

# ELMSWELL PARISH COUNCIL

## **The Annual Meeting of the Elmswell Parish Council**

will take place on

**Monday 18<sup>th</sup> May 2020 at 7.00 pm**

on-line via the Zoom internet video conferencing facility  
as authorised by and in accordance with The Local Authorities (Coronavirus)  
(Flexibility of Local Authority Meetings) (England) Regulations 2020

### **AGENDA**

- 20.05.01 To elect the Chairman of the Council for the coming year.
- 20.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive same.
- 20.05.03 Apologies for absence to be noted or accepted and other absences noted.
- 20.05.04 To receive 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.
- 25.05.05 To elect the Vice Chairman of the Council for the coming year.
- 20.05.06 To receive reports from the Planning Committee and from the Complaints Committee.
- 20.05.07 To receive a report from the Council Chairman for the year 2019/2020.
- 20.05.08 **Proposal: Cllr Pallett;**  
**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 31.03.20, tabled as Appendix A and authorises the Chairman and the Responsible Finance Officer to sign them as approved.**
- 20.05.09 **Proposal: Cllr Pallett;**  
**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.**
- 20.05.10 **Proposal: Cllr Pallett;**  
**That Council acknowledges receipt on 28.04.2020 of the Internal Audit Report on the year ending 31.03.20, commissioned from Heelis & Lodge as authorised under 19.11.19 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 undertakes to address 2 Recommendations within the Report.**
- 20.05.11 **Proposal: Cllr Pallett;**  
**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 31.03.20 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.**
- 20.05.12 **Proposal: Cllr Pallett;**  
**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 31.03.20 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval.**

- 20.05.13 To receive any Annual Reports from Officers of the Council, representatives of the Council on external bodies, Ward Members and other external bodies as appropriate.  
 13.1 A written report from Cllr Friend as Transport Officer  
 13.2 A written report from District Council Ward Members Cllr Sarah Mansel & Cllr Helen Geake
- 20.05.14 To appoint or to confirm the following Officers of the Council or to take other action as appropriate (current post holder in brackets);  
 14.1 Tree Officer (Mr John Ibbetson)  
 14.2 Footpath Officer (Cllr Burch)  
 14.3 Village Recorder (Pending)  
 14.4 Transport Officer (Cllr Mike Friend)
- 20.05.15 To appoint or to confirm representatives of Council on the following bodies, or to take other action as appropriate: (current post holders in brackets);  
 15.1 Elmswell Poor's Land Charity (Mrs Linda Abbott to 2022, Ms Sol Indurain to 2020, Mrs Julia Taber to 2020, Cllr Dick Burch to 2020)  
 15.2 Blackbourne & Wesley Management Association (Cllr Burch & Shaw, Mr Peter Hancock)  
 15.3 Elmswell Amenities Association (Cllr Friend)  
 15.4 NHS West Suffolk Clinical commissioning Group Health Forum (Ms Ann Richards)  
 15.5 Neighbourhood Plan Group (Cllr Schofield)
- 20.05.16 To appoint members to the following Committees  
 NB Chairman & Vice Chairman of Council are members *ex officio*):  
 16.1 Planning Committee (Currently all Members except Cllr Friend)  
 16.2 Complaints Committee (Currently all Members except Cllrs Hawes & Schofield)
- 20.05.17 To confirm membership of the following organisations, current subscriptions indicated in brackets:  
 17.1 Community Action Suffolk (FOC)  
 17.2 Suffolk Association of Local Councils (£1000.00)  
 17.3 Suffolk Preservation Society (Campaign to Protect Rural England) (£36.00)  
 17.4 National Community Land Trust (CLT) Network (£75.00)  
 17.5 MARPA (Mid Anglia Tail passengers Association) (6.00)
- 20.05.18 To note an assurance from Messrs. Burnett Barker, Solicitors, that all Deeds and other documents held on behalf of the Council are in order.
- 20.05.19 To confirm the 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 Burch, Edmonds, Roots, Mansel & Shaw
- 20.05.20 To confirm or otherwise the appointment third member of the Elmswell Newsletter report editorial board as Cllr Friend.
- 20.05.21 **Proposal: Cllr Pallett;**  
**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.**
- 20.05.22 To note a Casual Vacancy on the Council, and to take action as appropriate
- 20.05.23 **Proposal: Cllr Pallett;**  
**That the Minutes of the Council meeting dated 16<sup>th</sup> March 2020, as tabled, be agreed as a true record.**
- 20.05.24 To receive reports from external bodies as appropriate.  
 24.1 From District Council Ward Members Cllrs Helen Geake & Sarah Mansel
- 20.05.25 To invite questions or comment from Councillors or the public on any District Council or County Council matter or on any matter on this Agenda.

- 20.05.26 To note correspondence to this meeting and take action as appropriate.
- 26.1 With resident seeking to purchase land from the Council at Blackbourne Meadow.
- 26.2 With Suffolk Police / Youth Offending & prevention Service re criminal damage at Blackbourne
- 26.3 With resident re possibility of supplying 30mph stickers for wheelie bins in the village.
- 20.05.27 To receive the Clerk's report as per Appendix F.
- 20.05.28 Any Complaints Committee business for information, to be noted, or for inclusion on a future agenda.
- 20.05.29 To note Planning Results as received from Mid Suffolk District Council:
- 29.1 **Reference DC/20/00864**  
Discharge of Conditions for Application 3469/16 – Condition 16  
Land to the East of Borley Crescent APPROVED
- 29.2 **Reference DC/20/00901**  
Erection of single storey rear extension...  
32 Miller Close GRANTED EPC supported
- 29.3 **Reference DC/20/00931**  
Erection of single storey rear extension  
5 Gardeners Walk GRANTED EPC supported
- 29.4 **Reference DC/20/00717**  
Erection of 2no. first floor and single storey side extensions...  
22 Pightle Close GRANTED EPC supported
- 29.5 **Reference DC/19/05878**  
Erection of 1no dwelling...  
Land North of Dagwood Farm, Ashfield Road REFUSED EPC objected
- 29.6 **Reference DC/20/00503**  
Discharge of Conditions Application for 3469/16 – Condition 10  
Land to the East of Borley Crescent APPROVED
- 29.7 **Reference DC/20/00344**  
Erection of single storey front and side extension  
Sycamore View, Church Road GRANTED EPC no comment
- 29.8 **Reference DC/20/01384**  
Discharge of Conditions for DC/19/02897 groundworks...  
Crossways Farm, Kiln Lane APPROVED
- 20.05.30 To note Planning Applications referred from MSDC for comment:
- 30.1 **DC/20/01677**  
**Outline Planning Application (access to be considered, all other matters reserved) Site remediation works (Phase 1) and the erection of up to 65 dwellings with the safeguarding of land for the potential future delivery of a relief road, public open space and associated landscaping (Phase 2)**  
**Land to the West of the Former Bacon Factory**
- 30.2 **DC/20/01721**  
**Conversion and refurbishment of attached rear shed/garage to additional living accommodation**  
**Wistaria, New Road**
- 30.3 **DC/ 20/01756**  
**Erection of first-floor extension over existing garage and two-storey extension to rear of garage**  
**27 Orchard Close**
- 30.4 **DC/20/1575**  
**Application under S73 for removal or variation of a condition following grant of DC/19/05810 decided 06/02/20. Town and Country Planning Act 1990. Planning (Listed Buildings and Conservation Areas) Act 1990 – Condition 2 (Approved Plans & Documents), Condition 5 (Provision of Access), Condition 6 (Highways: Removal Permitted Development Rights), Condition 7 (Highways: Provision of Parking and Turning)**  
**Land at Kiln Farm Cottage, Kiln Lane**

- 20.05.31 **Proposal: Cllr Pallett;**  
**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.**
- 20.05.32 Any other Planning business for information, to be noted or for inclusion on a future agenda.
- 32.1 To confirm the name of the road at the St John's House development on Church Road as 'St John's Close'.
- 32.2 To discuss the issue of outstanding Reserved Matters ref. DC/19/02495, Land to the East of Ashfield Road, and to take action as appropriate.
- 20.05.33 To note the position regarding the refurbishment / new-build works at the Wesley, School Road and to take action as appropriate.
- 20.05.34 To note the position regarding the proposal to clear overgrowth at the Railway Tavern site and to take action as appropriate.
- 20.05.35 To note the position regarding new amenity land to be gifted at Blackbourne and to take action as appropriate.
- 20.05.36 To discuss the proposed extension works to the Chamberlayne Hall at Blackbourne, and to take action as appropriate.
- 20.05.37 To note authorised payments made and income received as per Appendices G, H, L and M and indicative financial overview as at 31.03.20 and 30.04.20.
- 20.05.38 **Proposal: Pallett**  
**That proposed payments, scheduled as Appendix J and N, be authorised.**
- 20.05.39 To note Balance as per Appendix K and P the Chairman's confirmation that the relevant Bank Statements and computer report verify the published figure.
- 20.05.40 Public comment or question invited on any matter relevant to Council business.
- 20.05.41 Any other Council business for information, to be noted, or for inclusion on a future agenda.
- 20.05.42 To note that the next Ordinary Meeting of Council is scheduled for Monday 15<sup>th</sup> June beginning at 7.30 p.m. either on-line at the Blackbourne as circumstances allow.
- 20.05.43 Close of Meeting.

Signed

*Peter Dow*

Peter Dow  
Proper Officer  
13.05.20