

**DRAFT** MINUTES OF THE WOOLPIT PARISH COUNCIL MEETING TO DISCUSS  
COMMUNITY INFRASTRUCTURE LEVY (CIL) HELD ON TUESDAY 17  
DECEMBER 2024 AT 7.30 P.M. IN WOOLPIT INSTITUTE

**Present:** Dr Geake (Chair), Mr Hardiman, Mr Guyler and Mrs Osborne-Lomax.

**In attendance:** Mrs Fuller, Clerk and Mrs Ewans, Deputy Clerk.

**1. Apologies for absence**

These were received from Mr Gallagher, Mrs Jenkins and Mr Foster.

**2. To receive declarations of interest and any dispensation forms.**

Mr Guyler as a member of Woolpit Institute Committee and Mr Hardiman as Caretaker for Woolpit Institute declared an interest in item 5b and completed dispensation forms which were accepted.

**3. To approve the minutes of the meeting 17 September 2024**

These were approved and signed.

**4. General discussion to agree moneys earmarked for future projects.**

It was agreed that the total cost of the replacement streetlights would be funding from CIL to leave the current streetlight reserve for future repairs.

Mrs Ewans had provided a spreadsheet to Cllrs prior to the meeting to outline the current balance of CIL plus sums set aside for forthcoming projects. £127,794.06 was received in October, therefore the unallocated total is £365,029.85. This was the last large sum expected until any further large scale developments have been granted permission. In addition, there is £29,831.65 in reserve for projects already agreed by WPC, £94,000.00 in reserve for projects still to be fully costed and £37,316.60 for requests to be considered at this meeting.

Cllrs feel that there should be more facilities for teens and they need someone with youth work skills to consult with. All Cllrs were asked to think about this for the next CIL meeting.

*Action: all Cllrs*

It was agreed that items currently under projects to be costed that are no longer viable are moved to a different section of the spreadsheet as some Cllrs were finding the blank sum boxes confusing.

*Action: Deputy Clerk*

**5. To consider CIL grant requests from (for applications received before agenda sent)**

**a) Woolpit ARC**

A request for a full fee of £21,709.38 to fully renovate the garden which is flooded and has no drainage as the children are currently unable to go outside. Three quotes have been obtained but only one is able to carry out the work during the Christmas break, the other two cannot do anything until after May 2025. Mr Hardiman proposed that the full sum is paid from CIL with Mr Schramm who will complete the work during the Christmas closure. Half will be paid now for purchase of materials and equipment hire and the balance on completion. This was seconded, carried unanimously.

**b) Woolpit Institute**

Guests at Tea Cups were rained on during an event. Mr Squirrell was asked to urgently make good and it was found that part of the porch was hanging and had

become dangerous. This was made safe and it was found that there was no liner or insulation under the roofing over the window bays and the tiles were unserviceable. The cost of these urgent repairs is £2350.00 + VAT and Woolpit Institute Committee has asked for this to be paid from CIL. Dr Geake proposed that the total is funded from CIL. This was seconded and unanimously approved.

**6. To consider a quote from Suffolk CC for 20mph zone and take any necessary action.**

A quote of £5,607.22 + VAT for professional services has been received from SCC. This will include statutory consultation, informal consultation (4 weeks), instruction to Suffolk Legal to draft order, formal advertisement (3 weeks) and preparation of TRO Decision Report. This has to be paid before any further work is carried out. On top of this will be construction costs which are estimated to be between £8,190.00 - £10,010.00. It was unanimously agreed to pay the fee for professional services.

**7. To consider to a CIL policy and procedure and take any necessary action.**

Councillors reviewed a draft policy provided by the Deputy Clerk and various amendments were suggested. The draft will be amended for a further review at a subsequent meeting.

**8. To consider any amendments required for the CIL application form and take any necessary action.**

This needs to be updated. Dr Geake will redraft for discussion and adoption at a later meeting.

**9. To agree the date of the next CIL meeting as Tuesday 18 March 2025. Noted.**

The meeting closed at 9.21 p.m.

Signed.....

Dated.....