

MINUTES OF THE MEETING OF WOOLIT PARISH COUNCIL HELD ON  
TUESDAY 5 OCTOBER 2021 AT 7.30 P.M. IN WOOLPIT INSTITUTE

**Present:** Mrs Ewans (Chair), Mrs Moore, Mr Auchinloss, Mr Hardiman, Mr Guyler, Mr Griffin, Dr Geake and Mrs Jenkins.

**In attendance:** County Cllr Mellon (in part), District Cllr Mansel and Mrs Fuller Parish Clerk.

1. **Apologies for absence** were received from Mr Howard..

2. **Public comment** Mr Griffin asked that WPC send a letter of thanks to Woolpit Festival Committee for producing an excellent festival. Mr Guyler asked that WPC write to SCC streetlighting requesting a date for the completion of outstanding work. Mr Hardiman advised that he has been telephoning Richard Webster SCC regularly and he has advised the jobs will be completed this month. The hedge in Abbotts Meadow is overgrowing the footpath The Clerk was asked to contact Orbit Housing to get it cut back.

3. **County & District Councillors reports.**

**County Councillor's report.** Cllr Mellen been contacted by many residents across the division complaining that closures and diversions have been very poorly signed, with completely unreasonable diversions indicated. Often the road is open yet the "road closed" signs remain up for hours or sometimes days afterward. The response from Cllr West, Councillor with responsibility for operational highways was that in emergency situations utility companies have the right to close roads for work and then inform the Council later. Cllr West did admit to their being room for improvement. Suffolk County Council commissioned an independent review into some limited areas of its Special Educational Needs and Disability provision and the report was published last month. The report was critical of SEND provision and the Cabinet member responsible, Rachel Hood, apologised to families affected by the poor service. The report states that the system was overwhelmed, but staff felt unable to communicate this to senior Council officers which is a huge concern. The report points out that SCC has some good people within a poor system. Suffolk County Council failed to meet its statutory deadlines for EHC (Education Health & Care) plans, a clear breach of compliance. The opposition group has asked that the Education Scrutiny Committee be convened to examine the report at the earliest opportunity, but this request has been refused. The process of reviewing strategic lorry routes has begun, input from Parish Councils and local Councillors will be sought in the near future. There is still some locality funding available for small-scale projects.

**District Councillors' report.** The Council have adopted a new Wellbeing Strategy. The Strategy focusses on trying to ensure that families lead active, healthy, safe and independent lives and are able to manage their own wellbeing. It promotes sustainable and inclusive places and spaces and go some way to reduce health inequalities across the district. The Council discussed the 2020/21 report and business plan 2021/22 for CIFCO Capital Ltd. All the funds have now been invested. The total income CIFCO has produced is about £2.5M but there is still a net loss in equity of about £12.5M. It has been agreed to streamline the Neighbourhood Plan process. Neighbourhood Plans can now automatically proceed to the referendum after examination by inspectors, rather than having to seek approval from the Council. Also that post-referendum Neighbourhood Plans with an majority 'yes' vote can be formally adopted by the Chief Executive instead of having to be approved by Cabinet. Mid Suffolk Council adopted a 'No Casino' resolution. There was a proposal to increase the salary scales for the senior management team of Babergh and Mid Suffolk Councils, but this was deferred because Babergh District Council had voted against the proposal. The public hearing for the draft Joint Local Plan has re-started and all sessions are online via Microsoft Teams. Once complete, a report from the

Planning Inspectors will then be provided to the Council for Mid Suffolk to act on. In September Babergh and Mid Suffolk became the first rural UK councils to switch their fleet of waste tankers to HVO. All 35 waste tankers are now fuelled by HVO and the smaller public realm and housing service vehicles will also be switching to the new fuel in the near future. This will help to reduce the Council's carbon emissions. SCC voted to approve the controversial planning application to enlarge Elmswell Community Primary School to 420 places. There is still funding from the annual locality awards. Amounts of £250 or more are available to local community groups and organisations.

**4. To receive declarations of interest.** There were none.

**5. To approve the minutes of the meeting 7 September 2021.**

The minutes folio 962.2 public comment was amended to read Mrs Moore and Mrs Jenkins were thanked for organising the litter pick. With this amendment the minutes were approved and signed.

## **6. Planning**

### **a) to consider current applications**

**21/05079** Application for works to trees in a Conservation Area - Crown lift by 3m and prune back lateral branches of 9no Field Maples on playing field overhanging 2 properties to balance shape. Woolpit Recreation Ground, The Street – support. A re-consultation of application 21/01132 reserved matters for the site off Bury Road has been received with comments required by 26 October. A meeting will be arranged with Hopkins Homes to discuss the amendments before holding an extraordinary meeting to consider a response to the application.

### **b) to receive MSDC decisions.**

**21/04504** Erection of garden office (following demolition of summer house), Gamekeeper Cottage, Borley Green – permission granted.

**21/04435** Erection of a one and a half storey side extension Mulberry House, Borley Green – permission granted.

**21/04320** Application to determine if Prior Approval is required for a proposed larger Home Extension: Town and Country Planning (general Permitted Development) (England) Order 2015 Schedule 2, Part 1 Class A - Erection of Conservatory (following demolition of existing). 20 Meadowlands, Woolpit – prior approval not required.

**21/04524** Application for a Non Material Amendment relating DC/21/01481 - Additional roof vents added; ducting amended; rooflights relocated; doors and windows relocated; truck wash amended; environmental station relocated; and a smoking shelter added. Land At Lawn Farm, Warren Lane – roof vents added and ducting amended are not a non-material amendment and were refused, all other items approved.

**21/23985** Application for outline planning permission (Access to be considered) for the provision of 5no self-build/custom build dwellings and individual accesses onto Old Stowmarket Road to serve each plot and associated works and infrastructure. Land South Of, Old Stowmarket Road – permission granted.

## **7. Clerk's Report**

### **Resident concerned regarding working hours Old Stowmarket Road**

**development** – The resident has reported some evening work and some Sunday work. David Wilson homes has been contacted and advise that there may have been an emergency when hours were exceeded. Normal working hours are 7.30 am to 6 pm weekdays and 7.30 am to 1 pm Saturdays.

**Pump Garden** – the shrub in the pump garden has been cut back by Mrs Jenkins and Ms Mayhew for better visibility.

**Information board** – owned by MSDC has been cleaned by Mr Auchincloss.

**Over hanging trees, Rags Lane** – the landowner has advised that these have been cut back however a resident still has concerns which will be looked at.

**8. To receive correspondence/communications and deal with any matters. The following items have been circulated to Cllrs: Rural Services Network Rural Funding Digest September, Rural Bulletin 14, 21, 28 September, 5 October. MSDC JLP examination matter 4 further documents, welcome back fund reminder, Mid Suffolk parking strategy, BMSDC local energy showcase 2021. SALC Queen's Suffolk Tree Canopy event 13 September and website, Queen's Platinum Jubilee beacons 2 June 2022, Festival of Suffolk 2022 meeting 28 September. SCC Youth Focus Suffolk September update, Volunteer week 4-10 October, winter ready 2021. Suffolk Police Constable County October. Bruno Peak Queen's Platinum Jubilee Beacons 2 June 2022.**

**9. To approve accounts for payment.**

Mr K Harknett £60.54 litter picking September, HM Revenue & Customs £471.76 tax and N/I July-September, Suffolk County Council £302.74 pension payment, Woolpit Institute £416.00 office rent November –January, PKF Littlejohn LLP £360.00 external audit of accounts 2020/21, Business Services at CAS Ltd £718.20 annual insurance premium, Gipping Press £285.58 Woolpit Diary October/November printing, Mrs P Branham £99.10 Woolpit Diary October/November editing, Starboard Systems Ltd £345.60 scribe accounts annual subscription, Mrs P Fuller £119.00 expenses July-September. **Payment using CIL** money Maypole Manufacturing Ltd (t/a Shelter Solutions) £3984.00 bus shelter. **Payments by standing order** Mr Balk £190.20 September salary, Mrs P Fuller £955.22 September salary.

**10. To receive a monthly financial report.**

At the end of September the Community Account balance was £172,868.46 of which CIL is £60,156.31, earmarked reserves are £91,964.83 and general funds £20,747.32.

**11. To receive the Audit Opinion for accounts to 31 March 2021 and approve the Annual Return following the conclusion of the audit.**

The Audit Opinion was received and the comment noted. The Annual Return was unanimously approved.

**12. To consider internet banking for Woolpit PC payments and take any necessary action.**

It was considered that further investigation is necessary and checking that this would comply with Section 6 of Financial Regulations before taking the matter further.

**13. To discuss applying for a Legal Registered Title for the allotments land and approve payments of various fees to complete this.**

Mrs Ewans proposed that WPC should apply to the Land Registry to register the allotment land. This will be the field currently farmed by Mr Howlett, the allotment site, the abandoned allotment site all in Warren Lane and the rectangular field in Grassy Lane. The costs of £64.00 were approved. *Action: Mrs Ewans/the Clerk*

**14. To consider employing a lengthsman and take any necessary action having considered the Highway Ranger section of SCC Community Self Hep Scheme.**

After discussion it was agreed that the Clerk should complete the Highway Ranger form and send to SCC for consideration and ask if SCC provides the necessary training.

*Action: the Clerk*

**15. To consider renovation Parish Council notice board in the pump garden and chains around the pump garden and take any necessary action.**

The Clerk has not been able to get a quote for the notice board work. Mr Hardiman advised 50m would be required to replace the chains and the cost is £5.92 + VAT per metre at one supplier. Further suppliers would be investigated.

*Action: the Clerk/Mr Hardiman*

**16. To consider the purchase of a new poppy wreath for Remembrance Sunday and take any necessary action.**

The previous wreath is not available. It was unanimously agreed to purchase a round wreath at a cost of £17.99

*Action: the Clerk*

**17. To consider communication methods with residents and take any necessary action.**

Mrs Ewans felt that we should find out if residents would like to receive a newsletter more often than the publication of the bi-monthly Woolpit Diary. Mr Ewans will draft a note that can go to local groups to send to their members asking them to contact WPC if they would wish to receive a newsletter.

*Action: Mrs Ewans*

**18. To consider the preparation of a CIL spending plan and take any necessary action.**

**19. To discuss public concerns regarding highway safety in various areas of the parish and take any necessary action following the report from SCC Highways Officer and recent car damage.**

**20. To consider a further bus shelter beside the Glebe Land, Church Street and take any necessary action.**

It was agreed to hold an extraordinary meeting to discuss items 18, 19, and 20 in detail

**21. To receive an update on the Platinum Jubilee of Queen Elizabeth II in 2022.**  
Nothing to report.

**22. To consider a request from a resident that Woolpit PC purchase The Swan as a community asset and take any necessary action.**

The Parish Council had considered this matter and asked for The Swan to be made a Community Asset in March 2020. Cllrs later decided that renovation costs would be prohibitive, the building has no outdoor space and that Cllrs did not wish to compete with a commercial pub elsewhere in the village. No one put forward a proposal to look at the matter again.

**23. To receive a report on the allotments and take any necessary action including an update on the management of the uncultivated area.**

The tenants have held a meeting and voted to form an Allotment Association. The group has asked for the cost of water for the last 3 years and information on agreements and rules. Once this information is received the tenants will hold a further meeting. The Clerk will not re-let the current empty plot as the tenants would like a communal area.

No work will be carried out on the uncultivated area until the vegetation has died down. It is hoped to clear the area during December.

**24. To receive a report from the Village Hall Committee.**

There has not been a meeting this month.

**Woolpit PC as Trustees of Woolpit Recreation Ground Charity****25. To consider additional play equipment and take any necessary action.**

After considering all the quotes it was agreed to purchase an original horizontal bars and clatter bridge from Proludic at a cost of £6,264.35. A grant will be requested from David Wilson Homes, locality grant from District Councillors and a possible Capital Grant from MSDC. *Action: the Clerk*

**26. To consider a new goal net, repair to grass in the goal mouth and new protective net and take any necessary action.**

This item was deferred awaiting a quote from Parkers Pitches to level and sort the grass area first.

**27. To discuss the trees and land adjacent to Churchgate House and the car park/recreation ground and take any necessary action.**

A site meeting has been held to look at the issue of the location of the trees and the work required. Mr Howard is prepared to arrange and pay for the work carried out on the trees if the land is given to him. It was agreed to seek a professional valuation of the land before making any decisions. *Action: Mrs Ewans*

**28. To consider resurfacing the village hall car park and take any necessary action.**

This item was deferred until the CIL discussions at the extraordinary meeting.

**29. To discuss fencing between the Village Hall car park and the recreation ground and take any necessary action.**

Some of the wood is rotten and needs replacing. Mr Hardiman will get quotes for the wood. Mr Howard and Mr Hardiman will carry out the work. *Action: Mr Hardiman*

**30. To discuss additional seating around the recreation ground children's play area and take any necessary action.**

Mr R Baker has agreed to supply materials and install as before. It was proposed, seconded and carried to purchase 2 Eifel benches without backs and 1 bench and table from Hahn Plastics at a cost of £1916.00 + VAT. Some grant funding may be available and District Cllr Mansel will ask MSDC Infrastructure team if Section 106 can be accessed for this purpose. *Action: the Clerk*

**31. To receive a report from the Clerk.**

The Clerk has completed the Charity Commission Annual Return by using figures from the bank statements.

**32. Date and time of the next Parish Council meeting – Tuesday 2 November 2021 at 7.30 p.m. Noted.**

The meeting closed at 21.38 p.m.

Signed.....Mrs J Ewans.....

Dated.....2 November 2021 .....