04.2022 of the Internal Audit Report for the year ending 31.03.22, commissioned from David Crimmin as authorised under 21.12.20 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 that a review and adoption of current Standing Orders take place and are Minuted and that internal controls for cash and card receipts for both the Wesley Coffee Shop and the Elmswell Tavern be developed so as to ensure that transactions can be reconciled to the bank account.

- 22.05.11 **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 31.03.22 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.
- 22.05.12 **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 31.03.22 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval.
- 22.05.13 **Noted:**
A written report from District Council Ward Members Cllr Sarah Mansel & Cllr Helen Geake on BMSDC activity over the past year.
- 22.05.14 **Resolved:**
That Cllr Hancock serve as Footpath Officer for the coming year.
- 22.05.15 **Resolved:**
That representatives of Council on the following bodies be confirmed as:
- 15.1 Elmswell Poor's Land Charity; Mrs Linda Abbott to 2026, Cllrs Burch & Pallet and the Parish Clerk all to 2025
 - 15.2 Blackbourne & Wesley Management Association; Cllrs Burch, Shaw, & Hancock
 - 15.3 Elmswell Amenities Association; Cllr Hancock
 - 15.4 NHS West Suffolk Clinical commissioning Group Health Forum; Ms Ann Richards
 - 15.5 Neighbourhood Plan Group; Cllrs Schofield & Shaw
- 22.05.16 **Resolved:**
That membership of the following Committees be confirmed as:
- NB Chairman & Vice Chairman of Council *ex officio* to all
- 16.1 Planning Committee; All Members excepting Cllr Edmonds
 - 16.2 Complaints Committee; All Members excepting Cllrs Hawes & Schofield
- 22.05.17 **Resolved:**
That Council's membership of the following organisations at the subscriptions shown be confirmed as :
- 17.1 Community Action Suffolk (FOC)
 - 17.2 Suffolk Association of Local Councils (£1,033.62)
 - 17.3 Suffolk Preservation Society (Campaign to Protect Rural England) (£36.00)
 - 17.4 National Community Land Trust (CLT) Network (£150.00)
 - 17.5 MARPA (Mid Anglia Tail passengers Association) (6.00)
- 22.05.18 **Noted:**
The assurance from Messrs. Burnett Barker, Solicitors, that all Deeds and other documents held on behalf of the Council are in order.
- 22.05.19 **Resolved:**
That the signatories to the Council's cheque account with the Co-op Bank be confirmed 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.
- 22.05.20 **Resolved:**
That Cllr Roots serve as the elected member of the Elmswell Newsletter Council Report editorial board for the coming year.
- 22.05.21 **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.

- 22.05.22 **Resolved:**
That the Minutes of the Council meeting dated 19th April 2022, as tabled, be agreed as a true record.
- 22.05.23 **Noted:**
A monthly written report from District Council Ward Members Cllr Sarah Mansel & Cllr Helen Geake.
- 22.05.24 **Noted:**
The Clerk's confirmation that he remained in correspondence with County and District Council officers and members regarding the continuing problems of access at William Armstrong Close caused by residents' parking.
- 22.05.25 **Noted:**
The Clerk's report as per Appendix F.
25.1 The Clerk confirmed that, in collaboration with Cllr Brown, progress was being made towards a final agreement on the schedule of reinstatement works to the swale excavated on the Council's land at Blackbourne by the developer of the adjacent housing estate.
- 22.05.26 **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.
- 22.05.27 **Noted:**
Planning Results as received from Mid Suffolk District Council:
27.1 **DC/22/01705 Discharge of Conditions DC/20/05053...**
Land to the East of Oak Lane APPROVED
27.2 **DC/22/01671 Discharge of Conditions DC/18/02146...**
Land to the North and West of School Road APPROVED
- 22.05.28 **Noted:**
The following Planning Applications referred from MSDC for comment:
28.1 **DC/22/01114**
Change of use and conversion of barn into residential annexe accommodation with roof mounted solar PV, rebuild of adjoining structure into farm office, rebuild farm workshop and quad bike store structures, new covered parking area and domestic swimming pool.
Botany Bay Farm, Grove Lane
Councillors supported this Application in principle but sought to have a Condition imposed restricting the residential annexe to be used solely for the enjoyment of the residents of the host dwelling.
- 28.2 **DC/22/01224**
Hybrid Planning Application. Outline Application for erection of 1no detached dwelling and Full Application for the erection of 1no detached dwelling. To replace Outline Permission for 3no dwellings as approved under DC/19/04317.
Holly Lodge, Cross Street
Councillors objected to this application for the following reasons:
1 The proposed dwelling on Plot 1 has a ridge height at 9150 some 2m above that of any neighbouring property. It offers more than 4,000 sq. ft. of floorspace. The mass that this presents on an infill site is entirely disproportionate to the neighbouring dwellings at Warren Lane and at Warren Gate. It threatens an intrusive, alien and overbearing result detrimental to these well-established neighbouring properties which currently enjoy a cohesion of size, design and style.

- 2 Similarly, the scale of the 2-storey cart lodge exacerbates the effect of overdevelopment of the site and clearly offers the opportunity for the creation of further living accommodation which is not appropriate given the constraints on vehicular access on to Cross Street.
- 3 The Outline nature of the permission sought for Plot 2 leaves open the possibility of the imposition of another inappropriately large proposal when details are presented. This whole site should be subject to a requirement for a cohesive master plan in detail so that the end result is known. A rolling programme of increasingly inappropriate proposals for individual plots is unacceptable.
- 4 Councillors' original reservations regarding the access from this multi-plot site remain. There is the likelihood of dwellings totalling some 15 bedrooms seeking to use Cross Street just a very few metres from the dangerous staggered crossroads with Warren Lane / New Road / Church Road.

28.3 **DC/22/02412**
Erection of single-storey extension (following removal of conservatory)
The Barn, Grove Lane
 Councillors agreed to support this application

28.4 **DC/22/02447**
Severance of garden and erection of 1 No. two-storey detached dwelling with associated parking.
Folly Cottage, 2 Rose Lane
 Councillors objected to this application for the following reasons;
 This application seeks to shoehorn in a detached dwelling on a very constrained site. The proposed dwelling has 3 bedrooms inviting occupancy and car use beyond what the site can safely or comfortably accommodate.
 It has a roofline orientation diametrically at odds with the adjacent cottage dwellings presenting the gable end to the access roadway which destroys the cohesion of the existing street scene.
 The cramped nature of the proposal extends to the host dwelling as neither would be able to enter and leave their respective parking areas in forward gear resulting in hazardous and disruptive manoeuvring on to Rose Lane itself.
 The Rose Lane / School Road / Hawk End Lane crossroads junction is already problematic and increasingly so as Elmswell housing stock is rapidly expanding. There should be no more residential development along the lane which is a single track unadopted way already serving 11 dwellings.

22.05.29 **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.

22.05.30 **Noted:**
 The following other Planning business for information, to be noted or for inclusion on a future agenda.
 30.1 The Meeting agreed that the Clerk should continue to press for the name of the development road serving 6 new houses off Ashfield Road and south of Field View as Calfawe Way.

22.05.31 **Resolved:**
That Elmswell Parish Council adopts forthwith the Local Government Association Model Councillor Code of Conduct 2020.

22.05.32 **Resolved:**
That the 10 year reservation fees relating to plots of whatever size at Elmswell Cemetery be set forthwith at £1,107.00 for non-residents and £553.00 for qualifying Elmswell residents with the follow-on 10 year renewal rates at £1,086.00 and £543.00 respectively.

22.05.33 **Resolved:**
That Elmswell Parish Council adopts forthwith the Standing Orders incorporating Financial Regulations as tabled and dated 16.05.2022.

- 22.05.34 **Noted:**
The authorised payments made and income received as per Appendices G and H and indicative financial overview as at 30.04.22.
- 22.05.35 **Resolved:**
That proposed payments, scheduled as Appendix J, be authorised.
- 22.05.36 **Noted:**
To note Balance as per Appendix K and the Chairman's confirmation that the relevant Bank Statements and computer report verify the published figure.
- 22.05.37 **Noted:**
The following when public comment or question invited on any matter relevant to Council business;
- 37.1 It was confirmed that the term, 'bussing', relating to the possible transporting of Elmswell children to Woolpit or other villages when Elmswell School reaches capacity is a generic term relating to the transport of the children, however effected.
- 37.2 Council was thanked for having liaised with the developers of the emerging Borley Crescent development in the matter of boundary treatment affecting some Blackbourne Road households.
- 22.05.38 **Noted:**
The following any other Council business for information, to be noted, or for inclusion on a future agenda;
- 38.1 The Chairman confirmed that he had been able to help recently in conveying a resident to and from Woolpit Health Centre and the Meeting agreed that he should pursue issues of community transport with the Connecting Communities group towards the possibility of regular personal transport provision in Elmswell.
- 38.2 The Clerk spoke to encourage responses to be made to the recent consultation document re the Elmswell Neighbourhood Development Plan.
- 22.05.39 **Noted:**
That the next Ordinary Meeting of Council was scheduled for Monday 20th June beginning at 7.30 p.m. at Blackbourne.
- 22.05.40 **Noted:**
That the meeting closed at 9.09pm.