

WHERSTEAD PARISH COUNCIL

Chairman: Cllr David Baldry

Parish Clerk: Vacancy

Minutes of the Parish Council Meeting of WHERSTEAD PARISH COUNCIL held in The Room on TUESDAY THE 9th Nov 2021 at 7:30pm.

Present: Councillors: Baldry, Coates, Cobb, Moyes and Loader

Parish Clerk: Covered by Cllr Coates

Public: 2 members of the public attended

Babergh and Suffolk Councillors: Cllr Gould; Cllr Hudson (by telephone)

Abbreviations: Cllr: Councillor. PC: Parish Council. BDC: Babergh District Council. SCC: Suffolk County Council. B/MSDCs: Babergh/Mid Suffolk District Council. CAS: Community Action Suffolk. SALC: Suffolk Association of Local Councils. LCPAS: Local Council Public Advisory Service. CEP: Community Emergency Plan. VDF: Village Development Framework. RoW: Rights of Way. TAG: Tourism Action Group. AONB: Area of Outstanding Natural Beauty

The council and members of the public were reminded by notice and by the Chairman that they may record/film/photograph or broadcast the meeting when the public and the press were not lawfully excluded. *This does not extend to live verbal commentary.*

1. Welcome by The Chairman

The Chairman opened the meeting at 7:30pm and welcomed everybody

2. Apologises for absence:

None

3. Dispensations: to consider requests

No dispensations requested

No declarations of Interest Offered

4. To approve the minutes of the Parish Council Meeting held on the 14th of Sept 2021:

These minutes were approved by resolution.

To approve the minutes of the Extraordinary Parish Council Meeting held on the 2nd of October 2021: (Consider & Approve updated version of Neighbourhood Plan)

These minutes were approved by resolution.

5. Public Participation Session: for the public to talk to Cllrs about items only on the agenda

No issues were raised by those members of the public present.

6. Clerk's Report: Items received after publication of the agenda or for items needing discussion

a. District Cllr Gould's report had been shared with Cllrs

b. BMSDC are offering training on precept completion (Cllrs Baldry and Coates will attend)

Action: Cllr Coates to re-direct precept information to Cllr Baldry or Coates.

7. Clerk's Correspondence Report: Items received after the publication of the agenda or for items needing discussion

The dates for bin collection over the Christmas period have been received from BMSDC will be put on the village noticeboards.

8. District & County Councillors reports

Cllr Hudson SCC:

Cllr Hudson has suggested the Parish explore the possibility in installing Wifi in the village hall. He should be able to fund the installation, but not ongoing costs from his locality budget.

Action: Wherstead PC to consider options for installing Wifi in The Room.

National Highways have put out a consultation paper for J55 (A14) upgrade. The Parish have received the information and circulated it. A parish representative will attend the public meeting and prepare a response.

Boundary commission are considering boundary changes that may affect Wherstead. Cllr Hudson will keep the Parish informed.

Parking On Bourne Hill: The Parish are awaiting feedback from Maryanne Reason (Councillor Highway Support).

Action: Cllr Hudson to request an update from Maryanne Reasons.

Action: Robin to send correspondence from Maryanne reason to Cllr Hudson (Completed)

Action: Robin to send Doug's comments on Bourne Hill situation to Cllr Hudson.

Cllr Gould: BMSDC

Cllr Gould has allocated £1000 from her locality budget to support the drainage project in Wherstead, her support is greatly appreciated.

The boundary commission are attempting to adjust the boundaries to balance the number of voters in each area, to make all votes of equal weight.

Cllr Gould's Full report has been circulated.

9. Vacancies

a) Parish Clerk and RFO

No applicants have been received so far.

Action: Cllr Baldry to request SALC extend the date on the advert for a Parish Clerk.

There are currently 9 Parish Clerk vacancies on the SALC website

The possibility of recruiting a local resident and training them was discussed. Ideally the Parish would like to recruit a qualified Clerk, but are not averse to training an applicant.

b) Parish Councillor.

Jak Blackwood has applied for the post. He gave a short presentation to the meeting on his background and suitability:

Moved to Suffolk 5 years ago, lived in the village for the last 4.5 years. Has two children in local education. He and his family are putting down roots in Wherstead and he wants to become an active part of the community. His background is in Education Marketing and communications for Schools.

10. On-going matters

a. Drainage Improvements Strand Field:

- Cllr Gould has allocated £1000 towards the project from her locality budget.

- The Farmer has cut approx. 66% of the brambles and the groundworks company will confirm if they can clear the rest.

- Representatives from the Parish Council are meeting the ground works company on Friday 12th Nov at 9.30.

- The additional work to clear the residual brambles is likely to increase the cost of the project.

b. Drainage – Landowner agreement.

Wording for the agreement with the Landowner was discussed and it was unanimously agreed:

Proposed: Cllr Coates

Seconded: Cllr Cobb

Vote: Unanimous

Action: Cllr Coates to write to Landowner confirming the agreement.

c) Clearing footpath on Bourne Hill:

Footpath was cleared early Oct. Cllr Hudson thanked for his support and assistance.

d) Overhanging trees by Beefeater:

Cllr Baldry confirmed these have been cleared.

e) Parking on Bourne Hill

See Cllr Hudson's report above.

A number of options are available; one hour 'no parking (unless with permit) during the day, permit parking, yellow lines.

It was noted that two residents on the hill do not have drives.

The Parish Council are waiting to hear from Highway's support for costings of options.

f) Bourne Bridge clearance:

Most of the work is done, just one small area by the 'café' remains.

Action: Cllr Baldry, Cobb and Coates will clear the remaining area.

g) Bin in Pannington Hall lane Layby.

Cllr Gould has contacted Public realm. They have confirmed a bin used to be in the layby, but that this seemed to promote fly tipping. The bin has been removed and since that time only two incidents of fly tipping have occurred. The conclusion is that the bin seemed to attract additional fly tipping.

Public realm at BMSDC is prepared to discuss options.

Action: Parish Council to arrange a litter pick to clear up layby, with rubbish collection by BMSDC.

Action: All to consider best way to proceed, discussions to be held with Public realm for options.

h) Foxs lighting spill:

Cllr Baldry has checked the lights and does not think the spill to be excessive. No further action is proposed.

(Resident will also check)

11. Financial Matters:

a. Financial review:

A summary of the Parish Accounts was presented. Copy attached.

The Parish financial spread sheets have been reconciled against the bank statements and are correct to date.

The Audit for the last financial year has been completed and the books have been signed off with some comments.

b. Parish Council's Expenditure relating to Clerk employment

The Parish are looking at all areas of expenditure to ensure adequate funds are available to fund the Parish Clerk with minimal impact on the precept.

Street Lighting:

The ongoing costs for street lighting will be reduced, by removing unused lights from the Parish's asset list and converting to LED lights.

Action: Cllr Coates to implement the reductions in street lighting costs.

Parish Mag:

The Parish Council are very grateful for all the work Maggie puts in to creating the Parish Magazine and believe it is important to maintain the communication channel to the residents.

A separate presentation on the magazine was given by Maggie which included a number of proposals.

Action: The Parish Council will consider alternative funding models for the magazine.

Action: The Parish Council will provide abridged minutes for the next magazine.

Action: With the abridged input from the Parish, Maggie will work to produce a 16, A5 page version of the magazine for the next issue.

c. CIL Projects:

Cllr Baldry presented the annual CIL reporting forms

d. Village Infrastructure projects:

Action: The Parish Council will invite suggestions from the residents for projects

e. Parish Infrastructure Investment Plan (PIIP)

Action: Cllr Baldry to circulate PIIP Plan document.

f. Parish Precept:

The Parish must set its budget before the precept is finalised

The precept must be set by 31 Jan 2021

The precept will be set at the next PC meeting (11th Jan 2022).

g. ~ k. Finance and Governance:

Reviews of; assets, risk, standing orders and financial regs.

Cllr Baldry proposed to set up a committee to manage all the reviews:

Proposal Cllr Baldry, Seconded Cllr Loader, Approved unanimously.

Action: Cllr Baldry to check availability and set up first review meeting end Nov, start Dec.

Action: Cllr Coates to send Parish Email inviting resident to join committee.

Cllr Loader offered to Chair this reviews committee.

12. Planning Matters

a. To update members concerning Pre-Planning engagement with developers (paper)

Philip Isbell, head of planning at BMSDC supports the process and has proposed a meeting with his team to ensure common standards are applied. Cllr Loader has been invited to Join Cllr Baldry and Coates to attend.

b. Bobbits Lane Management Plan:

Following comments from Wherstead Parish Council, Pigeon is going to update the submission correcting errors. (Bridleway needs re-surfacing and no access to excavation site).

Pigeon has not agreed to adding more signage or the post and wire fence for the woodland.

The Natural extension of the highway will improve access for the illegal bikes. The Council has written to Highways and Planning requesting modifications to the proposal to limit bike access.

c. Homefield Meadow:

BMSDC Planning have advised they are unsure who would pay the legal transfer costs for the land. BMDC are investigating.

d. Traffic flows in south of the village:

The Parish Council have requested a meeting with Highways and Planning to discuss the implications of the developments and proposed development in the south of the village.

e. Copdock Highways consultation:

National Highways have published a proposal document for improvements on J55. The Parish have been emailed and encouraged to respond.

The Parish Council will formulate a response following visiting one of the public presentations. Consultation closes 9th Dec.

f. Walled field pre-application:

Action: As soon as the application is lodged a public meeting will be called to discuss the proposal.

Action: A meeting will be requested with the Co-Op to discuss the implications of the application.

g. Establish the Planning committee

Action: Cllr Coates to send out a Parish email inviting residents to join the planning committee.

h. Bellway:

Concerns have been raised by residents for:

- Development of woodland walk
- Mud on Bourne Hill

Cllr Coates is actioning these concerns with Bellway.

i. Five year Housing Supply:

BMSDC have published a consultation document.

Action: Cllr Coates to review 5 year housing supply and propose comments if appropriate.

13. Neighbourhood Planning Matters

a. Consultation

Due to complete on 22nd Nov, but only two comments received so far.

Action: Cllr Coates to send out Parish Email encouraging responses.

14. Quiet Lanes:

- a. Residents have been consulted on the proposal by; a section of the drop in NP event was dedicated to the quiet lane, articles have been placed in the Parish Mag and on noticeboards and a village wide email sent. Landowners directly affected have been consulted.
It was proposed to adopt the quiet lane proposal was made.
Proposed Cllr Baldry
Seconded Cllr Cobb
Unanimous

15. New Matters

Christmas trees and Carols:

It was agreed to have two trees, although a low-cost source will be sought.

Proposer Cllr Baldry

Seconded Cllr Cobb

Unanimous

Provisionally Tree decorating will take place on the 11th Dec (Subsequently the 12th has been suggested)

Carol signing on the 19th by the Tree.

16. Payments to consider: July 2021 payments

The following payments were approved by members. Cllr Baldry and Cobb signed the cheques.

1. Cheque no. 100786 PKF Littlejohn LLP £240.00
2. Cheque no. 100787 Printer ink for Parish Printer
3. Cheque no. 100788 Neighbourhood Plan consultancy £4762.50 (As per quote).

**The next meeting of the Parish Council:
TUESDAY 11th JANUARY 2021 AT 7:30PM
WHERSTEAD MEETING ROOM**

The Chairman thanked all the members and closed the meeting at 9:40pm

Signed:

Appendix 1: Financial Summary: Wherstead Parish Council 8th Nov 2021

Opening Balance 1st April 2021		
00957763 Current account	7th April	£ 5,559.17
30523593 Savings	28th April	£ 3,083.09
60957828 savings	28th April	£ 573.78
Total		£ 9,216.04

Income		
12/04/2021	CIL: Bellway 2020 payment	£ 19,263.57
19/04/2021	Additional grant BDC	£ 95.00
12/04/2021	Precept 1st Payment 2021	£ 1,509.00
01/04/2021	30523593 Savings interest	£ 0.08
01/04/2021	60957828 Savings interest	£ 0.01
13/09/2021	Precept 2nd Precept 2021	£ 1,509.00
Jun-21	NP Grant - Groundworks	£ 8,340.00
Oct-21	CIL: Bellway 2021 payment	£ 19,263.57
	BDC Locality Grant (Towards Drainage on Strand field) £1000	
Total		£ 49,980.23

This statement includes two CIL payments for the Klondyke development. One from the last financial year and a second from this financial year. The CIL payments can ONLY be spent of infrastructure projects.

Details of the £95 additional grant from BDC (19/4/2021) is required.

Expenditure			
BHIB Ltd - PC insurance 2021-22	29/04/2021	£ 397.85	100739
SALC subscription 2021-22	29/04/2021	£ 188.13	100740
PKF Littlejohn audit 2020	29/04/2021	£ 288.00	100769
Five Castles - Mag no 113	27/05/2021	£ 208.00	100770
Wickes Padlock	27/05/2021	£ 9.00	100771
SCC - Street Lighting 2020-21	27/05/2021	£ 526.74	100772
BDC - Dog waste collection april 21 - March 22	13/07/2021	£ 148.93	100773
Ionos email addresses (SLK)	13/07/2021	£ 45.60	100774
Zoom licence 2021-22 (SLK)	13/07/2021	£ 143.88	100775
Bourne Garden Centre (FL)	13/07/2021	£ 12.99	100776
Chelmo PC (Part of Jill Davis agreement)	13/07/2021	£ 10.00	100777
Chelmo PC (Part of Jill Davis agreement)	13/07/2021	£ 10.00	100778
Chelmo PC (Part of Jill Davis agreement)	13/07/2021	£ 10.00	100779
J Davis Expenses May - July 2021	13/07/2021	£ 113.65	100780
J.Davis (Clerk) Wages		£903.24	100781
J.Davis Expenses		£ 20.72	100782
Suffolk Wildlife Trust Trading Ltd (NP)		£ 2,160.00	100783
Mr D.Andrew Whittle		£ 35.00	100784
Five Castles (Parish Mag)		£ 208.00	100785
PFK LittleJohn LLP (External Audit)		£240	100786
Printer Ink (Parish Printer)		£60.49	100787
Ian Poole, Neighbourhood Plan Places for People			100788
Total		£ 5,740.22	

<End>