

## **Minutes of Little Bealings Parish Council meeting held with members in remote attendance (via Zoom) at 7.15pm on Monday 11 January 2021**

### **Present:**

Mr I Ransome (Chairman), Mr M Garnham, Ms D Head, Dr C Hopkins, Mr D Hunter, Ms H Saagi and Mrs M Wilson

### **In attendance:**

Mrs C Ramsden, Clerk to the Council

### **Also present:**

District Councillor Colin Hedgley, the Rev'd Gary Jones (Priest in Charge at All Saints Church) the Chairman of the Friends of the Admiral's Head (FoTAH), the Council's Webmaster, and ten residents/members of the public (for all/part of the meeting)

No one advised the Chairman that they were recording the meeting.

The Chairman welcomed Rev'd Gary Jones to his first Parish Council meeting. Both hoped that the PC and PCC would be working more closely together for the community.

## **1. Apologies, Declarations of Interest and Dispensation Requests**

A declaration of a personal interest in item 6.2 on the Agenda was made by Ms Head.

Declarations of a personal interest in item 8 on the Agenda, The Admiral's Head, were made by Mr Garnham, Ms Head, Dr Hopkins, Mr Hunter, Mr Ransome, Ms Saagi and Mrs Wilson, as they had all pledged to buy community shares in the pub.

Declarations of a personal interest in item 8 on the Agenda, The Admiral's Head, were also made by Mr Hunter and Mr Ransome as members of the joint Parish Council/FoTAH Admiral's Head Working Group (AHWG).

Declarations of a personal interest in item 8 on the Agenda, The Admiral's Head, were also made Ms Saagi as a member of FoTAH and of AHWG.

Declarations of a personal interest in item 8 on the Agenda, The Admiral's Head, were also made Ms Head as a member of FoTAH and Chairman of AHWG.

## **2. Public Participation Session**

### **DC/20/4746/FUL: Siting of 3 no. Holiday Lodges - Little Meadow, The Street**

The applicant for the planning permission stated:

- That her family were residents of the village and the Covid pandemic had turned their thoughts to securing an income from their large garden
- The proposal reflected their own preference for holidays and they had researched how to propose something of benefit to the village without adversely impacting on other properties: the three lodges were all south facing and faced away from other houses and the School Playing Field.

- A 1.8m high fence was proposed on the boundary with the School Playing Field to prevent overlooking and preserve privacy for the School and there was already some natural screening
- Access was proposed along the existing drive to their property, to which Suffolk County Council (SCC) Highways had initially had no objection, but had recently commented again, with revised requirements and an objection
- They had a genuine long term desire to stay in the village and the proposal met their family circumstances, by providing an opportunity for them to live and work together from home

In response to a question from the Chairman, the applicant confirmed that the lodges had to be available for 9 months of the year to be viable, but she was not sure if they would be offered all year.

**DC/20/4866/FUL: Alterations to existing vehicular access to create new driveway and blocking existing entrance - Beacon House, Playford Road**

The applicant for the planning permission stated:

- that they wished to change driveway access following the purchase of a 36 foot horse box as it was very difficult to leave and access the property with the current entrance and exit point, and the existing access was also a safety issue for car access.
- SCC Highways had no objection and the existing access points would be closed up.

**DC/20/4969/CLE: Certificate of Lawful Use (Existing) C3 Dwelling house – see submissions as to why there is no material change of use of the land edged blue (with the parking area edged red within the blue land) – The Chestnuts, Martlesham Road**

A resident stated:

- that his property was the closest to the site and shared a boundary fence and he had been a neighbour for over 30 years
- if it was not for the Council meeting he would not know that there was a business there. There was no noise or any disruption from the property, which he would be aware of if there was, being next door.

In response to a question from a Councillor, the resident confirmed the address of his property.

### **3. Minutes of the Meetings held on 9 and 26 November 2020**

It was **RESOLVED**:

- To approve the minutes of these meetings.

### **4. Matters Arising from the Minutes**

#### **4.1 Public Sewer for The Street**

It was noted that the Environment Agency had advised that it was now determining the Council's appeal against Anglian Water's omission of its obligation to provide a new public

sewer for some properties in The Street from its 2020-2025 works programme. It would however still accept any further information that residents wished to provide.

#### **4.2 Any Other Raised by Councillors**

No other matters were raised.

### **5. Reports from Local District and County Councillors**

These reports had been circulated to Councillors before the meeting. It was noted that County Councillor Reid had several other Parish Council meetings to attend and so would probably not be able to join the meeting. District Councillor Hedgley advised that his report was long as it covered 18 parishes, the other Local District Councillor for the ward being unwell with Covid. He would be pleased to answer any questions or assist in any matter.

In response to a question from the Chairman he advised that the Council could discuss potential recipients of the EAST bags with an East Suffolk Council (ESC) officer if there were concerns about data protection issues.

The Chairman asked Councillor Hedgley to pass on the Council's good wishes for a speedy recovery to Councillor Fryatt.

### **6. Planning**

#### **6.1 DC/20/4866/FUL: Alterations to existing vehicular access to create new driveway and blocking existing entrance - Beacon House, Playford Road**

It was **RESOLVED**:

- That there was no objection to this application.

#### **6.2 DC/20/4746/FUL: Siting of 3 no. Holiday Lodges - Little Meadow, The Street**

In response to questions from Councillors the applicant stated:

- That she did not know why SCC had altered its view on the highway access requirement, but that this was a matter they would need to resolve
- That she does not consider that the proposed drive would be over the existing LPG tank, as is claimed. The tank is in the centre of the garden and the proposed driveway is that already in use by the property

It was **RESOLVED**:

- That subject to provision of access to the highway to the standard required by SCC as the highway authority, there was no objection to the development.

#### **6.3 DC/20/4969/CLE: Certificate of Lawful Use (Existing) C3 Dwelling house – see submissions as to why there is no material change of use of the land edged blue (with the parking area edged red within the blue land) – The Chestnuts, Martlesham Road**

It was noted that the Council had not received any direct representations from neighbours to the application, although the Chairman had received complaints previously and Councillor Hopkins had received two telephone calls of objection.

It was noted that the application was extremely thorough and was a presentation of points of law, which it would be for ESC to consider. It was **RESOLVED**:

- to object to the application, as the use of the property for car sales was not residential use, and could lead to further development of the site as a garage, with road signing and an increase in traffic on Martlesham Road. While traffic was currently low, even one visitor to view a car was not residential use. In addition traffic could increase considerably after Covid restrictions were lifted.

#### **6.4 Update on Previous Applications and Enforcement Matters**

##### **ENF/2019/0303/USE: Enforcement Action at The Chestnuts, Martlesham Road**

The response of ESC to the Council's formal complaint that ESC had resolved to take enforcement action but had then failed to do so, had been circulated to Councillors. It was **RESOLVED**:

- That the response was poor and ESC be advised that the matter had first been raised by the Council in October 2019 and the Council wished to escalate the complaint to the next stage in the Complaints Procedure.

#### **6.5 ESC Consultation on Conserving and Enhancing the Historic Environment**

It was **RESOLVED**:

- That the Council supported this Supplementary Planning Policy Document.

#### **6.6 SCC Consultation on Suffolk Design: Streets Guide**

It was noted that this addressed provision for non-motorised traffic within developments and **RESOLVED**:

- That no response would be made to the consultation.

## **7. Highways**

### **7.1 Installation of Poles and Brackets for Safer Village Driving (SAVID) Speed Indicator Device (SID)**

It was noted that SCC had agreed to fund the two new poles, and one set of brackets would be funded by SAVID. District Councillor Hedgley agreed that he would fund the second set from his Locality Budget, or, if this was exhausted, from his new budget for 2021/22. The new poles may be in position within 14 weeks. It was **RESOLVED**:

- That Mr Garnham would represent the Council at the next SAVID meeting on 12 February.

### **7.2 Appointment of Footpath Warden**

Report reference 2020.01/Jan 21 had been circulated to Councillors and it was noted that the footpaths in the parish were very well used, especially during current Covid restrictions, although there were some examples of informal access and some of the routes were unsafe at present. It was **RESOLVED**:

- That the role of Council Footpath Warden be created, as set out in the Report
- That Mr F Mutimer and Mr J Wittgreffe be appointed Joint Footpath Wardens

The Chairman thanked Mr Mutimer and Mr Wittgreffe for taking on the role and offering to do this work for the Council.

## 8. The Admiral's Head

### 8.1 Update from FoTAH on Legal Advice for Compulsory Purchase (CPO)

An update from the Chairman of FoTAH had been circulated to Councillors, proposing that FoTAH provide funding to enable the Council to obtain legal advice in respect of pursuing a compulsory purchase of the Admiral's Head by ESC. It was noted that the current Asset of Community Value (ACV) listing lasted until the end of 2022 but that pursuing CPO would be a major project for the Council. Moreover, the Council had not yet decided whether it would proceed with a request to ESC to compulsorily purchase the Admiral's Head. It was **RESOLVED**:

- that Fotah be requested to fund and obtain legal advice on the time, process and cost of asking ESC to pursue compulsory purchase of the Admiral's Head and advise the Council accordingly
- that FoTAH be requested to provide updated financial information and business plan data to enable the Council to consider a Public Works Board Loan consultation with residents
- that any approach to ESC advising them that a request for a CPO was being considered, be deferred.

### 8.2 Consultation on a Public Works Board Loan

It was **RESOLVED**:

- To defer consideration of the consultation until Fotah was able to provide the financial data which would need to be included.

## 9. Little Bealings War Memorial

Report reference 2021.02/Jan 21 had been circulated to Councillors and it was noted that the Council had agreed to accept responsibility for the maintenance of the Memorial at a Council meeting in 1989, but it appeared that no work had been carried out since 1990. It was noted that the firm asked to provide an estimate for carrying out maintenance had advised that the work was not urgent and that appropriate conservation fluids would be used. It was **RESOLVED** that:

- application be made to the War Memorial Trust for grant funding for the maintenance works proposed by F Masters Ltd
- the Council's budget for 2021/22 include a sum to meet 100% of the costs of the maintenance works, to enable the work to be carried out in the event the application for grant funding was unsuccessful, or to proceed sooner if the Council did not wish to wait for determination of an application.

## 10. Future of the Fynn Lark News

It was noted that the Fynn Lark News intended to continue as a means of communication for the three parishes of Great and Little Bealings and Playford and that the editor was proposing a small Standing Committee be established, with representatives of the three Parish Councils. It was **RESOLVED**:

- that the Council supported the formation of a Standing Committee and would be represented on it by the Clerk to the Council

## 11. Woodbridge and District Anti-Social Behaviour Meetings

Dr Hopkins reported that his attendance at the meetings had been difficult due to changes to and from skype and zoom formats, but that there was a crime report for the defacing of a resident's notice. Anti-social behaviour incidents had decreased due to Covid restrictions and he had reported homelessness incidents (not in the parish). It was **RESOLVED**:

- That Dr Hopkins would attend the next meeting on behalf of the Council on 14 January and would request the data from the police speed checks carried out on Playford Road.

## 12. Asset Register Update

Report 2021.03/Jan 21 had been circulated to Councillors and it was **RESOLVED**:

- To approve the Register, with the addition of the Council's strimmer/brushcutter
- That the Chairman would inspect the old notice board post to see if its removal was appropriate and that, if he concluded that it should be removed, he would undertake an appropriate Risk Assessment before carrying out any work.

## 13. Finance

### 13.1 Budget for 2021/22

A revised draft budget report had been circulated to Councillors and it was noted that ESC had now confirmed the Council Tax base figure. It had also advised that the Council would receive a Council Tax Support Grant of £85 during 2021/22. It was **RESOLVED**:

- To approve the revised draft budget with further amendments, to:
  - Include the Council Tax Support Grant income
  - Include an increment rise in the Clerk's salary
  - Decrease the amount required for SID furniture due to SCC, SAVID and ESC funding,
 resulting in a precept of £12,000, which would enable the Council to start to build a General Reserve in line with the national recommendation for smaller Councils.

### 13.2 Risk Assessment for 2020/21

The Risk Assessment had been circulated to Councillors and it was **RESOLVED**:

- to approve the Risk Assessment for 2020/21

### 13.3 Income and Authorisation of Expenditure

Income of £5.16 had been received from Gt Bealings Parish Council, its share of the insurance premium for the shared village sign. It was noted that inconsistencies in the recording of staff costs and admin/office costs in the spreadsheet would be resolved before year end. It was **RESOLVED** that the following expenditure be incurred:

S111 and S112 LGA 1972:

- Clerk's net salary and expenses for January 2021: £430.38
- Pay As You Earn (PAYE) for January: £82.20
- Clerk's net salary for February: £329.38
- PAYE for February: £82.20

S137 LGA 1972:

- Headway: £25

Arrangements were in place for the signing of the schedule of the above payments by the Chairman and the cheques.

### **13.3 Internal Control Report and Quarterly Bank Statement and Cheque Book Reconciliation**

It was noted that this was being undertaken by Mr Hunter.

### **14. Website 'Sense' Review**

A spreadsheet showing the outcome of the review by Mr Hunter and Ms Saagi had been circulated to Councillors and the Webmaster. The Chairman thanked the Webmaster for attending the meeting and it was **RESOLVED**:

- That Ms Saagi and the Webmaster would arrange to discuss the changes to be made in a zoom meeting

### **15. Any Matters Arising from Circulated Items**

There were no matters arising.

### **16. Dates of Meetings to March 2022**

Report 2021.05/Jan 21 had been circulated to Councillors and it was **RESOLVED**:

- that the Council would meet, probably by zoom, but with reservations in place for meetings in the Village Hall if appropriate, on
  - 1 March 2021: Annual Parish Meeting, followed by Parish Council Meeting
  - 10 May 2021: Annual Parish Council Meeting
  - 5 July 2021: Parish Council Meeting
  - 7 September 2021: Parish Council Meeting
  - 1 November 2021: Parish Council Meeting
  - 10 January 2022: Parish Council Meeting
  - 7 March 2022: Annual Parish Meeting, followed by Parish Council Meeting, and
- in the event additional meetings were required, on 1 February, 12 April, 7 June, 2 August, 4 October, 6 December 2021 and 7 February 2022
- that the theme for the Annual Parish Meeting on 1 March would be an Update on the Purchase of the Admiral's Head

There being no further business to discuss the meeting closed at 8.33pm. The Chairman thanked those who had attended the meeting for their support.