

# WESTHORPE PARISH COUNCIL

westhorpeparishclerk@gmail.com

Tel: 07980 476 140

MINUTES of the Meeting held on Tuesday 5 July 2022 in the Village Hall at 7.30 pm.

PRESENT: Cllrs David Barker (Chairman); Steve Caley (Vice Chairman); Robin Lambert; Steve Christian; Richard Brown

IN ATTENDANCE: SCC and MSDC Cllr Andrew Mellen; 2 members of public; Mrs Julia Dunncliffe (Clerk)

1. APOLOGIES and approval of absences – Cllrs Mrs Diane Gladders and Ian Cotgrove.
2. DECLARATIONS of Interest and Dispensation considerations – Cllr Brown item 11.1(ii).
3. MINUTES of Annual Parish Meeting held on Tuesday 3 May 2022 previously circulated and taken as read – unanimously approved and signed by Chairman.
4. MATTERS Arising from 3.5.2022 Annual Parish Meeting:-
  - 4.1 – Bus Service – Chairman reported that Service 457 to replace part of the cancelled 387 had started on Thursday 9 June 2022, but was proving totally unsatisfactory for commuters from Westhorpe to Stowmarket.
5. MINUTES of Parish Council Meeting held on Tuesday 5 May 2022 previously circulated and taken as read – unanimously approved and signed by Chairman.
6. MATTERS Arising from Council Meeting – 3.5.2022
  - 6.1 Westhorpe Bells Restoration project:- Chairman reported Heritage Lottery had suggested a figure higher than the £129,000 advised by Taylors to allow for contingencies. Penny Simmonds had agreed to continue applying for funding even though she was moving away from the village. A recent farm tour at Fair Oaks had raised between £400 to £500 for the Project.
  - 6.2 UK Power Networks:- Chairman reported contractors had met with him. A full survey to be undertaken specific to Westhorpe, probably starting at Shrubbery Farm and into the village along Church Road. Subsequent tree maintenance would then be carried out as recommended by the survey.
  - 6.3 Internal Audit (AGAR) – Asset Register – Chairman reported as required per 3.5.22 meeting Agenda item 12.1 that the 3 benches; bus shelter; 3 dog bins and Parish Council notice board were all in a good state of repair.
7. CLERK (NEW) – advertisement – Chairman reported the Clerk/Responsible Finance Officer was standing down as from 18.8.2022. Unanimously agreed Chairman to advertise the vacancy with SALC and on the village distribution list.
8. SPEED Indicator Device (SID) update – Cllr Brown (RB) reported SID had been to Germany for repair. There was no report because all the old memory had been lost. SID to be reset. Now up and working again. Further discussion required regarding siting the SID to outside the Village Hall. RB to enquire from Traffic Technology if there was a device available to ascertain the speed of vehicles moving away from it. RB confirmed Vanessa Bilonick was no longer available to help with the data processing of the SID.
9. COUNTY Councillor report – see attached. To note re National Grid East Anglia consultation that SCC had suggested an off-shore cable route was preferable.
10. DISTRICT Councillor report – see attached. To note re MSDC Locality Budget: request made to Cllr Mellen for funding steps for storage purposes in the Village Hall. Quotation to be obtained by Village Hall Committee and submitted by Chairman to District Cllr.

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11. PLANNING – Noted:-
  - 11.1 NEW:-
    - 11.1(i) DC/22/01500 Proposal: Full Application - Change of use of an agricultural building to a function room (F1) and 4No storage units (B8). Location: Lodge Farm, Church Road, Westhorpe, Stowmarket IP14 4TA.  
“No objection” submitted 23.5.2022 to BMSDC.
    - 11.1(ii) DC/22/02697 Proposal: Application for Listed Building Consent - Removal of cement render from west and south elevations and replacement with lime based render on wooden laths decorated with lime wash. 2. Removal of modern masonry paint from brick walls on west wing and south elevations and redecoration with lime wash. Location: Shrubbery Farm, Walsham Road, Westhorpe, Stowmarket Suffolk IP14 4SZ.  
“No objection” submitted 13.6.2022 to BMSDC.  
*Additional new application received 5.7.2022 after Agenda had been prepared and discussed at meeting:-*
      - 11.1(iii) Application for Planning Permission - DC/22/03341 Proposal: Planning Application - Erection of 1no dwelling for an agricultural worker Location: Potash Farm, Potash Lane, Wyverstone, Part In The Parish Of Westhorpe IP14 4SN – Agreed Chairman and Vice Chairman to review with other Cllrs and report back to Clerk for submission of comments by 26.7.2022.
  - 11.2 DECISIONS:-

DC/22/01500 Proposal: Full Application - Change of use of an agricultural building to a function room (F1) and 4No storage units (B8). Location: Lodge Farm, Church Road, Westhorpe, Stowmarket IP14 4TA – GRANTED in accordance with application particulars and plans listed in Section A and conditions listed in Section B (previously circulated to all Cllrs and to Parish Council website).
  - 11.3 JOINT Local Plan update:- MSDCllr Mellen reported that “The emerging Joint Local Plan (JLP) started its examination by the Planning Inspectorate in Autumn 2021. This culminated in a suggestion by the Inspector in December that the Plan be split into two parts: Part 1 with the main policies, to be adopted earlier, and Part 2 with the allocations and spatial spread of housing, which needs more work, to come later. The intention was to get Part 1 agreed adopted by the end of this year, and Part 2 likely some months later (thus avoiding the sensitive period around the local elections in May 2023). However, to date we still do not have the Inspector’s report and so the likelihood of even Part 1 getting done this year seems to be slipping. This makes our planning policies largely out of date and therefore the National Planning Policy Framework (NPPF) becomes a more important document in decision making. However, the council can demonstrate a very healthy housing land supply of 9.5 years so the door is not open to speculative applications as previously. Recent decisions by officers, planning committees and appeal inspectors all support this.
12. INSURANCE – Parish Protect Insurance – Noted that 3 year long term undertaking expired 30.9.2022. Council discussed; considered and agreed procedure for renewal. Steve Caley kindly offered to temporarily handle insurance matters in the absence of a Clerk. Unanimously agreed.
13. NEW MODEL Code of Conduct – BMSDC, Law & Governance and Monitoring Office (previously circulated to all Cllrs 30.5.2022 and 1.7.2022) - Register of Interests – for response to BMSDC. Richard Brown kindly offered to temporarily handle Code of Conduct matters in the absence of a Clerk. Unanimously agreed.

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## 14. FINANCE:-

14.1 The following payments were unanimously confirmed:-

- (i) chq 100435 – R Lambert – refund print cartridges - £15.89
- (ii) chq 100436 – J Dunncliffe clerk post expenses - £5.70
- (iii) chq 100437 – MSDC Litter & Dog bin emptying 1.4.22 to 31.3.23 - £156.56

14.2 The following payments were unanimously approved and confirmed:-

- (i) chq 100438 - HM Revenue & Customs – re clerk PAYE – 1.4.2021 to 30.6.2021 - £64.80
- (ii) chq 100439 – Richard Brown – refund android devices x 2 and bubble wrap for posting SID unit to Traffic Technology - £113.97
- (iii) chq 100440 - J Dunncliffe – clerk net wages – 1.4.2021 to 30.6.2021 - £341.58

14.3 AGAR External Audit 2021/22 amendment – to note Page 3 – Certificate of Exemption of AGAR Return 2021/22 amended correctly and resubmitted 1.7.22 (form previously circulated to all Cllrs).

14.4 BANK statement and cash book reconciliation (previously circulated) as at 5.7.2022

Cash book (as at 5.7.22) Current - £3258.17; Savings - £1505.20.

- 15. CORRESPONDENCE: BMSDC response to the East Anglia GREEN non-statutory consultation (previously circulated to all Cllrs 14.6.22) – noted no comments submitted from Westhorpe.
- 16. Questions to the Chairman – None.
- 17. Date of next meeting Tuesday 6 September at 7.30 pm, Westhorpe Village Hall

Meeting closed at 8.45 pm

Julia Dunncliffe  
Clerk to Westhorpe Parish Council