

GREAT WALDINGFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 12th October 2020 at 7.30pm Virtual/Remote Meeting via Zoom Platform

Present: Parish Councillors: Baldwin (Chairman), Knight, Parkin, and Rushton.

In Attendance: Mrs S Clements (Parish Clerk), District Councillors Arthey (*Up to end of Minute Number 11 a*), County Councillor Spence (*Up to Minute Number middle of Minute Number 7*), and Two Members of the Public.

- 1. Welcome and Apologies for Absence for Approval** – The Chairman welcomed all those to the Meeting. Apologies for absence were received from Councillors Francis and Kiely (both unwell). These were both agreed Apologies were also received from District Councillor Maybury, as she is attending Chilton Parish Council's Meeting.

The Late Jean Misselbrook - Councillor Baldwin the Chairman of the Council spoke as follows: "It is with great sadness that we say goodbye to our dear friend Jean who had served her Village for over 30 years on the Parish Council. Most of us only had the chance to serve with Jean for a few months, but even in that short time we clearly saw how much commitment and love she had for the Village right up to the end, leaving an invaluable lasting legacy. We send our heartfelt condolences to her family at this difficult time. The chosen Charities were noted. My Wish Charity in aid of Ward 12 at West Suffolk Hospital and also, Jean's Animal Charity the PDSA. (People's Dispensary for Sick Animals)." There followed a minute silence for reflection about Jean and her family.

- 2. Declarations of Interests** – The following declarations of interest were made:

<u>Name of Councillor</u>	<u>Details of Interest</u>	<u>Minute Number</u>
Councillor Knight	Neighbouring property to his own property DC/20/04148 – Elmwood, Rectory Road	9 a
Councillor Rushton	Spouse of IT Contractor	13

- 3. Minutes of the last full Parish Council Meeting held on the 14th September 2020** – The Council received, considered, and agreed/approved the Minutes following the vote. (Proposed by Councillor Knight and seconded by Councillor Rushton). (Copy in Minute Book).
- 4. Update/Matters Arising from Previous Minutes held on the 14th September 2020** – There were no matters arising.
- 5. Public Forum** – No Members of the Public wished to speak.
- 6. County and District Councillors Reports** – The written report received from County Councillor Spence was received and noted. The report included information about £300,000 for Electric Charging points in rural Suffolk, Recovery from COVID-19 for Suffolk and the investment of £3.4 million, Lowestoft's Gull Wing Bridge, EDF Energy's plans for Sizewell C which is not supported by the County Council, Street Lighting and the Live Labs £4.4 million Project, Primary and Secondary School places are now available to apply for relating to September 2021, the Anglo-Saxon Cemetery dating back as early as the 6th Century in Lowestoft, Network Rail's Consultation on improving rail capacity at Ely and The Local Government Boundary Commission Consultation and its review of Suffolk County Council.

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County Councillor Spence responded to queries relating to the new map and boundary areas for the County Council and the proposed changes by the Boundary Commission which will affect Great Waldingfield, the consultation about the suggested new bigger divisions.

County Councillor Spence left the Meeting at this point.

Councillor Rushton commented that she was pleased that County Councillor Spence had endeavoured to steer the Chilton Woods development working party Meeting back to the key issues rather than the process and detail.

The written report received from District Councillor Maybury was received and noted. The report advised that there are 91,500 people living in Babergh District Council in 76 Parishes, that Brown Bin requests have increased which demonstrates an increase in recycling of green waste, Babergh is awaiting delivery of more brown bins to facilitate requests for new or second bins, Cabinet has approved the proposal for the District Council's Public Realm to be in-house now that its outsourced contractor agreement is ending, some of District Councillor Maybury's concerns about the Building Maintenance side of the Housing Department, that Babergh has been awarded £100,000 to help with Homelessness, that the District Council has responded to the Government Planning White Paper consultation, the Philip Avent site at Glemsford has been sold to GCB Cocoa UK Ltd, the Vision for Sudbury and the question of whether the Market Hill should be permanently pedestrianised and the Public Meeting on the 12th October 2020, Chilton Woods and an update where three Meetings of the Working Group have met so far and finally Affordable Housing in the District.

The written report from District Councillor Arthey was received during the Meeting and was noted after the Meeting. District Councillor Arthey advised that the written report included information about both the Public Realm Service and The Independent Living Service which will be brought in-house to the District Council. The Public Realm Service deals with public open spaces, playgrounds, litter bins etc. and the Independent Living Service with issues surrounding Disabled Facilities Grants. It was noted that with regard to the emerging Joint Local Development Plan, this should be published in early November for approval by the District Council ahead of a six-week consultation and submission. Any comments received will be sent for consideration by an independent Planning Inspector at an Examination next year. There have also been two recent funding announcements: - The project for St Peter's Church in Sudbury has secured £1.67m from the National Lottery Heritage Fund, and The Quay Theatre £120,000 from the Government's Cultural Recovery Fund.

District Councillor Arthey commented that he agreed with Councillor Rushton's comments regarding County Councillor Spence and the Chilton Woods working party Meeting. Councillor Rushton made reference to the Crinkle-Crankle Wall where a decision is awaited about the listed building application made by the Parish Council to Historic England.

7. **Routine Correspondence Circulated** – There were no matters raised.

8. **Councillors External Meetings & Training Courses** –

- a. **SALC (Suffolk Association of Local Councils) Zoom Councillor Training** – The Council considered the modules for bespoke training. A discussion ensued.

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Following the vote, it was agreed that face-to-face training was preferable rather than remote sessions via Zoom and this matter will be deferred until January 2021 when it will be reviewed again.

- b. The Council noted the recent Planning webinars attended by some Councillors via SALC.

9. Planning and Development –

a. Planning Applications:

- Planning Applications from last Meeting – The Council ratified the following recommendations of the Planning Working Group in order to satisfy the LPA time deadline recommendations.
 - DC/20/03695 – 22 Heath Estate – Erection of side and rear extensions - Following the vote, (proposed by Councillor Rushton and seconded by Councillor Parkin), it was agreed to recommend refusal of this application on the grounds that the Council consider that the principle of extending the property in the manner proposed by the drawings is acceptable, but takes issue with the choice of external finishes, the simulated oak boarding, reconstituted slate roof tiles and charcoal grey doors and windows, which it was felt would not be in keeping with adjacent properties or the rest of the Heath Estate, which are cement rendered under a concrete tile roof with white, mostly PVC, windows and doors.
 - DC/20/03713 – Brandeston Hall, Lavenham Hall – Erection of a single storey extension. Construction of brick wall and patio – Following the vote, (proposed by Councillor Rushton and seconded by Councillor Parkin), it was agreed to support the application.
 - DC/20/03714 - Brandeston Hall, Lavenham Hall – Listed Building Consent - Erection of a single storey extension. Construction of brick wall and patio - Following the vote, (proposed by Councillor Rushton and seconded by Councillor Parkin), it was agreed to support the application.
 - DC/20/03894 and DC/20/03895 – Moreves Barn, Badley Road – Internal alterations to facilitate the change of use to the dwelling as per the full schedule of works – (full application and LBC – listed building consent) - Following the vote, (proposed by Councillor Rushton and seconded by Councillor Parkin), the Council objected to this application. The grounds for this objection are attached to these Minutes.
- The following applications received after the agenda. It was agreed following the vote, (proposed by Councillor Rushton and seconded by Councillor Parkin), to give the Planning Working Group delegated powers in view of the timescales required by the LPA. These will be formalised at the next Parish Council Meeting.

Councillor Knight's pecuniary interest as detailed in Minute Number 2 above and Declarations of Interest was noted again.

- DC/20/04148 – Elmwood, Rectory Road – Erection of single storey rear extension, erection of two storey side extension and alterations to existing vehicle access.
- DC/20/03435 – 105 Folly Road – Erection of single storey front and rear extensions – Further information received.

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- DC/20/04458 – Fox Cottage, Upsher Green – Erection of first floor extension over existing garage.
- b. Planning Decisions/Appeals/Enforcement Matters –
 - APP/D3505/W/20/3254460 – Ardley House Farm Buildings, Lavenham Road – Notification for Prior Approval for a Proposed Change of Use of a Agricultural Building to a Dwelling/House (Class C3) and for Associated Operational Development – Town and Country Planning (General Permitted Development) Order 2015, Schedule 2, Part 3, Class Q (a) and (b) – Conversion of Agricultural Buildings to 3 No. Dwellings – The Council agreed its response for this Appeal which will be dealt with by written representation – Following the vote, (proposed by Councillor Rushton and seconded by Councillor Parkin), the Council's representations were agreed. (Details available upon request).
 - DC/20/03380 – Low Thatch, Lavenham Road, The Heath – Discharge of Conditions Application DC/20/02305 – Condition 3 (Thatch) Condition 4 (Timber Frame), Condition 5 (Insulation), Condition 6 (Doors) and Condition 7 (Brick) – The Council noted that the LPA has approved this application.
- c. Planning for the Future – Government Consultation – White Paper MHCLG – (Ministry of Housing, Communities and Local Government) – The Council received and considered the first draft response. The Clerk was thanked for preparing these details. Councillor Knight will review the draft with final submission on the 28th October 2020.

10. Clerk and RFO (Responsible Financial Officer) Matters

- a. Schedule of Accounts for Payment – The Council received, considered, and agreed payments in the sum of £3618.38 following the vote. (Proposed by Councillor Parkin and seconded by Councillor Knight). (Copies in Minute Book).
- b. COVID -19 – The Council noted that there were no new updates.
- c. Bank Reconciliation – September 2020 – The Council received, considered, and agreed the reconciliation following the vote. (Proposed by Councillor Parkin and seconded by Councillor Knight).
- d. 2nd Quarter Finance Report – Following the vote, (proposed by Councillor Knight and seconded by Councillor Parkin), this report was agreed.
- e. Precept – 2nd Half – The Council noted receipt of £23,250.00 on the 9th September 2020.
- f. CIL (Community Infrastructure Levy) – Parish Council Neighbourhood Portion 1st April 2020 to 30th September 2020 - £7,412.12 – The Council noted receipt of this payment on the 9th October 2020.
- g. Urgent Finance Matters – Following the vote, (proposed by Councillor Baldwin and seconded by Councillor Rushton), it was agreed to spend around £40 on a floral contribution for the late Jean Misselbrook. Following the vote, (proposed by Councillor Parkin and seconded by Councillor Baldwin), it was also agreed to give £100 as a donation split between the two chosen charities for the late Jean Misselbrook.

11. Playing Field, Ten Tree Road /Other Parish Council Assets:

- a. Playing Fields
 - Play Equipment

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- ❖ Written Risk Assessment Report – The verbal update/checks via Councillor Rushton were noted.
- ❖ ROSPA Play Area Professional Inspection – The Council received and considered the Report. The apology from Playsafety Ltd. to Councillor Rushton was noted. It was agreed following the vote, (proposed by Councillor Rushton and seconded by Councillor Knight), that the medium risk items should be reviewed closely and quotations obtained to rectify work identified in order to mitigate any risk areas.

District Councillor Arthey left the Meeting at this point.

- ❖ Playing Fields General – There were no new updates.
- b. Queens Diamond Jubilee Garden (QDJ) – The Council noted that arrangements have been made for weeds to be bagged up in readiness for collection by the Council's grounds maintenance contractors. It was noted that only one compost bin is in place, whereas the Council ordered two in October 2019. Following the vote, it was agreed that the Clerk will ask Mr Steele about the second compost bin and that a price will be obtained for emptying the single compost bin which is in place but is full.
- c. Pavilion – Working Group Meeting – 6th October 2020 - The Council discussed the difficulties with its asset being on the School Playing Field which is fenced and locked. The safeguarding issues were noted. Councillor Knight reported on the site visit that he had attended with Councillor Baldwin and other representatives and the approximate pricing from a local builder. The Council noted that the structure of the building is sound, that the doors and the windows are beyond economic repair where the back windows have been blocked up, that there has been an internal makeshift repair of the roof, that re-banding of the roof is required with the re-use of the tiles, that the loft has no asbestos but the roof space may contain some – but this will depend upon the age. The electricity supply has been disconnected, but standing charges still apply (as paid for by the Parish Council together with business rates), the water supply needs to be reinstated and the drains need testing. The toilets are reusable but dated. **The?** Following the vote, it was agreed that the Council will hold another closed working group Meeting to discuss this matter internally with suggestions and proposals for presentation and consideration at the next Parish Council Meeting.
- d. Assets Transfers (District and County Councils) –
- ❖ District Council – The Council noted that the Clerk is still awaiting a response from the relevant Officer, but a holding email has been received.
 - ❖ County Council– The Council noted that the Clerk is still awaiting a response from the relevant Officer.

12. Community Warden Scheme – Councillor Baldwin advised the Council that the team are back to their 5 hours per week, which includes the extra 3 hours and that last week only the minimum hours work was carried out due to the weather conditions. The definitive areas of responsibilities of ownership of land around the Village is still not clear. There are still a number' of areas which need some attention. The Council thanked the Community Warden Team for their invaluable work.

Councillor Rushton abstained from the next item given her pecuniary interest as detailed in Minute Number 2 above and Declarations of Interest.

13. Website –

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Signed -Chairman.....Date.....

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- a) The Council received a progress report and noted that Councillors Baldwin and Parkin and the Clerk had Zoom training with the Webmaster on the 30th September 2020.
- b) The Council discussed and considered the ownership/areas of responsibility. Councillor Baldwin considered that she required further training but that time restraints for this were a current issue. It is hoped that in the short term the website will be the first place for the electorate to visit for live information, including updates on COVID-19.
- c) The Council received and considered the draft Village Newsletter as prepared by Councillor Baldwin. A full and detailed discussion ensued. The Council noted that the Newsletter will replace the Postcard which was previously agreed (£170) and that the Newsletter (to include updates about the Neighbourhood Plan, Neighbourhood Watch, the Councillor Co-option vacancies and other Village information) will cost £190 for printing and £100 for design work. Following the vote, (proposed by Councillor Parkin and seconded by Councillor Knight) the total cost of £290 for the Newsletter was agreed.

14. *Neighbourhood Plan Steering Committee – The Council received a written report from Councillor Kiely. Councillors noted that over the last month the Committee has been looking at the results of the survey, as well as the best way to report back to the Village. After much careful discussion, the Committee has decided to hold a Village Drop-In Meeting on Saturday 14th November in the knowledge that everything may have to change if further COVID-19 restrictions are introduced. The Committee has spent a long time considering how this can be done safely and have been in contact with the Village Hall Committee as well as visiting the Hall itself. So as to restrict numbers, the Committee has divided the Village up into areas and given them a time for coming to the Meeting - which will basically be a walk-through exhibition of the results, allowing only 10 people in at one time. The Committee does want to ask opinions and questions as a result of this, but are still considering whether it can be done safely. The Council noted that over half of the responses were from women (56%) and those aged 50 plus made up 75% of respondents. The most important and regularly used Village facility was perhaps not surprisingly the Village Shop. The Village Hall, Old School Wood and the Playing Field followed closely as regularly used and important facilities. Protection of our local green spaces and historic environment, especially the conservation area around St. Lawrence Church, were strongly supported. It was clear from the analysis just how much Villagers value the local green environment and want to see it flourish. Accessible footpaths, more benches, and features to help all - young and old were noted. Also, keep fit was also strongly supported. The responses suggest that the Village values and want to preserve its trees and wildlife and keep the separation between new building development and the open countryside. Around 75% of respondents were interested in the idea of alternative energy and had views on what future housing might look like. Speeding vehicles was seen as the top transport related concern.

15. *CIL (Community Infrastructure Levy) Working Party - Benches/Seating/Street Furniture/Planting Schemes – Village - The Council discussed possible projects, including a village sign, seating and a planting scheme for Green Acre – perhaps in conjunction with the local WI (Woman's Institute), picnic tables at the Village Hall and other seating/benches around the Village. The CIL funding was noted and also external funding streams via the District Councillor Locality budgets. Following the vote, it was agreed that Councillors submit suggested items and sites to the Clerk for consideration and agreement at the next Parish Council Meeting. Permissions from landowners other than the Parish Council was noted and in particular, in relation to public footways and roads, visibility splays and possible consultation with nearby residential dwellings.

16. Events Committee – The Council noted that preparations are underway for a Halloween (COVID-19 addressed) event in the Village. The Committee was congratulated on his hard work for this.

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17. **Christmas Tree/Lighting up** – Councillor Knight presented options for the lights which the Council discussed and considered. It was noted that 100 metres of string lights will provide 500 lights and will cost £470 and will be reasonably bright against the large tree. 800 lights which are less bright and are smaller will cost £260. A further quotation is being sought via the Community Warden Team. It was accepted that the lights do need to be taken down after Christmas because the previous lights were damaged by rodents because they were not removed. Following the vote, (proposed by Councillor Rushton and seconded by Councillor Parkin), it was agreed to allow £500 for the Christmas Tree lights, giving delegated powers to Councillor Knight to arrange for the purchase of the best fit lights, updating the Council at the next Meeting.
18. **Co-option of Parish Councillors (Casual Vacancies)** – The resume from one applicant was received and considered. A full and detailed discussion ensued. Following the vote, (proposed by Councillor Baldwin and seconded by Councillor Parkin), it was agreed to further publicise these vacancies more fully in the first instance via the Newsletter, with a deadline date for submission which will fit in with consideration of the application received and other applications to be received in readiness for the next Parish Council Meeting on the 9th November 2020.
19. **Neighbourhood Watch Scheme** – Councillor Baldwin reported that the Village has been split into zones and that arrangements are in hand for the volunteers to deliver leaflets and stickers to the Heath estate area (ZONE 1). The Suffolk Neighbourhood Watch email, address and Facebook page have been set up.
20. **Local Council Award Scheme (Foundation, Quality and Quality Gold Levels)** – The Council received and considered these applications. The Council noted that the Local Council Award Scheme has been designed to celebrate the successes of the very best local Councils, and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers Councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement. The Award Scheme provides encouragement to those Councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. Following the vote, (proposed by Councillor Baldwin and seconded by Councillor Knight), it was agreed/resolved to pay the total cost of £50 and it was also agreed/resolved begin to progress these applications.
21. **Speeding in the Village** – This matter was deferred until the next Meeting. Data from the recent survey is still awaited.
22. **Quiet Lanes – Suffolk** – The Council received and considered the details about this initiative. It was noted that the main purposes of Quiet Lanes is that they offer a safe environment for non-motorised travellers and can help to protect our rural environment. The criteria was noted, the grant from Suffolk County Council, details about the Quiet Lanes Suffolk Board and the steps to designate Quiet Lanes. It was agreed following the vote, that The Clerk will check to establish if the Council has registered its initiative expression of interest and the matter will be considered again at the next Meeting.
23. **Date of Next Meeting** - Monday 9th November 2020 – 7.30pm via the Zoom platform.

Two Members of the Public left at this point.

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24. **Resolution to Exclude the Public and the Press** – The Public Bodies S.1 (2) (Admission to Meetings Act 1960) and the Local Government Act 1972 ss 100 and 102 (amended 2014).

The Council considered and agreed to exclude the Public following the vote, since publicity would legally prejudice commercial sensitivity and confidentiality. (Proposed by Councillor Baldwin and seconded by Councillor Knight).

25. **Confidential Minutes of the last full Parish Council Meeting held on the 14th September 2020**
– The Council received, considered, and approved following the vote, the Confidential Minutes following the 14th September 2020 Meeting. (Proposed by Councillor Knight and seconded by Councillor Baldwin).

26. **Update/Matters Arising from Confidential Minutes held on the 14th September 2020** – There were no new updates.

There being no further business, the Meeting closed at 9.40pm.