



## **EARL STONHAM PARISH COUNCIL**

Minutes of the Parish Council meeting held at the Village Hall, Earl Stonham on **Monday, 4<sup>th</sup> March 2019 at 7.30pm.**

### **Present:**

Councillors: C Woods (Chairman)  
D Turner  
D Brenig-Jones  
H Stanford  
J Henderson-Hamilton  
S Budd  
K Wilkinson  
S Challinor

In Attendance County Cllr Hicks  
District Cllr Morley  
PC Stefan Henriksen  
J Blackburn – Clerk

### **ES129/18/19 – PUBLIC FORUM**

There were no members of the public present.

### **ES130/18/19 – APOLOGIES OF ABSENCE**

Apologies had been received from Cllr Heard.

### **ES131/18/19 – DECLARATIONS OF INTEREST**

The Clerk declared an interest in item 23 of the Agenda.  
Cllr Budd declared an interest in item 16 on the Agenda.

### **ES132/18/19 – APPLICATIONS FOR DISPENSATION**

None had been received.

### **ES133/18/19 – MINUTES OF THE MEETING HELD ON 7<sup>th</sup> JANUARY 2019**

**It was AGREED:** That the minutes of the Parish Council meeting held on 7<sup>th</sup> January 2019 be approved as a true record and signed by the Chairman.

### **ES134/18/19 – POLICE REPORT**

PC Henriksen reported that due to less staff the Police were not able to attend Parish Council meetings as much as they would like. He covered the area of Mid-Suffolk and would hope to attend at least one meeting per year.

He added that updates on local issues could be found on the Police's Facebook page. Any enquiries could either be emailed or posted to the police station at Stowmarket, or he could be emailed directly.

### **ES135/18/19 – PARKING AT ANGEL HILL**

Members explained to PC Henriksen that there was a problem of parking at the Forge Garage, Angel Hill which was ongoing and had been an issue for a number of years. In the past the Parish Council had asked that the garage vehicles on the forecourt be moved back as they obstructed the footpath.

As the garage was on the A140 it became a danger for pedestrians, especially those with pushchairs or in wheelchairs to safely make their way along the footpath. The owners of the garage had been approached many times and each time, albeit temporarily, the vehicles would be moved.

PC Henriksen agreed that it was a significant issue and he would approach the garage himself or ask one of the newly appointed PCSOs to speak to the owner. He would then monitor the situation and report back to the Clerk with an update.

## **ES136/18/19 - DISTRICT COUNCILLOR'S REPORT – CLLR S MORLEY**

Cllr Morley reported the following:

- Draft Budget to be considered at Full Council - The Council would be considering a proposed budget for 2019/20 at their meeting on 21<sup>st</sup> February. The budget included proposals to offer discounts of up to 100% on council tax for care leavers, supporting the most vulnerable in society, while also proposing a Business Rates Relief policy for small retailers, including shops, cafes and restaurants.
- New Parking Plan for Mid Suffolk to be Drawn Up - Mid Suffolk's Cabinet had voted to go out to public consultation on a draft Joint Area Parking Plan with Babergh District Council. The plan, which did not include any proposals to increase car parking charges, set out eight parking policy objectives it intended to achieve. Those included establishing standard on-street parking scheme operating hours, utilising off-street parking places to assist with traffic management and more.
- Councils Pay £549k to Infrastructure Projects in 2018 - In the 2018 calendar year Mid Suffolk and Babergh District Councils passed £549,674.93 from developers to local infrastructure projects. That brought the total over the last three years to over £1.2 million. It had funded a variety of infrastructure projects, from sports facilities to public transport, and was collected from developers who have brought forward developments, both residential and commercial, in the districts.
- Public Developers' Contributions Database Nominated for National Award - Mid Suffolk and Babergh's Exacom database – giving the public access to figures for developer contributions towards infrastructure all the way back to 1974 – had been nominated for the Royal Town Planning Institute's (RTPI) Awards for Planning Excellence. The database, which was the first of its kind in the country, was in the running for an award within the Excellence in Tech Within Planning Practice category. As it was the first such database to be published. Mid Suffolk, along with Babergh, had been designated Pilot Authorities by the developer.
- New Online Portal for Customers Launched - A new MyAccount portal had been launched, enabling residents to view bills, reminders and notices, apply for discounts and update personal details from home. The portal was run by the Shared Revenue Partnership, which consisted of Mid Suffolk District Council, Babergh District Council and Ipswich Borough Council.
- We want your views on our Communities Strategy - A consultation on the draft Communities Strategy had been launched by Mid Suffolk and Babergh, inviting feedback on how the councils planned to lead on the key challenges and opportunities facing the two districts. The consultation would close at noon on Friday 1<sup>st</sup> March.

Cllr Budd asked Cllr Morley about parking charges in Stowmarket and whether it could be considered that car parks should adopt a 'free' amount of time, e.g. 30 minutes, as charges could appear to be expensive if people were just wanting to go into Stowmarket to the bank, or to one particular shop.

Cllr Morley replied that she was not aware of any car park in the Mid-Suffolk area that ran a 30 minutes free policy.

## **ES137/18/19 – COUNTY COUNCILLOR’S REPORT – CLLR M HICKS**

Cllr Hicks reported the following:

- **Suffolk County Council 2019/20 budget approved** - On 14<sup>th</sup> February, Suffolk County Council concluded its budget setting process for this coming financial year (2019/2020). From 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020, Suffolk County Council would spend almost £10 million a week across all its services following approval of the budget of £519.3 million. Over the period 2011-12 to 2018-19 the Council had made over £260 million of savings in response to reductions in funding from Central Government and increasing demand for services. For 2019/20 the Council had proposed a range of savings totalling around £13 million. Those savings were required to help balance the budget - something that the Council must do by law.  
The Council had maintained Suffolk Fire and Rescue’s budget and protected Suffolk’s Library services.
- **Funding agreed for Citizens Advice in Suffolk** - On 11<sup>th</sup> February, it was reported that Citizens Advice in Suffolk would no longer see any difference in their funding for 2019/20. This was due to a collaboration between Suffolk County Council, NHS Ipswich and East Suffolk Clinical Commissioning Group and NHS West Suffolk Clinical Commissioning Group, Suffolk County Council proposed to reduce the funding given to Citizens Advice by 50% (£187k), in 2019/20. Under the joint agreement in place with the CCGs, a total of £187k would be provided by NHS Ipswich and East Suffolk and NHS West Suffolk CCGs. So, funding for Citizens Advice in 2019/20 would remain the same as the previous year (£374k).
- **County Council announces timescale to progress the Ipswich Northern Route project** - On 27<sup>th</sup> February, SCC announced the timescale to progress the Ipswich Northern Route project. SCC had outlined the next steps in producing the Strategic Outline Business Case, which would examine and ultimately clarify the feasibility of an Ipswich northern route. Discussions about an Ipswich northern route had been well documented over the years. The announcement confirmed the County Council’s commitment to explore those formally with a public consultation which would inform the Strategic Outline Business Case to be put to government and published later in the year. The timescale for moving the project forward was: The stage one study and report into possible highways options was completed in 2017; The options assessment and development commissioned in May 2018 was currently being evaluated and prepared for shortlisting, prior to consultation; Public consultation on the route details, alignment options and junction options with the A14 and A12 - to begin in the Summer 2019; Completion of the Strategic Outline Business Case to be shared with government, local MPs and the public - Autumn 2019.

Cllr Henderson-Hamilton asked the Cllr Hicks and Cllr Morley why one particular planning application for a bungalow had been turned down, when two other planning applications for holiday lets to be turned into residential dwellings and the conversion of barns be approved. She felt it was not logical and would like an explanation.

Cllr Hicks explained that because the holiday lets were already there an application to make them into residential dwellings would be a different decision as to a newly built dwelling. He advised that the Head of Planning be invited to a future meeting of the Parish Council in order to answer such queries. **Clerk to action.**

## ES138/18/19 – CLERK’S REPORT AND FINANCIAL MATTERS

### a) CLERK’S REPORT

The Clerk reported that she had received a letter from the War Memorial Trust which stated that due to the contractor not carrying out the refurbishment works correctly, as was stated on the Method Statement, signed by the contractor, that they could not issue the Parish Council with the £290 grant as applied for.

The Clerk confirmed she had contacted the contractor to ask for their comments on this matter. They stated that they had cleaned the memorial the same way that they cleaned all memorials, which was a safe and gentle way of cleaning. The Clerk explained that the work should have been carried out as stated on the Method Statement, to which the contractor said “they were looking into the matter and had liaised with the National Association Master Masons.

**It was AGREED:** That the Clerk write a letter to the contractor asking for a suitable reimbursement of half of the costs of the works seeing that they were at fault.

The Clerk also reported that at the end of the last financial year it had been agreed to wait a year before deciding on whether the Parish Council were in a position to make donations to the usual bodies as had been done in previous years.

**It was AGREED:** That the following donations be made:

Citizens Advice Bureau - £125  
Homestart - £50  
Liveability - £50  
EACH - £50  
Forward Green Africa - £100  
Village Hall - £500

### b) CLERK’S FINANCIAL REPORT AND BUDGET MONITORING REPORT

The Clerk reported on the Council’s current financial position and movements since the last meeting. It was reported that the balance in the accounts on 27<sup>th</sup> February 2019 was £9,709.95.

The Budget Monitoring report was noted.

### c) PAYMENTS AND RECEIPTS

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk’s Salary (Mar)	£213.58
Jennie Blackburn	Clerk’s Office Allowance/Expenses (Mar)	£26.96
Suffolk County Council	Street Lighting Costs	£580.80
Chapple Signs	Multicourt Signage	£36.53
J Henderson-Hamilton	Expenses (Recorder delivery/refreshments)	£15.25

**It was AGREED:** That payments totaling £873.12 be authorised and actioned by the Clerk.

The following receipts were also noted:

Mr Nunn	Allotment Rent	£1,327.40
My Care	Recorder Adverts	£90.00
Masquerade	Recorder Adverts	£30.00

d) **INTERNAL AUDITOR 2018/19**

**It was AGREED:** That Trevor Brown CPFA (Local Council Financial Services & Internal Audit) be appointed as auditor for the purposes of the 2018/19 audit.

e) **EXTERNAL AUDIT ARRANGEMENTS 2018/19**

**It was AGREED:** That the same arrangements applied for external audit arrangements as last year, that the Parish Council did not need an external audit and therefore be classed as exempt.

**ES139/18/19 – POLICIES AND PROCEDURES**

a) **REVIEW OF INTERNAL CONTROL AND RISK MANAGEMENT ARRANGEMENTS**

**It was AGREED:** That the Internal Audit Control and Risk Management Arrangements were reviewed and approved.

b) **FINANCIAL REGULATIONS AND STANDING ORDERS**

**It was AGREED:** That the Financial Regulations and Standing Orders be approved and adopted.

**ES140/18/19 - PLANNING APPLICATIONS**

**Ref: DC/19/00403** - Prior Approval Application under Part 3, Class Q (A) and (B) of the Town and Country Planning (General Permitted Development) (England) Order 2015 -Conversion of barn to 1no. dwelling - Barn at Yew Tree Farm, Broad Green Road, Earl Stonham, Stowmarket Suffolk IP14 5HU

**It was AGREED:** That the Parish Council had no objections to the application. **Clerk to action.**

**ES141/18/19 - PLANNING DECISIONS**

The following planning decisions were noted.

**Ref: DC/18/00114** - Application for removal or variation of a condition following grant of planning permission 3599/15 - Conversion and extension of barn to form dwelling and erection of cart lodge including use as artist workshop/studio; Condition 2 Amended Drawings; Condition 3 Recording - Remove and submit report prepared by Leigh Alston; Condition 4 Window Details Remove Drawing No 500; Condition 6 Repairs - Remove and submit Repair Schedule; Condition 7 Insulation Details - Remove Drawing No 500; Condition 8 Permitted Development; Condition 9 Use of Cart Lodge - Amend Description to Block Plan - Proposed 15-001-200A 1 - Received 09/01/2018 - Upper Langdales Farmhouse, Mill Lane, Earl Stonham, Stowmarket Suffolk IP6 8QF - **GRANTED**

**Ref: DC/18/01206** - Planning Application - Change of use of 4 no holiday lets to form 4 residential dwellings (Class C3) - Upper Langdales Farmhouse, Mill Lane, Earl Stonham, Stowmarket Suffolk IP6 8QF – **GRANTED**

**Ref: DC/18/04883** - Planning Application - Creation of new access and relocation of an existing stable - Fen Barn, Fen Lane, Earl Stonham, Ipswich Suffolk IP6 8QD – **GRANTED**

**Ref: DC/18/05414** - Application under Section 73 of the Town and Country Planning Act. OL/124/91(Barn conversion) without compliance of condition 2 (Approved Plans and Particulars) Fen Barn, Fen Lane, Earl Stonham, Ipswich Suffolk IP6 8QE – **GRANTED**

**Ref: DC/18/05278** - Outline Planning Application (all matters reserved except access) - Erection of single storey dwelling and access - Land to The Rear Of, Resthaven, Thornbush Lane, Earl Stonham Suffolk IP14 5DX - **GRANTED**

### **ES142/18/19 – FOOTPATHS**

There was nothing to report on footpaths apart from the next footpath walk was due to be held on Saturday, 13<sup>th</sup> April 2019 at 2pm and would be the Blue Route.

### **ES143/18/19 – PICNIC ON THE GREEN**

Cllr Turner reported that the 'Picnic on the Green' event was due to be held on 1<sup>st</sup> September 2019. She asked for confirmation that the Parish Council could provide payment for a portaloos and that the event be covered by insurance of the Parish Council.

**It was AGREED:** That the event be covered by the Parish Council's insurance and that they provide payment for a portaloos.

### **ES144/18/19 - ALLOTMENTS**

The Clerk reported that she had received a letter of complaint from a garden allotment tenant at Broad Green about the condition of the adjacent allotment, which remained in a poor state and had been in such a condition for a long period of time. The Clerk explained that she had not received payment or a completed Tenancy Agreement from the tenant and had written a letter asking for those, to which she had not received a reply.

**It was AGREED:** That the Clerk write to the tenant stating that since no Agreement or payment had been forthcoming the Parish Council would claim back the garden allotment and advertise for a new tenant.

### **ES145/18/19 – VILLAGE HALL**

Cllr Turner reported that a Hullabaloo would not be held this year due to a shortage of helpers, but a Village Show and BBQ would be held instead, the date of which would be Saturday, 8<sup>th</sup> June. The Hullabaloo would return the following year on Saturday, 20<sup>th</sup> June 2020.

She also reported that the village hall was being used regularly for various classes and rentals were going well.

Maintenance works of the hall were due to be carried out during the summer.

It was noted that the Village Hall sign, which had been reported to Suffolk Highways as it had broken, had now been hit by a large vehicle and was in need of replacement.

The Clerk reported that she had been awaiting a quote from Highways but had not yet received one. It was felt that a new sign be sought to enable people looking for the hall to know where it was, especially as it was not lit by any lighting and was stood back from the roadside.

**It was AGREED:** That the Clerk look into other sources for a new Village Hall sign.

### **ES146/18/19 – POSTS AROUND VILLAGE GREEN**

Cllr Woods stated that the posts had not yet been installed by himself and Cllr Heard but they would be once Cllr Heard had returned from his holiday.

It was agreed that reflectors needed installing on the posts, every other one, to help the posts be more visible during the darker hours.

Cllr Woods reported that he had been approached by the family of a resident who had lived in the village for many years but who had died at the age of 94. The family would like permission from the Parish Council to provide and install a bench on the Village Green, adjacent to the village sign. If members were in agreement then Cllr Woods would ask the family to formally contact the Clerk with a picture of what bench was proposed. All members agreed.

#### **ES147/18/19 – WEBSITE**

Cllr Henderson-Hamilton stated there was nothing to report on the website other than a reminder for any photographs of village events that could be included on the website and that the website host could be contacted directly at [webmaster@earlstonham.org.uk](mailto:webmaster@earlstonham.org.uk)

#### **ES148/18/19 – JUNCTION OF A140 WITH A1120**

The Clerk reported that she was still awaiting an update from the Team Leader of Heritage and Planning Compliance in relation to this issue.

Cllr Morley reported that she too had no update.

#### **ES150/18/19 – CHURCH LANE JUNCTION WITH A1120**

Cllr Hicks reported that he had passed the relevant information onto the Highways and Speed Management Team in relation to ways the issue could be addressed and was awaiting a reply. He explained that it could take some time as it was classed as a low priority.

#### **ES151/18/19 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**

Cllr Budd reported that Debenham Road, Middlewood Green, was in a terrible condition following resurfacing works carried out by Suffolk Highways. Loose stones had gathered towards the side of the road and she was aware of at least one accident taking place as a result of the poor surface of the road.

Cllr Turner reported that a Village Litter Pick was planned for early Spring.

#### **ES152/18/19 - DATE OF NEXT MEETING**

The next meeting would be held at the Village Hall on Monday, 14<sup>th</sup> May 2019 at 7pm – The Annual Parish Meeting following by the Annual Parish Council Meeting.

#### ***EXCLUSION OF PRESS AND PUBLIC***

#### **ES153/18/19 – CONFIDENTIAL ITEM – STAFFING MATTER**

The Clerk left the room whilst the item was discussed and voted upon.

Members of the Parish Council considered the grading of the Clerk's post with reference to the national pay scales. It was noted that the Clerk had passed her Certificate in Local Council Administration.

**It was AGREED:** That the Clerk's post be confirmed at SCP 25

The meeting finished at 9.20pm.

Chairman: ..... Dated: .....