

# SUDBOURNE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 27TH SEPTEMBER 2011 IN SUDBOURNE VILLAGE HALL AT 7:30PM

Present: Cllr D. Robinson (Chairman)  
Cllr J. Cooper  
Cllr P. Pool  
Cllr V. Woollard  
Cllr M. Livingstone  
Cllr M. Williams

In attendance: Joanne Jones – Parish Clerk. 23 members of the public attended.

### **Welcome by The Chairman and to Open the Meeting**

1. **Apologies for Absence** – Cllr B. Hitchcock

2. **Councillors' Declaration of Interest**

There were none.

3. **To Approve the Draft Minutes of the Parish Council meeting held on Tuesday 26<sup>th</sup> July 2011 & Draft Minutes of the Extraordinary Council meeting held on Thursday 18<sup>th</sup> August 2011**

The draft minutes of the Parish Council meeting held on Tuesday 26<sup>th</sup> July 2011 and the draft minutes of the Extraordinary Council meeting held on Thursday 18<sup>th</sup> August 2011 had been circulated to all members and were both Proposed for **Approval** without amendment by Cllr Williams, Seconded by Cllr Livingstone and duly signed by the Chairman as a true record.

4. **Reports**

**4.1 County Councillor Andrew Reid**

County Cllr Andrew Reid gave a verbal report. The Chairman thanked Cllr Reid for his report. (Full copy attached to the minutes).

**4.2 District Councillor Ray Herring**

District Councillor Ray Herring was not present. No report had been submitted.

**4.3 Police Report**

In PC Andy Warne's absence the Clerk read the following report:-

Please accept my apologies for not attending your meeting this evening.

There has been 2 crimes in the area since your last meeting on 26<sup>th</sup> July 2011.

**1 X BURGLARLY NON DWELLING**

**1 X HARASSMENT**

### **OTHER MATTERS**

1. Land owners in this area are being asked to be vigilant over the pending eviction of travellers from Dale Farm travellers site in Essex. To secure their land, playing fields and school fields.

2. There has recently been a spate of burglaries within the Woodbridge and District areas, particularly in Bromeswell over the August Bank Holiday weekend.

### **ADVICE**

There are a number of ways you can help avoid becoming a victim of this crime:

- 1) Prevent access to rear of property (i.e. high lockable gates-walls, fences).
- 2) Fit B.S. 5 lever Mortice locks (or UPVC equivalent) to all EXTERNAL doors.
- 3) Fit (and use) locks to all ground floor windows and remove keys from locks.

- 4) Rear garden fencing/walls to be 1.8 metres (approx 6ft) preferably with additional topping (i.e. trellis or plastic strips with conical points to make climbing difficult) (PAY PARTICULAR ATTENTION TO FENCES/WALLS ADJOINING ALLEYS, FOOTPATHS OR OPEN LAND)
- 5) Reduce cash kept in the house to a minimum and ensure good quality jewellery is not left in jewellery boxes or dressing tables.
- 6) Security mark (with house number and postcode) desirable items (i.e. Flat screen TV's, Laptops, Mobile phones, Electronic games consoles etc) - Record details and photograph for reference in the event of theft.
- 7) Fit additional padlocks and hasps on garage doors ensure no tools left out and garages and sheds locked.
- 8) Do not hide spare keys unsecured outside premises.
- 9) Use Timer plugs to give the impression property is inhabited when empty.
- 10) Consider fitting a burglar alarm as a back up.

As an SNT (Safer Neighbourhood Team) we also sell a variety of crime reduction items these are available from the reception desk at the Police station in Grundisburgh Road, Woodbridge. If you would like more detail regarding prices please contact us at [woodbridge.snt@suffolk.pnn.police.uk](mailto:woodbridge.snt@suffolk.pnn.police.uk)

### **THE PRIORITIES**

The last Community Panel Meeting was held at Sutton Heath in August 2011. The three priorities set by the general public were as follows:

- To concentrate on enforcement of Road traffic Law in relation to parking regulations and concerns regarding speeding along Yarmouth Road, Melton IP12 1PL.
- To increase patrols at Sutton Heath following reports of ASB regarding noise levels coming from the travellers site at weekends, which has attracted an increase of youths and speeding vehicles in the area.
- To increase police presence in Wickham Market centre following a seasonal increase in Anti Social behaviour, litter, nuisance and vehicles.

The next Community Panel Meeting will be held on Monday 7th November 2011 at 19:00hrs at Wickham Market Community Centre.

### **POLICE DIRECT**

For those of you that haven't signed up for Police Direct yet, please don't forget about it! The service is free, easy to use and is proving to be a very valuable policing tool. The service doesn't just assist us it also benefits you. You will receive regular updates either via text, email or land-line letting you know what is happening in your area. Leaflets are available at all police stations or visit our website.

### **CONTACTING THE POLICE**

In an emergency always dial 999

To report a crime, speak to myself or leave a message please dial 01473 613500.

Any member of the team can be contacted at [woodbridge.snt@suffolk.pnn.police.uk](mailto:woodbridge.snt@suffolk.pnn.police.uk)

Our website as detailed below also has an email link to contact us.

Please also have a look at the Suffolk Constabulary Website, which can offer further help and advice.

To find the Woodbridge and District Team website please see [www.safersuffolk.org.uk](http://www.safersuffolk.org.uk)

**PC 870 ANDY WARNE**

#### **4.4 Parish Clerk's Report**

The Parish Council have received a letter of thanks from the Orford First Responders for the donation given.

I am due to start working on the budget and would like to ask permission to attend a Budgeting Workshop to be held at SALC on Thursday 20<sup>th</sup> October 2011 at the cost of £25.00 which can be split between three Councils. There were no objections to this request. **Approved.**

### **5. Matters Arising**

#### **5.1 To discuss future possible development of land in Snape Road – Mr Matthew Atton-Hopkins Homes in attendance**

The Chairman *closed the meeting* and welcomed Mr Atton to the meeting. Mr Atton reported Mr Youngs had contacted Hopkins Homes regarding his land and gave details of future proposals for the potential development of this land by Hopkins Homes. He advised the proposed development would be for ten large executive type homes to be built to a high quality design and specification. Mr Atton asked the Parish Council and members of the public for their support for these proposals. There was a discussion whereby members of the public expressed concerns regarding the land and it was generally felt that at present this area of land was an eyesore to the village and it would be a great improvement if the area was developed. Concerns were raised regarding the land not being within the village envelope and the Chairman advised that the Parish Council could not include this piece of land within the envelope as this could be seen to set a precedent for future developments. Concerns were also raised regarding the style of the proposed properties and members of the public stated that at present there were several homes for sale within Sudbourne which are not selling. The Chairman asked Mr Atton if there would be a requirement to include affordable housing within the development and Mr Atton confirmed 1 in 3 properties were required to be affordable housing. Mr Atton advised this could be through a shared equity scheme of 70% of the market value. The Chairman *reconvened the meeting* and thanked Mr Atton for attending the meeting and advised that he felt research needed to be carried out by Hopkins Homes for the proposed development and that generally there were positive views for the development of this land. Mr Atton thanked the Chairman for the opportunity to discuss this matter with the Parish Council and members of the public present.

#### **5.2 To Consider possible future Co-Options/Reducing number of Council Members**

The Chairman advised that further to the recent elections, at present, the Parish Council has two vacancies to be filled. There was a brief discussion whereby the Chairman *closed the meeting* to ask the retired former Chairman Mrs Elisabeth Cooper for advice regarding this matter. Elisabeth confirmed that whilst she had been Chairman the Parish Council had looked into reducing the number of council members but no further action had been taken. The Chairman *reconvened the meeting* and it was Agreed the Clerk would look into the number of Councillors on similar size Councils and that all Councillors would continue to advertise for possible candidates for future co-option. **Action: Clerk**

### **6. Finance**

#### **6.1. Financial Statement including Income & Expenditure:**

##### Income

11 <sup>th</sup> July 2011	Bank Interest	£	0.04
9 <sup>th</sup> August 2011	Bank Interest	£	0.03

##### Expenditure

3 <sup>rd</sup> August 2011	Clerks Salary	£	92.83
3 <sup>rd</sup> September 2011	Clerks Salary	£	92.83

## Bank Balances: (as at 31<sup>st</sup> August 2011)

Community Account	£4,021.66
Current Account	£2,290.62
Interest Account	£ 800.00

### **6.2 Invoices to be approved:**

Came & Co PC Insurance Renewal	£322.57
BDO (External Auditors)	£ 60.00
SCDC (2011 Election Costs)	£100.00

The Financial Statement including Invoices to be Approved were Proposed for **Approval** by Cllr Cooper, Seconded by Cllr Pool. **All in Favour.**

### **6.3. Parish Council Insurance Renewal**

The Clerk/RFO gave details of renewal quotes from Came & Co and Suffolk Acre and it was **Agreed Unanimously** that the Parish Council would renew its insurance for a further year with Came & Co for a premium of £322.57.

### **6.4. Approval of 2010/11 Annual Return**

The Clerk gave details of the Issues Arising Report from BDO and the completion of the 2010/11 Annual Return was **APPROVED** by the Parish Council. Proposed by Cllr Cooper, Seconded by Cllr Livingstone. **All in Favour.** The RFO advised the statutory notice from BDO would now be advertised on the noticeboard.

## 7. Planning

### **7.1. Update of existing applications**

**C10/3278** - Former Walled Garden, Sudbourne Park, Sudbourne

Enabling development of nine dwellings. No decision has been made to date by SCDC.

**C11/1482** – Church Farm House, Church Lane, Sudbourne. IP12 2BP.

Erection of extension and dormer windows (revised scheme to C09/1370)

This application has been **Granted** by SCDC with 7 conditions.

**C11/1483** – Church Farm House, Church Lane, Sudbourne. IP12 2BP (Listed Building Consent)

Internal & external alterations including extensions, replacement/new windows, dormers, reinstatement of Dutch gable to porch, re cladding to roof, removal of existing and erection of new partitions, alterations to stair case and demolition of lean to (revised scheme to C09/1871).

Listed Building Consent has been **Granted** by SCDC with 6 conditions.

**C11/1443** – 6 Meadowlands, Sudbourne. IP12 2BB.

Remove flat roof to garage and replace with pitched roof.

This application has been **Granted** by SCDC with 2 conditions.

**C11/1574** – Cherrydown, Bullace Lane, Sudbourne. IP12 2AU

Erection of extension and erection of a cart-lodge. This application has been **Granted** by SCDC with 2 conditions.

**C11/1725** – Part Garden, Hyde Park Cottage, Hyde Park Corner

Erection of two three bedroom dwellings and garages. This application has now been **Withdrawn** by SCDC.

### **7.2. New Applications**

**C11/2079** - Part Garden, Hyde Park Cottage, Hyde Park Corner

Erection of two three-bedroomed semi-detached dwellings and garages (resubmission).

The Chairman **closed the meeting** to allow members of the public to view the application and comment. The Chairman gave details of the Extraordinary meeting held to discuss the original application for this development to which he advised had now been Withdrawn. There was an in-depth discussion whereby members of the public raised concerns regarding the proposed development.

The Chairman thanked members of the public for their comments and *reconvened the meeting*. It was Proposed by Cllr Livingstone that the Parish Council should **OBJECT** to the above application on the following grounds:-

- Access to the proposed properties. Concerns that whilst the proposed properties were being built as to where construction vehicles would park as Hyde Park Corner is an unadopted road and Hyde Park Cottage currently has no vehicular access. Access for emergency service vehicles in accordance with Development Management Policy DM22.
- Pedestrian/livestock access would also be affected.
- The proposal is an over-development of the site in accordance to Policy SP28 and the development would not be in keeping with the neighbouring properties.
- Concerns regarding connecting the sewerage to the proposed properties.
- It was felt the original Hyde Park Cottage would go into a state of dereliction.

Seconded by Cllr Woollard. **All in Favour**. The Chairman asked the Clerk to inform SCDC of this decision. **Action: Clerk**

#### **8. Correspondence**

All correspondence received since the last meeting had been placed in the file for circulation.

#### **9. Play Area**

The Clerk reported David Mayhew had continued to cut the grass and to date she still had not received an invoice for the work carried out throughout the summer season.

#### **10. Roads, Rights of Way**

The Chairman advised a reply had now been received from Suffolk County Highways regarding damage to roads and roadside verges within Sudbourne and confirmed some work had been carried out by the Highways Dept. It was Agreed the Council would continue to monitor this matter and write again to Suffolk County Highways highlighting any areas of concern.

#### **11. Countryside, Estuary & Coastline**

Nothing to report.

#### **12. Any Other Matters Arising**

Cllr Cooper advised that sadly the former Clerk Mrs May Allen had passed away at the end of August 2011. It was Agreed that the Parish Council would consider giving a donation to be agreed at the next Parish Council meeting.

#### **13. Date of Next Meeting**

The next meeting of the Parish Council will be held on Tuesday 22<sup>nd</sup> November 2011 at 7:30pm in Sudbourne Village Hall.

#### **14. Public Forum**

Mr Alan Tomes reported that he would be circulating the most recent Neighbourhood Watch newsletter within the circulation file. Mr Tomes also gave details of a new non emergency 101 scheme to be implemented in the near future, and advised that he would be attending a Neighbourhood Watch networking event whereby he proposed to raise the speeding issues within Sudbourne.

**There being no further comments from members of the public or any further discussion the Chairman thanked members of the public and all Councillors for attending and formerly closed the meeting at 9:00pm.**

**Signed:**

**Date:**