

ELMSWELL PARISH COUNCIL

Minutes of the Annual Council Meeting held on

Monday 20th May 2019 at 7.00 pm

at The Blackbourne, Blackbourne Road IP30 9UH

Present: Cllrs Burch, Edmonds, Friend, Mansel (part), Shaw, Schofield

Attending: Parish Clerk Mr Peter Dow
6 members of the public

In the absence of the retiring Chairman of Council, the Meeting unanimously agreed that Cllr Edmonds should chair the session.

19.05.01 **Proposal: Cllr Edmonds;**
That Cllr Pallet be elected as Chairman of the Council for the coming year
Seconded Cllr Friend
Proposal carried

19.05.02 **Noted:**
That the Chairman's Declaration of Acceptance of Office will be received at the next Ordinary Meeting.

19.05.03 **Proposal: Cllr Edmonds;**
That Cllr Barker be elected as Vice Chairman of the Council for the coming year
Seconded Cllr Burch
Proposal carried

19.05.04 **Noted:**
That there were no reports from the Planning Committee or from the Complaints Committee as they had not met during the year.

19.05.05 **Noted:**
The report from the Council Chairman for the year 2018/2019.

19.05.06 **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 31.03.19, tabled as Appendix A and authorises the Chairman and the Responsible Finance Officer to sign them as approved.

19.05.07 **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 and 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 therewith tabled as properly reflecting the levels of the Council's financial risk.

19.05.08 **Resolved:**
That Council acknowledges receipt on 14.05.2019 of the Internal Audit Report on the year ending 31.03.19, commissioned from Heelis & Lodge as authorised under 18.11.17 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 the Clerk's assurance that the comments and recommendations made which require action will be dealt with appropriately.

- 19.05.09 **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 31.03.19 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.
- 19.05.10 **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 presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.19 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval.
- 19.05.11 **Noted:**
The following Annual Reports:
11.1 A written report from Cllr Jane Storey, SCC Thedwastre North Ward Member
11.2 A written report from Footpath Officer Dick Burch
11.3 A written report from Transport Officer Mike Friend
- 19.05.12 **Noted:**
The appointment of, or confirmation of, the following Officers of the Council;
12.1 Tree Warden; Mr John Ibbetson
12.2 Footpath Officer; Cllr Burch
12.3 Village Recorder; Pending
12.4 Transport Officer; Mr Mike Friend
- 19.05.13 **Noted:**
The appointment of, or confirmation of, representatives of Council on the following bodies:
13.1 Elmswell Poor's Land Charity; Mrs Linda Waspe to 2022, Ms Sol Indurain to 2020, Mrs Julia Taber to 2020, Dick Burch to 2020
13.2 Blackbourne & Wesley Management Association; Cllrs Burch, 2 posts pending
13.3 Elmswell Amenities Association; Cllr Friend
13.4 NHS West Suffolk Clinical commissioning Group Health Forum; Ms Ann Richards
13.5 Neighbourhood Plan Group; Cllr Schofield
- 19.05.14 **Noted:**
That, towards determining appointment of members to the Planning Committees and the Complaints Committee it was agreed that Councillors would be members of both Committees except by specific request not to serve and that the Clerk would circulate memberships lists for ratification at the next Ordinary Meeting
- 19.05.15 **Noted:**
The continuing membership of the following organisations, current subscriptions indicated in brackets:
15.1 Community Action Suffolk (FOC)
15.2 Suffolk Association of Local Councils (£958.82)
15.3 Suffolk Preservation Society (Campaign to Protect Rural England) (£36.00)
- 19.05.16 **Noted:**
The Assurance from Messrs. Burnett Barker, Solicitors, that all Deeds and other documents held on behalf of the Council are in order.
- 19.05.17 **Noted:**
The confirmation of signatories to the Council's cheque account with the Co-op Bank as Cllrs Burch, Edmonds & Hawes, any two to sign.
- 19.05.18 **Noted:**
The confirmation of the appointment of the third member of the Elmswell Newsletter report editorial board as Cllr Friend

- 19.05.19 **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.
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- 19.05.20 **Proposal: Cllr Edmonds;**
That Mr Derek Osborne and Mrs Sue Roots be co-opted on to Elmswell Parish Council forthwith.
Seconded Cllr Friend
- Proposal carried
- Cllrs Osborne and Roots each signed a Declaration of Acceptance of Office and took their places with other councillors.
- 19.05.21 **Noted:**
21.1 An apology for absence was accepted from Cllr Pallett who was on holiday
21.2 An apology for absence was accepted from Cllr Barker as he had another commitment
21.3 An apology for absence was accepted from Cllr Mrs Mansel as she may be late due to the Annual meeting at MSDC
21.4 An apology for absence was accepted from Cllr Hawes as he was unwell
- 19.05.22 **Resolved:**
That the Minutes of the Council meeting dated 15th April 2019, as tabled, be agreed as a true record.
- 19.05.23 **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.
- 19.05.24 **Noted:**
24.1 A written report from County Council Ward Member Cllr Jane Storey
24.2 A written report from District Council Ward Members Cllrs Helen Geake & Sarah Mansel
24.3 A written report from the BWMA
- 19.05.25 **Noted:**
The following when questions or comment was invited from Councillors or the public on any District Council or County Council matter or on any matter on this Agenda;
25.1 The Clerk confirmed that he had timetabled a follow-up with MSDC Planning Enforcement officers re the situation at 10, Wetherden Road.
- 19.05.26 **Noted:**
That there was no correspondence to this meeting.
- 19.05.27 **Noted:**
The Clerk's report as per Appendix F.
- 19.05.28 **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 next Complaints Committee meeting was not known.

19.05.29

Noted:

Planning Results as received from Mid Suffolk District Council:

- 29.1 **Reference DC/19/00405**
Discharge of Conditions for Application 4911/16 – Conditions 10,12,13,15, 16, 22, 24, 28 and 31
Land to the North and South of Wetherden Road GRANTED
- 29.2 **Reference DC/19/01591**
Discharge of Conditions Application for DC/18/02138 – Condition 3
Street Farm, Station Road APPROVED
- 29.3 **Reference DC/19/01593**
Discharge of Conditions Application for DC/18/03596 (HSE) – Conditions 3
Church Hill Cottage, School Road APPROVED
- 29.4 **Reference DC/19/01661**
Discharge of Conditions Application DC/18/03087 – Condition 3, 4, & 5
1 Royston Park, Kiln Lane APPROVED
- 29.5 **Reference DC/19/00872**
Erection of 3no. dwellings...
Land adjacent Dagwood Farm, Ashfield Road REFUSED EPC objected
- 29.6 **Reference DC/19/01998**
Discharge of Conditions for Application 4911/16 – Conditions 25 & 26
Land to the North and South of Wetherden Road GRANTED
- 29.7 **Reference DC/19/01200**
Discharge of Conditions Application for DC/18/01382 – Condition 3
Dagwood Farm, Ashfield road GRANTED
- 29.8 **Reference DC/19/01578**
Side & rear extensions
The Emms, Wetherden Road GRANTED EPC supported

19.05.30

Noted:

The Planning Applications referred from MSDC:

- 30.1 **DC/19/01876**
Outline Planning Application – Erection of 2no. detached single storey dwellings and vehicular access HEDGEROWS, GROVE LANE
Councillors objected to this application for the following reasons:
The site is in the countryside outside of the Settlement Boundary within which new development will properly take place.
With regard to the strong policy imperatives aimed at protecting the existing character and appearance of the countryside, this proposal offers no justification for exceptional treatment and does not present a case for special consideration under categories identified and defined in the Local Plan, the Core Strategy or the National Planning Policy Framework.
The extant Permission under DC/18/02553 for 2 bungalows within the same holding and in immediate proximity to the host dwelling, Hedgerows, has not yet resulted in any application for Reserved Matters, leaving in doubt the ultimate outcome of the proposal for, in effect, a development of 4 dwellings. This Application seeks to add an inappropriate extension to that development to the rear of Hedgerows and well beyond the building line of both Hedgerows and of Half Acre, adjacent, presenting a clear and unwelcome incursion into the immediate rural setting.
The use of the existing access, now seeking to serve 5 dwellings, proposes an unsafe result, and Councillors have sympathy with the existing heavy haulage operators using Grove Lane as their sole access that it is a single-track country lane unsuited to the extra traffic loading resulting from this proposal.
In reaching these conclusions, Councillors had reference to Local Plan policies SB1, H7 & T10, Core Strategy Policies CS1 & CS2 and National Planning Policy Framework para.55.
- 30.2 **DC/19/01986**
Erection of single storey rear extension 45 BENNETT AVENUE
Councillors agreed to support this application

- 30.3 **DC/19/02128**
Erection of first-floor side extension incorporating car port underneath. Re-roofing of lean-to.
6 HAWK END LANE
 Councillors agreed to support this Application always providing that the Case Officer ensures that the 3 parking spaces suggested on the indicative plan remain part of the proposal given the constraints on parking along the length of Hawk End Lane and particularly at the point of constriction presented at the bend where the site lies.
- 30.4 **DC/19/00996**
Change of use of Annexe to Dwellinghouse (Retrospective)
ANNEXE, KILN FARM COTTAGE, KILN LANE
 Councillors made no comment on this application
- 19.05.31 **Resolved:**
That the Clerk makes known the Council's comments on the Planning Applications on this Agenda to The Acting Chief Planning Officer, Growth & Sustainable Planning at Mid Suffolk District Council.
- 19.05.32 **Noted:**
 Other Planning business for information, to be noted or for inclusion on a future agenda.
- 32.1 The Meeting noted representations made by the Suffolk Preservation Society objecting to Planning Application Ref DC/19/00872, erection of 3 dwellings on land adjacent to Dagwood Farm which confirmed and strengthened EPC's grounds for objection.
- 32.2 As a matter of information, Councillors were made aware of Application Ref DC/19/02234 for extension to 9, Warren Close which would be a matter for the next Agenda.
- 32.3 The Clerk reported that he had been made aware of a forthcoming Submission of Details under Outline PP ref. 0210/17 for 106 dwellings on land East of Ashfield Road and that an Application might be expected on the next agenda.
- 32.4 The Clerk made Councillors aware of the substantive points raised in a recent communication from the Mid Anglia Rail Passenger Association (MARPA) regarding the projected increase of railway goods traffic through the Station Road crossing. The Meeting agreed that, for the nominal fee of £6.00, Council should join the Association forthwith with a view to productive liaison in this and other regards.
- 19.05.33 **Noted:**
 That progress continues to be made in the matter of the scheme to refurbish the Wesley chapel, demolish the adjacent hall and build a community hub facility. Minor details are being determined towards a Contract, as agreed under 19.04.19, being signed, which should allow an 8 month build programme to begin in June.
- 19.05.34 **Resolved:**
That Elmswell Parish Council seeks the Secretary of State's approval for borrowing from the Public Works Loan Board a sum covering the main contract cost for refurbishment, demolition and building works at the Council's Wesley site in School Road, such sum to be determined by the Chairman, Vice chairman and Clerk with delegated powers to act within a borrowing ceiling of £800,000.00.
- 19.05.35 **Noted:**
 That the Council's Expression of Interest in Bidding for the Railway Tavern site at School Road is registered and that the possibility of a scheme to purchase the property with a view to refurbish the pub and, through a Community Land Trust, build affordable community homes with no Right to Buy would be before the forthcoming Annual Parish Meeting on 28th June.

- 19.05.36 **Resolved:**
That Council engages Messrs John Casson Services Ltd of Bury St Edmunds towards professional valuation advice and any subsequent negotiation services necessary should there be a decision to investigate further the possibility of taking forward the Council's registered Expression of Interest to Bid for the Railway Tavern site at School Road.
- 19.05.37 **Proposal: Cllr Schofield:**
That Council should purchase 4 appropriate signs warning motorists of the presence of ducks in the road for installation in Cooks Road.
Seconded:
Cllr Edmonds
Proposal fell
- 19.05.38 **Noted:**
Authorised payments made and income received as per Appendices G and H and indicative financial overview as at 30.04.19.
- 19.05.39 **Resolved:**
That proposed payments, scheduled as Appendix J, be authorised.
- 19.05.40 **Noted:**
The Balance as per Appendix K and the Chairman's confirmation that the relevant Bank Statements and computer report verify the published figure.
- 19.05.41 **Noted:**
The following when public comment or question were invited on any matter relevant to Council business:
41.1 The Clerk confirmed that, despite the involvement of EPC and of Jo Churchill MP, there seems little chance of a reversion to the long-standing original opening hours at Elmswell Post Office and that the Council stood ready to use all best efforts to ensure a continuation of PO services in the village should the current arrangement be lost.
41.2 The Clerk undertook to ask SCC to skirt back overgrowth and debris from the bank along School Road pavement past School Avenue towards Church Road.
41.3 A member of the public spoke to reinforce the disruptive effect of the recent long-term closure of Wetherden Road by way of enforced changes to bus routes and timetabling.
- 19.05.42 **Noted:**
The following other Council business for information, to be noted, or for inclusion on a future agenda:
42.1 The Clerk drew the Meeting's attention to the forthcoming closure of J47 on A14 serving the A1088 roundabout for 8 nights between 8pm & 6am beginning 28th May.
42.2 The Clerk drew the Meeting's attention to a letter from Suffolk Highways confirming plans to introduce Traffic Restriction Orders (TRO's) for school entrance markings throughout the County so that Civil Enforcement Officers, who will take up post as from April 2020, will have powers to regulate parking from 8.00am – 4.30pm. The Meeting agreed with the Clerk's suggestion that a response should be supportive but should seek confirmation that proposals for similar new TRO's from bodies such as town & parish councils will be considered, outside of the apparent blanket moratorium on any such Petitions.
- 19.05.43 **Noted:**
That the next Ordinary Meeting of Council is scheduled for Monday 17th June beginning at 7.30 p.m. at the Blackbourne.
- 19.05.44 **Noted:**
That the meeting closed at 9.05pm.