

ELMSWELL PARISH COUNCIL

**Minutes of an Ordinary Meeting of full Council held on
Monday 18th July 2011 at 7.30pm
at the Wesley Hall, School Road.**

Present: Cllrs Mrs Abbott, Barker (Chairman), Burch, Edmonds, Friend, Ms Indurian, Petchey, Reed, Ms Richards.

Attending: District Council Ward Member Mrs Sarah Mansel
4 members of the public
Parish Clerk Mr Dow

Minutes:

11.07.01

Noted:

- 1.1 That an Apology for absence was accepted from Cllr Lloyd as he was on holiday booked prior to his election.
- 1.2 The absence of Cllr Hawes.

11.07.02

Resolved:

That the Minutes of the Parish Council meeting held on 20th June 2011, as tabled, be agreed as a true record.

11.07.03

Noted:

The following when any Members' Declarations of Personal Interests and/or Personal – Prejudicial Interests in subsequent agenda items were invited and any additions or deletions to the Register of Interests detailed:

- 3.1 Cllr Mrs Abbott declared a Personal Interest in agenda item 9, Planning at 8 Elliston Close, as she was a friend of the applicant;
- 3.2 Cllr Reed declared a Personal Interest in agenda item 21 which mentions the Elmswell Almshouses, the Trust of which she is secretary;
- 3.3 Cllr Reed declared a Personal Interest in agenda item 22 relating to the Cricket Club as she was a fund raiser for the Club.
- 3.4 Cllr Burch declared a Personal Interest in agenda item 22 relating to the Cricket Club as he was a Vice President of the Club;
- 3.5 Cllr Ms Richards declared a Personal Interest in agenda item 21 regarding the Almshouses as she had a relative living in the Almshouses.

11.07.04

Noted:

The following when the Meeting adjourned to receive reports from external bodies as appropriate, to invite public comment or questions on those reports and to invite public comment or questions on any other Agenda items.

- 4.1 A written report from County Council Ward Member Mrs Jane Storey
- 4.2 A written report from District Council Ward Member Mrs Sarah Mansel
- 4.3 A written report from the Police
- 4.4 A written report from Youth Worker Sue Messenger
- 4.5 Cllr Mrs Mansel asked for details of the Parish Council response to the VOSA HGV vehicle enforcement site Planning application at the A1088/A14 roundabout, ref 3512/10, due to come before the District Council Planning Committee on 20.07.11 and the Clerk confirmed that the applicant had satisfied Councillors' earlier objection and that Council had subsequently supported the application.

- 11.07.05 **Noted:**
The following correspondence:
- 5.1 To the resident at 56 Eastern Way re his suggested amendments to Planning application 0619/11;
 - 5.2 From Cllrs Reed & Friend; copy correspondence re Community Speed Watch; *circulated*
 - 5.3 From Mid Suffolk Crime Reduction Officer – report on site security at Blackbourne on behalf of Residents' Association; *circulated*
 - 5.4 From MSDC re dog & litter bin emptying – chargeable from 01.04.12. *see agenda item 19*
- 11.07.06 **Noted:**
The schedule of further correspondence as per Appendix A .
- 11.07.07 **Noted:**
The Clerk's report as per Appendix B.
- 7.1 The Clerk drew the Meeting's attention to a document, as circulated, being an update on the proceedings of the Task and Finish Panel which has been asked to look at arrangements for the green cemetery at Lukeswood.

COMPLAINTS COMMITTEE

- 11.07.08 **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.

PLANNING COMMITTEE

- 11.07.09 **Planning Application 1906/11**
Erection of single storey rear conservatory extension following demolition of existing 8, Elliston Close
Councillors agreed to make no comment on this application.
- 11.07.10 **Resolved:**
That Elmswell Parish Council makes known to the Professional Lead Officer, Planning Services, at Mid Suffolk District Council its views on the above Planning application.
- 11.07.11 **Noted:**
Planning application results as received from MSDC:
- | | | |
|------|---------|----------------------------------------------------------------------------------------------------------------------|
| 11.1 | 1300/11 | ERECTION OF 2 No. 2 BEDROOMED SEMI-DETACHED...
LAND TO REAR OF ALMA COTTAGE, STATION ROAD
REFUSED EPC objected |
| 11.2 | 1136/11 | ERECTION OF SINGLE STOREY REAR EXTENSION...
ROSE COTTAGE, NEW ROAD
GRANTED EPC no comment |

11.07.12

Noted:

The following when any other Planning Committee business for information, to be noted or for inclusion on a future agenda.

12.1 1040/11 EXTENSION...

FAIRFIELD HOUSE, WARREN LANE

GRANTED EPC no comment

12.2 1731/11 SIDE EXTENSION...

21, ORCHARD CLOSE

GRANTED EPC no comment

12.3 The Clerk drew the Meeting's attention to an application at Hedgerows, Grove Lane, for a Certificate of Lawful Development, there having been a breach without enforcement for more than 10 years of a condition imposed in 1966 requiring agricultural occupancy.

12.3 The Clerk confirmed, having spoken with Cllr Edmonds as Chairman of the Planning Committee, that it was considered that there was no need to attend the District Council Planning meeting on 20.07 to discuss the VOSA application as previously mentioned by Cllr Mrs Mansel.

11.07.13

Resolved:

That Elmswell Parish Council adopts the revised Standing Orders as contained in the document headed, 'Latest revision 17.01.11' and annotated in red, as circulated to all Councillors.

11.07.14

Noted:

That the meeting agreed to support Leiston Town Council's approach to central Government regarding Planning Policy Guidance in respect of large Planning applications having a significant effect on an area.

11.07.15

Noted:

That the biodiversity survey commissioned by the Council on the site for the proposed BMX track adjacent to Old Schools Court had been received and that the Planning application which had been withdrawn would now be revived.

11.07.16

Resolved:

That Council formally receives and accepts the draft Internal Audit Annual report 2010/2011 as presented by Mr Peter Brighton.

11.07.17

Resolved:

That this Council joins the Suffolk County Council's part-night street lighting scheme at a cost not to exceed £4725.

11.07.18

Resolved:

That Cllrs Barker, Mrs Abbott and Friend be asked to conduct an audit of the Council's systems of internal control and the stewardship of the Council's finances and resources during September 2011 or as soon thereafter as is practicable.

11.07.19

Resolved:

That this Council accepts Mid Suffolk District Council proposal for the continued emptying of dog bins and litter bins in the village at an annual cost of £10 for each litter bin and £15 for each dog bin with effect from April 2012.

11.07.20

Resolved:

That the Clerk be asked to continue representing the Council at SALC meetings as necessary.

Cllr Reed declared a prejudicial Interest in this agenda item and left the meeting at 8.10pm

11.07.21 The Clerk outlined a situation where an individual had approached him with a grant form completed by Cllr Reed seeking funding for that individual's expense towards his efforts to raise funds for the Friends of St John's Church and the Elmswell Almshouses. Having explained that the Council cannot give grants to individuals the form was re-presented with the name of the secretary to St John's Church substituted for that of the individual concerned. However, the meeting considered that there was a disparity between the letter of application which accompanied the form and the details on the form. The Clerk was asked to confirm to both of the organisations involved that the Parish Council was unable to consider the application for a grant as it related to an individual and that both organisations were invited to make a second application should they so wish.

Cllr Reed rejoined the Meeting at 8.20

11.07.22 **Resolved:**
That Elmswell Parish council should incorporate a replacement for the Cricket Club score hut, as per the architects drawing???? provided that Elmswell Cricket Club makes a contribution of £500 towards the cost of the revisions, the total cost of which must not exceed £3,000.

11.07.23 **Resolved:**
Provided that Elmswell Amenities Association are prepared to fund all or part of the installation of a ground source heat pump to service the Phase II development, Elmswell Parish Council agrees to bear the extent of installation to the cost only of the contingency remaining at the end of the contract and that Messrs. Bakers be instructed accordingly.

11.07.24 **Resolved:**
That the Council takes a stall at the forthcoming Autumn Fayre on 4th September in conjunction with the Elmswell Amenities Association and the Blackbourne Management Association with a view to better publicising the good work of all 3 bodies carried out on the community's behalf.

11.07.25 **Noted:**
That the Clerk was asked to contact Mid Suffolk District Council with regard to a possible transfer of ownership towards the adoption of the site on which the maze stands at Church Road as permanent public open space.

11.07.26 **Noted:**
That the Task and Finish Panel asked to consider the possibilities of planting along the ball-stop fencing at Blackbourne play area was working towards a small scheme of planting to eventually incorporate a seat and new surfacing in the space created by the extension to the fencing beyond the play area and that they were also suggesting the planting of trees along the perimeter of the car park .

11.07.27 **Noted:**
The meeting noted proposals for road diversions during forthcoming A14 highways works and representations made to the Highways Agency from Suffolk County Council. It was agreed that Elmswell Parish Council should take up the invitation to meet with all parties concerned towards avoiding a situation whereby Elmswell suffered from the subsequent diversion of traffic off the trunk road.

11.07.28 **Noted:**
An oral report from Cllr Friend, the Co-ordinator of the Elmswell Community Speed Watch group in which he confirmed that more than 50 reports had been made to the Police, including one of a car travelling at 49mph on Ashfield Road. He confirmed that the hours of operation for group were daylight hours.

- 11.07.29 **Noted:**
That the Clerk's report, had adequately dealt with the proceedings of the recent Blackbourne Residents' Association meeting and that no further report was necessary.
- 11.07.30 **Noted:**
Authorised payments made since 20th June 2011 as per Appendix C.
- 11.07.31 **Resolved:**
That proposed payments, scheduled as Appendix D, be authorised
- 11.07.32 **Noted:**
Balance as per Appendix E
- 11.07.33 **Noted:**
Cashflow Forecast as per Appendix F
- 11.07.34 **Noted:**
That when the Meeting adjournment to allow public comment on matters relevant to Council business a member of the public asked whether the completion date in the Phase II building contract involved any penalty clauses. It was confirmed that the completion date was merely a projection and that there were no penalties involved

11.7.35 Noted:

The following when any other Council business for information, to be noted, or for inclusion on a future agenda was invited from Councillors:

- 35.1 Cllr Ms Indurian reported on 2 recent training sessions which she had attended along with Cllrs Friend and Lloyd at SALC. She confirmed that she had sought specific advice on issues raised at Elmswell Parish Council meetings during her first few weeks in office and that it had been confirmed that the Minutes as kept by Elmswell Parish Council were entirely in keeping with proper practice. Cllr Friend confirmed that he had been assured that Elmswell Parish Council Minutes could be used as an example of best practice for other councils to follow.
- 35.2 Cllr Ms Indurian confirmed that, again, having made inquiries of SALC, the process of the election of the Chairman of Elmswell Parish Council at the Annual Parish Council meeting had been entirely proper.
- 35.3 Cllr Friend confirmed that his reading of the training sessions had been that Elmswell Parish Council is getting most things absolutely right.

- 11.07.36 **Noted:**
That the next meeting of the Council was scheduled for Monday 19th September 2011 beginning at 7.30 p.m. at the Wesley Hall.

- 11.07.37 **Noted:**
The Meeting closed at 9.12pm

Signed

Chairman
19.09.11

