

# ELMSWELL PARISH COUNCIL

## **Minutes of the Annual Meeting of the Elmswell Parish Council held on Monday 20<sup>th</sup> May 2024 at 7.00 pm at Blackbourne.**

- Present: Cllrs Barker, Brown, Burch, Edmonds, Hancock, Mansel, Pallett, Roots, Schofield, Shaw
- Attending: District Council Ward Member Jen Overett  
Parish Clerk Peter Dow  
4 members of the public
- 24.05.01 **Resolved:**  
That Cllr Pallett be elected Chairman of the Council for the coming year.
- 24.05.02 **Noted:**  
That the Chairman's Declaration of Acceptance of Office was received.
- 24.05.03 **Noted:**  
3.1 An apology for absence was noted from Cllr Hawes who was on holiday.
- 24.05.04 **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.
- 24.05.05 **Resolved:**  
That Cllr Barker be elected Vice Chairman of the Council for the coming year.
- 24.05.06 **Noted:**  
That there had been no meeting of either the Planning Committee or the Complaints Committee during the year and, consequently, there was no report from either body.
- 24.05.07 **Noted:**  
The Annual Report to May 2024 from the Council Chairman.
- 24.05.08 **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 31.03.24, tabled as Appendix A, and authorises the Chairman and the Responsible Finance Officer to sign them as duly approved.**
- 24.05.09 **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.**
- 24.05.10 **Resolved:**  
**That Council acknowledges receipt on 23.04.2023 of the Internal Audit Report for the year ending 31.03.24, commissioned from Dave Crimmin PSLCC as authorised under 23.10.15 and tabled as Appendix C, noting that Council continues to maintain effective governance arrangements including a robust framework of financial administration and internal controls.**
- 24.05.11 **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 31.03.24 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.**

- 24.05.12 **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 31.03.24 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval.**
- 24.05.13 **Noted:**  
 13.1 An Annual Report from Suffolk County Council Ward Member Andy Mellen  
 13.2 An Annual Report from Mid Suffolk Ward Members Sarah Mansel and Jen Overett
- 24.05.14 **Noted:**  
 The assurance from Messrs. Burnett Barker, Solicitors, that all Deeds and other documents held on behalf of the Council are in order.
- 24.05.15 **Noted:**  
 The confirmation of the following Officers of the Council;  
 15.1 Footpath Officer Cllr Hancock  
 15.2 Tree Warden Janet Spencer  
 15.3 Newsletter Report editing board Cllr Roots  
 15.4 Safeguarding Lead Cllr Shaw
- 24.05.16 **Noted:**  
 The confirmation of the representatives of Council on the following bodies;  
 16.1 Elmswell Poor's Land Charity to 01.10.2026 Mrs Linda Waspe , Cllrs Burch & Pallet & Parish Clerk  
 16.2 Blackbourne & Wesley Management Association Cllrs Burch, Shaw, & Hancock  
 16.3 Elmswell Amenities Association Cllr Hancock
- 24.05.17 **Noted:**  
 The confirmation of members to the following Committees  
 NB Chairman & Vice Chairman of Council are members *ex officio*:  
 17.1 Planning Committee - all Members excepting Cllrs Roots & Schofield  
 17.2 Complaints Committee - all Members excepting Cllrs Hawes & Schofield
- 24.05.18 **Noted:**  
 The confirmation of membership to the following organisations, current subscriptions indicated in brackets:  
 18.1 Community Action Suffolk (FOC)  
 18.2 Suffolk Preservation Society (Campaign to Protect Rural England) (£36.00)  
 18.3 National Community Land Trust (CLT) Network (£150.00)  
 18.4 MARPA (Mid Anglia Rail Passengers Association) (6.00)
- 24.05.19 **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.
- 24.05.20 **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 and is, therefore,**  
 (ii) **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.**
- 24.05.21 **Resolved:**  
**That the Minutes of the Council meeting dated 15<sup>th</sup> April 2024, as tabled, be agreed as a true record.**
- 24.05.22 **Noted:**  
 The following reports received from external bodies as appropriate and subsequent questions or comment from Councillors or the public on or arising from those Reports or on any matter on this Agenda.  
 22.1 The Meeting received a written report from SCC Ward Member Cllr Mellen

- 22.2 The Meeting received a written report from BMSDC Council Ward Members Sarah Mansel and Jen Overett.
- 22.2.1 Cllr Overett confirmed that she would continue to pursue progress on the part of SCC towards maintenance works to Elmswell street light units as already identified and authorised.
- 22.2.2 Cllr Mansell confirmed that the Elmswell – Woolpit community path is awaiting SCC advice which Cllr Mellen is pursuing.
- 22.2.3 Cllr Mansell stated that she understood that Elmswell School will not have the capacity to take any more reception or Year 1 pupils in September

24.05.23 **Noted:**  
That there was no correspondence to this meeting.

24.05.24 **Noted:**  
The Clerk's report as per Appendix F.

24.1 The Meeting agreed in principle, as per paragraph 10 of this Report, that a contribution of 25% from EPC towards an SCC scheme for improvements to Rights of Way in Elmswell, initially costed at £45,000.00, would be favourably considered if and when detailed proposals were forthcoming.

24.05.25 **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.

24.05.26 **Noted:**  
Planning Results as received from Mid Suffolk District Council:

26.1	<b>DC/24/01348 Tree subject to Tree Preservation...</b> The Grange, The Street	GRANTED	EPC no comment
26.2	<b>DC/24/01536 Works to trees...</b> St Johns House, Church Road	GRANTED	EPC supported
26.3	<b>DC/24/01321 Rear extension..</b> 16 Cooks Road	GRANTED	EPC supported
26.4	<b>DC/24/01360 Extension..</b> 75 Eastern Way	GRANTED	EPC supported
26.5	<b>DC/24/01367 Dwelling ...</b> Royston Farm, Kiln Lane	GRANTED	EPC objected

24.05.27 **Noted:**  
The following Planning application as notified by Mid Suffolk District Council and the response determined;

- 27.1 **DC/24/01834**  
Application for Approval of Reserved Matters following Outline Planning Permission DC/23/02699 dated 24.08.2023 Town and Country Planning (Development Management Procedure)(England) Order 2015 – Submission details for Appearance, Layout, Scale and Landscaping for the Erection of 1No dwelling including details for Conditions \* (Cycle Storage, 9 (EV Charging Point) and 10 (Refuse).
- Land adj. to The Stables, Station Road**  
Councillors objected to this application for the following reasons;
- 1 The proposal is for a house presenting an overbearing mass in the context of this site. The principle behind the granting of an Outline Permission must be that the Reserved Matters can constrain an inappropriate end result. The officer, in granting Outline Permission in this case, made specific reference to the site being able to accommodate a dwelling of similar size and layout to those neighbouring the site with acceptable front and rear amenity space. Clearly this proposal runs counter to that expectation.
  - 2 The amenity of neighbouring properties at Fox View to the north and on Crown Mill to the east will suffer considerable negative impact both by virtue of overlooking and should be able to rely upon the Planning Practice Guidance stricture that good design should work well for everyone. Design such as this which begins with maximising internal space can produce a result which, as in this case, pays no regard to the neighbouring built environment or to the amenity which can rightly be expected within that environment.

- 3 Local Plan policies urge a 'positive contribution' to be expected from development proposals. In this case the result would be a crass imposition on the immediate neighbourhood. It is inappropriate and should not be permitted.

- 27.2 **DC/24/01800**  
Erection of detached out-building (to serve existing dwelling)  
**Knight Manor, Church Road**  
Councillors agreed to support this application
- 27.3 **DC/24/01825**  
Erection of a single storey rear extension, front extension to garage and first floor side extension over including rear glazed canopied veranda  
**5 Cresmedow Way**  
Councillors agreed to support this application
- 27.4 **DC/24/02004**  
Application for works to Tree Preservation Order WS47/A2 – Proposal to reduce T1-T3 Robinia Tree by 4m and remove deadwood, reduce T4 Holly Tree by 2m, remove T5 and T6 Cherry Trees and reduce T7 Lime Tree by 3-4m  
**St John's House, Church Road**  
Councillors made no comment on this application
- 27.5 **DC/24/02237**  
Erection of extension, conversion of garage to provide additional living accommodation and erection of new garage.  
**Grange House, 112 Bennett Avenue**  
Councillors agreed to support this application

- 24.05.28 **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.**
- 24.05.29 **Noted:**  
The following other Planning business for information, to be noted or for inclusion on a future agenda;  
29.1 The Meeting agreed that the Clerk should exercise Delegated Powers to confirm no objection on Council's behalf to the Proposal ref DC/24/02079 for a single storey extension and 2st floor balcony at 5, Prescott Drive
- 24.05.30 **Resolved:**  
**That Council, through the Clerk, joins the Society of Local Council Clerks for an annual fee of £377.00.**
- 24.05.31 **Resolved:**  
**That a Task & Finish Panel be formed comprising, on their agreement, all current members of the ECE Management Board to produce Heads of Agreement between EPC and a new body of management to take forward the Elmswell Tavern project and to produce a draft constitution of that body.**
- 24.05.32 **Resolved:**  
**That Council's Standing Orders be amended forthwith in line with recent legislation with regard to public procurement as follows:**  
**SO 18(c) uplift £25,000 to £30,000**  
**SO 18 (f) uplift £181,302 to £214,904 and uplift £4,551,413 to £5,372,609**
- 24.05.33 **Resolved:**  
**That Council adopts forthwith Financial Regulations as derived from the NALC model published in April 2024 and as tabled.**
- 24.05.34 **Resolved:**  
**That Council advertises for Expressions of Interest for contractor services for the Elmswell Tavern project.**
- 24.05.35 **Noted:**  
The formation of a Task & Finish Working Party to take forward a scheme for refurbishment of the Crown Mill play area comprising, in the first instance, Cllrs Schofield, Roots and the Clerk.

- 24.05.36 **Noted:**  
The approach for permission to erect a structure adjacent to the Council's land at Crown Mill and the Meeting's agreement that the Clerk should secure from the householder concerned, at their cost, a legal agreement specifying the works and future maintenance schedule for Council's further consideration.
- 24.05.37 **Noted:**  
The authorised payments made and income received as per Appendices G and H.
- 24.05.38 **Resolved;**  
**That proposed payments, scheduled as Appendix J, be authorised as necessary.**
- 24.05.39 **Noted:**  
The Balance as per Appendix K and the Chairman's confirmation that the relevant Bank Statements and computer report verified the published figure.
- 24.05.40 **Noted:**  
The following when public comment or question invited on any matter relevant to Council business;  
40.1 Cllr Mansel confirmed that the Outline Planning Permission for the dwelling at The Stables, as per Agenda item 27.1, did not specify the size or siting of the building within the plot.
- 24.05.41 **Noted:**  
The following when any other Council business for information, to be noted, or for inclusion on a future agenda;  
41.1 The Clerk confirmed that the contractor was imminently due to attend both at the cemetery and at Crown Mill to cut the grass.
- 24.05.42 **Noted:**  
That the next Ordinary Meeting of Council is scheduled for Monday 17<sup>th</sup> June beginning at 7.30 p.m. at Blackbourne.
- 23.05.43 **Noted:**  
That the meeting closed at 8.35pm