

# ELMSWELL PARISH COUNCIL

## Minutes of the Annual Meeting of the Elmswell Parish Council held on Monday 15<sup>th</sup> May 2023 at 7.00 pm at Blackbourne, Elmswell IP30 9UH

Present: Cllrs Barker, Arnold, Burch, Edmonds, Hancock, Hawes, Mansel, Pallet, Roots, Schofield, Shaw

Attending: Mid Suffolk District Council Ward Member Jen Overett  
Parish Clerk Peter Dow  
Office Assistant Lucy Holt  
4 members of the public

23.05.01 **Resolved:**  
That Cllr Pallet be elected Chairman of the Council for the coming year.

23.05.02 **Noted:**  
That the Chairman's Declaration of Acceptance of Office was received.

23.05.03 **Noted:**  
Declarations of Acceptance of Office as signed by all 11 Members.

23.05.04 **Noted:**  
That there were no apologies for absence.

23.05.05 **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.

23.05.06 **Resolved:**  
That Cllr Barker be elected Vice Chairman of the Council for the coming year.

23.05.07 **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.

23.05.08 **Noted:**  
A report, as previously tabled, from the Council Chairman for the year 2022/2023.

23.05.09 **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 31.03.23, tabled as Appendix A, and authorises the Chairman and the Responsible Finance Officer to sign them as duly approved.**

23.05.10 **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.**

- 23.05.11 **Resolved:**  
That Council acknowledges receipt on 25.04.2023 of the Internal Audit Report for the year ending 31.03.23, commissioned from Dave Crimmin PSLCC as authorised under 22.11.16 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 Recommendation within the Report, being the addition of Fidelity cover to the Council's multi-cover insurance policy.
- 23.05.12 **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 31.03.23 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.
- 23.05.13 **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 31.03.23 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval.
- 23.05.14 **Noted:**  
14.1 An Annual Report from Mid Suffolk Ward Members Sarah Mansel and Helen Geake.
- 23.05.15 **Resolved:**  
That the following serve as Officers of the Council for the coming year;  
15.1 Cllr Hancock as Footpath Officer  
15.2 Mrs Janet Spencer as Tree Warden
- 23.05.16 **Resolved:**  
That the following be Representatives of Council on the following bodies to serve for the coming year unless otherwise stated;  
16.1 Elmswell Poor's Land Charity Mrs Linda Abbott to 2027, Cllrs Burch & Pallet & Parish Clerk to 2025  
16.2 Blackbourne & Wesley Management Association Cllrs Burch, Shaw, & Hancock  
16.3 Elmswell Amenities Association Cllr Hancock  
16.4 NHS West Suffolk Clinical Commissioning Group Health Forum Ms Ann Richards  
16.5 Neighbourhood Plan Group Cllrs Schofield & Shaw
- 23.05.17 **Resolved:**  
That Committee Membership be confirmed as:  
17.1 Planning: Chairman & Vice chairman *ex officio*, Cllrs Arnold, Burch, Edmonds, Hancock, Hawes, Mansel, Roots, Shaw  
17.2 Complaints: Chairman & Vice chairman *ex officio*, Burch, Edmonds, Hancock, Hawes, Mansel, Shaw
- 23.05.18 **Resolved:**  
That the Council's membership of the following organisations is confirmed as;  
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)  
18.5 MARPA (Mid Anglia Tail passengers Association) (6.00)
- 23.05.19 **Noted:**  
An assurance from Messrs. Burnett Barker, Solicitors, that all Deeds and other documents held on behalf of the Council are in order.
- 23.05.20 **Resolved:**  
That the signatories to the Council's cheque account with the Co-op Bank be 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.

- 23.05.21 **Noted:**  
To confirm the appointment of Cllr Roots as the third member of the Elmswell Newsletter report editorial board
- 22.05.22 **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.**
- 23.05.23 **Resolved:**  
**That the Minutes of the Council meeting dated 17<sup>th</sup> April 2023, as tabled, be agreed as a true record.**
- 23.05.24 **Noted:**  
24.1 The Meeting received a written report from Mid Suffolk District Council Ward Members Sarah Mansel and Jen Overett.  
24.2 Cllr Mansel undertook to confirm to Cllr Schofield the criteria related to the Community Development grant as mentioned in the Report.
- 23.05.25 **Noted:**  
The following correspondence to this meeting;  
25.1 An email received on behalf of a group of Suffolk Parish Councils campaigning to make 20mph the default speed limit where people and vehicles mix. The meeting agreed that, in line with Elmswell's current efforts to have such a limit implemented in the Elmswell village centre, the campaign should be supported in principle and the Clerk was asked to take the necessary steps to do so.
- 23.05.26 **Noted:**  
The Clerk's report as per Appendix F.
- 23.05.27 **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 the date of the next Complaints Committee meeting was not known.
- 23.05.28 **Noted:**  
Planning Results as received from Mid Suffolk District Council:
- |      |  |                 |                         |
|------|--|-----------------|-------------------------|
| 28.1 | <b>DC/22/01210 Erection of rear extension...</b><br>Sunridge, Cooks Road                                   | APPROVED        | PC supported            |
| 28.2 | <b>DC/23/01591 Tree works subject to Tree Preservation Order MS100/A1...</b><br>20 Oxer Close              | GRANTED         | PC opted not to comment |
| 28.3 | <b>DC/23/01855 Discharge of Conditions...</b><br>Land to the West of former Bacon Factory                  | PARTLY APPROVED | PC opted not to comment |
| 28.4 | <b>DC/23/01849 Non material changes...</b><br>The Gages, New Road  | APPROVED        | PC opted not to comment |
| 28.5 | <b>DC/23/01407 Variation of condition 2...</b><br>Dagwood Farm, Ashfield Road                              | GRANTED         | PC supported            |
| 28.6 | <b>DC/23/01403 Tree works...</b><br>Felecia, Church Road   | GRANTED         | PC opted not to comment |
| 28.7 | <b>DC/23/01172 Two storey extension...</b><br>Robins Nest, New Road  | GRANTED         | PC supported            |
| 28.8 | <b>DC/22/03966 Reserved matters appearance, landscaping...</b><br>Land to the West of former Bacon Factory | APPROVED        | PC opted not to comment |
| 28.9 | <b>DC/23/01326 Reserved matters access, appearance...</b><br>Holly Lodge, Cross Street                     | APPROVED        | PC objected             |

23.05.29

**Noted:**

The following Planning Applications referred from MSDC for comment:

29.1 **DC/23/01734**

**Application for Listed Building Consent – Erection of a single storey side extension (following demolition of existing conservatory), replacement windows and doors, fenestration amendments, internal and external alterations including landscaping and alteration to driveway as per schedule of works.**

Elmswell Hall, Parnell Lane

Councillors agreed to support this application

29.2 **DC/23/01732**

**Erection of a single storey side extension (following demolition of existing conservatory), replacement windows and doors, fenestration amendments, change of use of paddock land and alteration to driveway and landscaping works.**

Elmswell Hall, Parnell Lane

Councillors agreed to support this application

29.3 **DC/22/04767**

**Discharge of Conditions Application for DC/20/01677 – Condition 4 (Construction Method Statement)**

Land to the West of Former Bacon Factory

Councillors agreed to support this application on the condition that liaison be maintained through the Clerk between the developer and the adjacent residents throughout the construction period towards minimising possible nuisance.

23.05.30

**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.**

23.05.31

**Noted:**

The following other Planning business;

- 31.1 Confirmation from MSDC of the Appeal made to the Secretary of State against the decision of MSDC to refuse permission ref. DC/22/3423 for a dwelling on land adjacent to Crown Mill.
- 31.2 Confirmation from MSDC of the Appeal made to the Secretary of State against the decision of MSDC to refuse permission ref. DC/22/02951 for up to 4 dwellings on land at C Finch, Kiln Lane.
- 31.3 Approval by MSDC of Non-Material Amendment relating to DC/22/04621 – Alteration to Condition 2 by means of insertion of 1 No. window to front elevation of approved building.

23.05.32

**Resolved|:**

**That Council purchases 2 No. 20 x 8 one-trip shipping containers for siting on the Tavern site for storage related to the refurbishment works there at a total cost of £5,450.00 net including delivery.**

23.05.33

**Resolved:**

**That Council's formal thanks be conveyed to Helen Geake for her conscientious and effective contribution to Elmswell matters during her time in post as Mid Suffolk District Councillor.**

23.05.34

**Proposal: Cllr Pallett;**

**That the position of Road Safety Officer be created forthwith and that the Appointee acts to advise, publicise, encourage and monitor matters of road safety in the village and act as custodian of the Council's Speed Indicator Devices.**

Seconded Cllr Shaw

**Amendment proposed: Cllr Hancock:**

**To add the words: and that Mr David Brown be asked to fulfil the position forthwith and for the coming year.**

Amendment seconded Cllr Edmonds

**Substantive proposal carried**

- 22.05.35 **Resolved:**  
That Elmswell Parish Council budgets towards underwriting any shortfall resulting from the proposed trial taxi-bus service to Bury between 3<sup>rd</sup> June and 28<sup>th</sup> June, inclusive, a sum not to exceed £200.00.
- 23.05.36 **Noted:**  
The authorised payments made and income received as per Appendices G and H.
- 23.05.37 **Resolved:**  
That proposed payments, scheduled as Appendix J, be authorised as necessary.
- 23.05.38 **Noted:**  
The Balance as per Appendix K and the Chairman's confirmation that the relevant Bank Statements and computer report verify the published figure.
- 23.05.39 **Noted:**  
That when public comment or questions on matters relevant to Council business were invited none were forthcoming.
- 23.05.40 **Noted:**  
The following when any other Council business for information, to be noted, or for inclusion on a future agenda was invited;
- 40.1 The Meeting agreed that an informal approach for commercial advertising on a banner at Wesley / The Elmswell Tavern should be rebuffed for fear of setting a potentially harmful precedent and that such enquiries might best be referred to the Elmswell Newsletter where advertising is encouraged.
  - 40.2 The Clerk directed Members to collect a hard copy Declaration of Interests form from Lucy Holt at the end of the Meeting for completion and return to her for onward transmission to MSDC.
  - 40.3 The Clerk confirmed that the contractor responsible for the grass cutting at Crown Mill would be asked to attend as soon as possible.
  - 40.4 Cllr Hancock confirmed that the arisings from the work on the allotment roadway were temporarily stored on land at the green cemetery and that this material will be exchanged for topsoil when the extension works to the cemetery / allotment car parking begins.
  - 40.5 Cllr Shaw confirmed the view of housing professionals and others that any proposal on the part of MSDC for the provision of up to 50 affordable homes on their School Road site would have a detrimental effect on the feasibility of EPC's stated ambition for affordable units on the Elmswell Tavern site.
  - 40.6 The Clerk agreed to produce a proposed framework and protocols for the inception of an EPC presence on Facebook allowing for dissemination of information and inviting any response by email or directly through the Council office.
  - 40.7 The meeting noted that a revised ElmsFest event is to be held at Blackbourne On September 2<sup>nd</sup> .
  - 40.8 Cllr Arnold suggested that he would undertake the repainting of the Blackbourne youth shelter and the Clerk agreed to look at the feasibility of an anti-graffiti coating.
  - 40.9 The Clerk agreed to work with Cllr Hancock towards assessing the feasibility of restoring a pest control regime at the allotments and that this should be the subject of a Proposal to the next meeting.
  - 40.10 the Chairman confirmed that the perimeter fencing at the new 6 acres of land at Blackbourne was in hand and that, once this work is completed, advice would be taken from appropriate contractors for the draining, levelling and seeding of the area.
- 23.05.41 **Noted:**  
That the next Ordinary Meeting of Council was scheduled for Monday 19<sup>th</sup> June beginning at 7.30 p.m. at Blackbourne.
- 23.05.42 **Noted:**  
That the meeting closed at 8.54 pm.