



1606 Minutes of the Parish Council Meeting held on Tuesday, 13th October 2015

Present: Councillors Kay, Videlo, Elliot, Matheson, Gold and Winship.

SCC Cllr O'Brien, SCDC Cllr Harvey (later in the meeting), Suffolk Police, 8 members of the public

1 APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS Apologies for absence received from Cllrs Archer and Reid (holidays), and Cllr Harraway (illness)

2 DECLARATIONS OF INTEREST – Cllr Videlo (Item 6) - LNPI

To **RESOLVE** that the Council delegates the power to grant Declaration of Interest dispensations to the Clerk *Re. section 33(1) of the Localism Act 2011 with the basis set out under section 33(2) and WPC Standing Order 13(e)*. Proposed by Cllr Kay, seconded by Cllr Elliot, **AGREED** by all

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests as needed - **NONE**

Parish Issues – an opportunity for members of the public to bring matters to the attention of the Council and for parishioners to seek guidance from the Council

Concern was raised about the overgrown nature of the Ipswich Road approach to the village, forcing large vehicles into the middle of the road. It was noted that the identification of the responsible landowners and enforcement of the cutting back of trees and shrubs overhanging the highway was a statutory duty of the County Council. The matter was being addressed via the Parish Plan group

With the Council's approval, the Chairman deferred the remainder of the Public Session until after Item 3 to allow members of the public to provide comments on the planning application in Item 6

To **RECEIVE** reports from:

- a) Suffolk County Councillor O'Brien – because of extended IT problems, Cllr O'Brien provided a verbal report on the following items; Updates from Highways on Village Way and the Village entrance crossroads to be sent asap; current consultations on Gypsy and Travellers sites; the devolution of public services: Police and Crime Commission Panel, highlighting cyber crime and domestic violence; a joint public sector focus on delays in patient discharge from hospitals.
- b) Suffolk Coastal District Councillor Harvey – Provided, but reviewed later in the meeting
- c) Suffolk Police – Provided, showing one reported crime in the village. Discussion about the frequent disregard for the 20mph limit and how to raise motorists awareness without additional 'sign clutter', about school parking and the future limited attendance by the Police at Parish Council meetings (because of budgetary pressures).

Reports **NOTED**, with thanks to the authors.

3 It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 8th September 2015, subject to amending the term "Tree Officer" to "Tree Warden" - proposed by Cllr. Kay, seconded by Cllr. Elliot **AGREED** by all present at the meeting

2+ Parish Issues – continued 15/3797/FUL – Eureka, Cliff Road A number of residents spoke against the application citing the following: Disproportionate scale of the development, infilling, visual impact on neighbouring properties, inaccurate plans (re. boundary hedge), single track access directly adjacent to school entrance, the lack of a pavement around the entrance, overlooking of neighbouring properties, excessive noise from vehicle movements (exacerbated by pea shingle drive), lack of suitable access arrangements for oil deliveries (with consequent disruption), inadequate access for emergency services, safety during construction (with directly adjacent school), entrance limited by oak tree and neighbouring boundary, damage to oak tree (including roots) during and after construction, lack of statutory notification to all neighbours, overlooking of school building on south boundary.

With the Council's approval, the Chairman brought forward Item 6 on the agenda

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- 6 To **CONSIDER** Planning Applications for **COMMENTS** (including those received after publication of this agenda) and to **NOTE** any application decisions:

Planning Applications

15/3797/FUL – Eureka, Cliff Road – demolition of existing building, erection of three dwellings and garages, and alternations to existing access. Cllr Elliot spoke to a report provided by the Planning Group, along with the plans for the application. After discussion, the Council **RESOLVED** to **OBJECT** to the application, with reasons as stated in the attached report, adding the real risk of damage to the oak tree at the site entrance and a formal request that the application should be “called-in” for consideration by SCDC’s Planning Committee should the officers be minded to approve it

Remaining items deferred until later in the agenda

With the approval of the Council, the Chairman reopened Item 2 to receive a report from SCDC Cllr Harvey and moved Item 5 up the agenda

- 2+ **Parish Issues – continued** Cllr Harvey spoke to her report, highlighting the upcoming consultation on the Felixstowe Action Plan and Site Allocations and Area Specific Policies. Discussion took place on the new Planning Referral System and it was noted that the 5 day referral request notice period was insufficient, from a practical perspective, for the Council to lawfully call a meeting to agree a request the call-in of a planning application decision.
- 5 To **CONSIDER** proposals for the SCDC Planning Call-in process. Per Item 2+ above, in light of the limited time available to call a meeting to instigate a call-in, it was **RESOLVED** to insert a formal referral request as a standard part of a planning application response until this anomaly was resolved.
- 4 **Matters for REPORT and REVIEW of ACTION POINTS** from the minutes of the Parish Council Meeting held on 8th September 2015. Overhanging trees/hedges on Ipswich Road. Clerk was unable establish ownership of southern verges via Land Registry without excessive costs. Agreed that it was a matter for SCC Highways to establish and enforce cutback (also see **2** above)
- 6+ To **NOTE** any application decisions: **ALL NOTED**
- 15/3258/FUL Sweetbriars 3 Woodbridge Road** - Demolition of sheds, annexe with shower-room extension (revised scheme to DC/14/3806/FUL) – **PERMITTED**
- 15/2738/LBC Whitehall Mill Road** New stable block, rebuilt stable block, gates in walls, new stock & horse control fencing – **PERMITTED**
- 15/3313/FUL Genoa Lodge Deben Lane** Proposed car port – **PERMITTED**
- 15/2699/FUL 4 Sullivan Place** Conversion of and extension to existing garage/store to living accommodation – **PERMITTED**
- To **NOTE** a planning appeal decision by the Planning Inspectorate
- DC/15/0997/FUL - Hillcrest, Ipswich Road** Re refusal of planning permission for a first floor rear extension over existing ground floor extension & a ground floor rear extension across the width of existing ground floor extension – **DISMISSED**
- 7 To **RECEIVE** an update on the Emergency Resilience Plan – **DEFERRED**
- 8 To **RECEIVE** and **ADOPT** the Parish Plan. Noting that the Parish Plan would be a material planning consideration if adopted by SCDC, it was **RESOLVED** to adopt the Plan as printed, with Cllrs Kay and Elliot authorised to make any minor changes under the proviso that substantive changes to the document would be brought back to the Council for approval. Proposed by Cllr Elliot, seconded by Cllr Kay, **AGREED** by all. **A vote of thanks** was recorded to Cllrs Elliot and Kay (and other members of the Parish Plan Group) for their sterling efforts in the production of the Plan
- 9 To **CONSIDER** options for the printing style of the newsletter. As part of a continuous process to improve the Parish Newsletter, it was **RESOLVED** to produce the next edition as an A5 colour booklet (with larger font)
- 10 To **RECEIVE** an update on the refurbishment of the Recycling Compound. Cllr Kay reported a tentative completion date of Nov 30th and was authorised to confirm the quote (up to £1,000)
- 11 To **RECEIVE** a report about Quiet Lanes – **DEFERRED**

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- 12 **CLERK AND RFO REPORT** (*supporting documents now provided as an attachment*)
a) To **CONSIDER** items of expenditure, payment of grants and sign cheques accordingly

Total Payments -£1,713.89

- b) **Receipts to 30/09/15 - £6,124.66**

- c) **Balances held at Bank 29/09/2015 and Building Society as at 31/03/2015**

Bank **£ 9,996.76** and Building Society **£7,512.29**. Adjusted balance **£ 15,411.46** after non-presented cheques and receipts

In line with **Financial Standing Order 2.2**, to establish the authenticity of the Bank Reconciliation report, the Receipts and Payments Summary, Uncashed Payments and Receipts Summaries (if any), and the Bank statements were all examined and initialled accordingly, and no discrepancies were reported by Cllr Elliot

It was **RESOLVED** to accept Items a), b) and c) together with Accounts/Budget and these were signed accordingly. Proposed by Cllr Kay, seconded by Cllr Gold, all **AGREED**. It was further **RESOLVED** to accept the independent Bank Reconciliation – Proposed by Cllr Elliot and **AGREED** by all.

- 13 To **CONSIDER** any Correspondence received before the meeting: **NOTED** (list attached)

- 14 **PARISH MATTERS for next Agenda** – Emergency Resilience Plan/Quiet Lanes/Recycling Compound/ SCDC Planning consultations response/Playing Field boundary hedges & trees/Draft Budget/ Annual Appraisals/Meeting Dates/Review of Standing Orders/Parish Plan

The Chairman closed the meeting at 9.40pm

REVIEW OF ACTION POINTS AS AT 22nd OCTOBER 2015

Ongoing – Proposed change to Footpath 10 Brightwell together with associated circular route. **Action** None feasible for the time being. (11/2/2014) Further action deferred (*Abbreviated note from action points of October 2015*)

In progress - Road safety and lawful use of footpaths Road Safety - report sent to SCC Highways re Village entrance crossroads via Cllr P O'B. **Action**: Responses expected late summer
Footpaths River Wall footpath. **Action**: SCC to erect sign in due course
(*Abbreviated note from action points of October 2015*)

COMPLETED - Footpath 12 New contractor in situ, with amended schedule in place for 2016

In progress - Village Way **ACTION** SCC advised of PC recommendations. SCC Cllr O'Brien has committed £15,000 funding to the project Awaiting SCC Highways response – expected after consultation with residents (*Abbreviated note from action points of October 2015*)

On-going - Refurbishment of the Litter Bin compound – The Clerk was authorised to approve expenditure up to £1000 on the project (Mar 2015). Contributions to be sought from the Fairways Committee, as the sailing community would be major beneficiaries of the enhanced site. The need for signage was noted. The offer of financial contributions to the project was reported. New contractor engaged. **ACTION** – Completion by new contractor scheduled for Nov 30th
(*Abbreviated note from action points of October 2015*)

In progress - The archiving/disposal of the Parish Council records and old files.

Clerk proposed "zero-based" approach – only retain what is lawfully required or administratively essential and box remainder for archiving/historical use/disposal. **ACTION** Sorting of files commenced - further progress over the summer. Quotes for secure disposal of unwanted files to be sought. (*Abbreviated note from action points of October 2015*)

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