

STRADISHALL PARISH COUNCIL
Minutes of the meeting held on Monday 7th March 2022

Councillors present: Ian Hutchinson (Vice-chairman), Ed Hollingsworth, Adrian Lee, Robert Deeks, Debbie Gates and Jonathan Masefield

Also present: County Councillor Bobby Bennett, District councillors Nick Clarke and Marion Rushbrook and one member of the public.

In the absence of the Chairman, Ian Hutchinson chaired the meeting.

1. Acceptance of apologies for absence

Apologies were received from Ady Swift and the reason for absence accepted. District Councillor Karen Richardson also sent her apologies.

2. Declaration of Interest in items on the agenda and dispensation requests

Debbie Gates declared a non-pecuniary interest in planning application DC/22/0200/FUL as she runs a café close to the proposed site. Declaring a non-pecuniary interest allows her to take part in the meeting and vote. No dispensation requests were received.

3. Approval of minutes of the meeting held on Monday 7th February 2022.

It was resolved that the minutes were correct. The chairman then sign them.

4. County Councillor's report

Cllr Bennett spoke about the following:

- The planning application for HMP Highpoint.

5. Public session

The following issues were raised during the public session:

- Planning application DC/22/0200/FUL - concerns about the size of the retail space, the size of the turning circle off the A143 for HGVs which will be really tight and could cause congestion on the A143 and parking and potential congestion on the A143.

6. Planning issues

- a) DC/22/0200/FUL - Harding Garage Services, Bury Road, Stradishall - a. single storey forecourt building with retail unit (class E) and takeaway unit (sui generis) b. new pump islands, new pumps and new canopy (following demolition of existing single storey building) c. re-positioning of new offset filters and new underground tanks.**

It was resolved that Stradishall Parish Council would object to this application for the following reasons:

DM 40 – Ancillary Retail Uses

Proposals for extensions and/or change of use to provide ancillary retail sales facilities attached to petrol filling stations or garages, farms, market gardens and horticultural centres, manufacturers (classes B1 and B2), craft workshops and similar establishments will, in addition to the policies and proposals in this plan, be considered against the following criteria:

- a. The sale of goods should be small in scale in relation to the primary use or activity and*
- b. In the case of manufacturers (classes B1 and B2) and craft workshops, the sale of goods should relate to products manufactured on site.*

Stradishall Parish Council does not believe that this application complies with DM40. A like-for-like replacement would be acceptable as there is an existing garage on the site, however building a large retail area is not ancillary to the main activity and the retail facility cannot be described as small in scale in relation to the primary use or activity.

Stradishall is an infill village and such a large building would not be appropriate as it is too urban in appearance and would be more suitable for a larger town or settlement. Any replacement of the existing garage should be modest in size.

DM40 7.22

There is a growing demand for retail uses to be attached to existing non-retail businesses, for examples petrol filling station, farms, industrial premises, horticultural centres and craft workshops. Such ancillary

retail uses may include the sale of grocery/convenience goods which in rural communities poorly served by existing shops can be helpful in promoting sustainability.

This criteria does not apply here as there is already an existing convenience store and café which serve the local community very well. Although competition may not be deemed a planned consideration building a large retail facility and take away could lead to a loss of employment in neighbouring businesses, which Stradishall Parish Council finds unacceptable. The proposed garage and retail facility will not promote sustainability and will negatively impact on thriving local businesses.

DM2 - Creating Places - Development Principles and Local Distinctiveness

- a. incorporate sustainable design and construction measures and energy efficiency measures as required by Policy DM7 of this Plan;
There is no mention of any specific sustainability measures in the application (solar panels, EV charging points).
- g. taking mitigation measures into account (proposals for all development) does not affect adversely
 - ii. the urban form, including significant street patterns, individual or groups of buildings and open spaces;
Stradishall is a rural community and allowing such a large building would impact on the street pattern of the area.
 - v. the amenities of adjacent areas by reason of noise, smell, vibration, overlooking, overshadowing, loss of light, other pollution (including light pollution), or volume or type of vehicular activity generated; and/or
More vehicle activity will be generated if the development goes ahead. This will impact on the properties on the Highpoint Estate, in particular Hawthorn Way especially if the opening hours extend beyond those of the existing garage. There will be additional noise, pollution and light pollution which is not acceptable in a rural area.

Stradishall Parish Council and residents of the Highpoint Estate are already concerned by, and have objected to, planning application DM/22/2418/FUL to expand HMP Highpoint. If this HMP Highpoint application is approved the residential amenity of neighbouring properties will be impacted negatively due to an increase in noise, light pollution and traffic, all of which will be exacerbated by this application for a larger garage and retail facility.

- j. produce designs that respect the character, scale, density and massing of the locality
As stated above the size and scale of the proposed building is too large and not in keeping with the surrounding area.
- l. produce designs, in accordance with standards, that maintain or enhance the safety of the highway network; and
The A143 is very busy during the day. Stradishall Parish Council is currently trying to get the speed limit reduced to 30mph because of safety concerns. Increasing the number of vehicles on this stretch of road will impact on highways safety especially lorries and vehicles turning across the carriageway into the petrol station.

The turning circle for lorries will be very tight and could lead to them having to stop on the main road to manoeuvre into the filling station.

Stradishall Parish Council has raised concerns to Suffolk County Council in the past about the lack of a pavement on the A143 to protect pedestrians using the existing buildings and crossing the A143 from the Highpoint Estate. This is a serious safety issue, especially as there will be additional vehicle activity if the application is approved

- b) **DC/22/0186 & DC/22/0187/LB - The Thatches, Edmunds Hill, Stradishall - Installation of ground mounted solar PV array comprising 16 panels on wooden framework on the north boundary of the site.**

It was resolved that no objections would be made to this application.

7. District Councillors' report

A written report was received. The report is available on the Parish Council's website at:

<http://stradishall.onesuffolk.net/about-us/meetings/meetings-reports/7th-march-2022/>

Nick Clarke spoke about the meeting with residents of the Highpoint Estate about the planning application for the prison. The meeting was very positive. The residents agreed to reform HERA, the Highpoint Resident's Association. There was little appetite for additional housing to be provided to generate money to repair the roads on the estate.

8. Police issues

No issues were raised.

9. Update on list of actions agreed at the last meeting

There was one outstanding councillor action.

10. Finance

a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

HMRC - PAYE - LGA 1972, s111 - **£150.00**

J P Kirk - expenses - LGA 1972, s111 – **£26.57**

Toilet for the village event – GPC – **£136.80**

SALC subscription - LGA 1972, s111 - **£238.87**

Jonathan Masfield and Adrian Lee checked and signed the Schedule of Payments. The Chairman countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

c) Statement of receipts and payments made since the last meeting

Receipts

Payments

Date	Minute	Description	Supplier	Total
08/02/2022	270/10a	Clerk's expenses	J Kirk	£9.90
08/02/2022	270/10a	Print cartridge 1/5	Risby Parish Council	£8.15
08/02/2022	270/10a	Bank charges	HSBC	£8.00
Staff costs as per confidential cashbook				

It was resolved that the statement of receipts and payments would be approved.

d) Bank balances as of 17th February 2022 and confirmation of bank reconciliation.

HSBC current account	£2,266.36
HSBC reserve account	£5,927.93
Total in Banks	£8,194.29

Jonathan Masfield verified and signed the bank statements and bank reconciliations.

e) Signatory to complete the checklist of Internal Controls.

Jonathan Masfield completed and signed the checklist of internal controls.

f) Update on the financial checks carried out by a councillor

Debbie Gates has checked the Parish Council's accounts and signed the Internal Control Report. No issues were raised.

g) Review of income and expenditure for 2021/22 against the budget and discuss the level of reserves for general and earmarked expenditure

Councillors reviewed the receipts and payments for 2021/22 against the budget. At year-end Stradishall Parish Council should be within budget.

Budget Summary 2021 - 2022

Receipts	
Budgeted	£7,905
Actual	£8,663

Difference	£758
Payments	
Budgeted	£8,377
Actual	£7,829
Difference	£548
Overspends	
Subscriptions	
Budgeted	£60.00
Actual	£132.99
Difference (Scribe £138.00, Zoom £17.99)	-£72.99
Bank Charges	
Budgeted	£0.00
Actual	£24.00
Difference (Monthly account fee of £8 introduced by HSBC in Jan 2022)	-£24.00
Playing field maintenance	
Budgeted	£100.00
Actual	£1,510.00
Difference (repairs to cricket pavilion, re-installing spring horse, refixing gym equipment - £739 transferred from earmarked reserves)	-£1,410.00
Bin stickers	
Budgeted	£0
Actual	£100
Difference (covered by WSC locality funding)	-£100
Speed surveys	
Budgeted	£0.00
Actual	£255.00
Difference	-£255.00
PAYE	
Budgeted	£580.00
Actual	£592.00
Difference	-£12.00

Reserves

<u>Reserve</u>	<u>Opening Balance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>Current Balance</u>
Earmarked					
Election costs	£1,090.00				£1,090.00
Clerk and councillor training	£40.00				£40.00
Playing field maintenance	£739.00	-£739.00			£0.00
Playing field project	£1,215.00				£1,215.00
Playing field (moles)	£150.00				£150.00
Village events (toilet hire)	£100.00				£100.00
Inspection of play equipment	£300.00				£300.00
Earmarked reserves					£2,895.00
General fund					£5,299.29
Total funds					£8,194.29

It was resolved that:

- All budgeted amounts which have not been spent by the end of the financial year will be transferred into the Council's earmarked reserves.
- The level of reserves was adequate apart from playing field maintenance which will be increased in the next budget.

h) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate.

No new assets were purchased. The Parish Council's current asset value is **£46,396** which is within the current insurance band of £20,000 - 50,000. This does not include the playing field which is listed with a nominal value of £1. The purchase value of SPC's assets was £67,238.

i) Review of the Council's risk assessment.

It was resolved that the risk assessment would be approved.

j) To check that the levels of liability insurance are adequate.

The levels of liability cover under the new Parish Protect Policy are as follows:

All Risks/	Public Liability	Officers Indemnity	Fidelity Guarantee (Dishonesty)	Business Interruption	Personal Accident	Employers' Liability
£75k	£10m	£1m	£25k	£5k	£25k	£10m

It was resolved that the levels of liability cover were adequate.

k) Review of confidential cashbook and deductions by a councillor.

Debbie Gates reviewed the clerk's Confidential Cashbook and confirmed that the PAYE details and tax code were correct.

l) To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2021 and complete the inspection checklist.

It was resolved that Adrian Lee would inspect the Council's property.

m) Appointment of an internal auditor.

It was resolved that Cathy Whitaker, clerk to Exning Parish Council, would be appointed as internal auditor this year and that a fee of £70 would be paid.

11. Highways/rights of way matters/tree or transport issues.

a) Trees on the playing field

The clerk updated councillors about advice from CAS Insurance relating to trees and the importance of carrying out regular visual checks and after storms. There is currently only one oak tree on the playing and two silver birch have been planted for the Queen's Platinum Jubilee, but none of these trees are large enough at present to require a formal tree survey.

12. Review of the following policy documents:

a) Scheme of Delegation.

It was resolved that no amendments would be made to the document.

b) Updated Contact Privacy Statement

It was resolved that the updated Contact Privacy Statement would be approved.

13. Village issues:

a) Update on the Queen's Platinum Jubilee Project.

Stradishall PCC is organising a village event for the Queen's Platinum Jubilee. It was resolved that:

- Stradishall Parish Council would support the PCC and allow the playing field to be used for the event.
- Stradishall Parish Council would organise toilet hire for the village event.
- The PCC would be able to use Stradishall Parish Council's party tent for the event.
- The Parish Council would apply for WSC locality funding to cover the cost of toilet hire and the PCC's expenses for the event.
- The Parish Council's insurance will only cover events organised solely by the Parish Council, however the PCC have confirmed that their insurance will cover the event.

b) Village Welcome pack

The Parish Council has been contacted by a resident who has not received a welcome pack. It was resolved that Debbie Gates would update the welcome pack.

c) Date for a village tidy up.

No date has been set yet.

14. To confirm the dates of meetings in 2022/23

- Monday 9th May 2022 Annual Parish Meeting followed by the Annual Meeting of the Parish Council
- Monday 4th July 2022
- Monday 5th September 2022
- Monday 7th November 2022
- Monday 9th January 2023
- Monday 6th March 2023

15. To discuss the procedure and possible items for the Annual Parish Meeting.

It was resolved that the same format would be used as for previous years. The Annual Parish Meeting will start at 7pm followed by the Annual Meeting of the Parish Council. Written copies of reports will be requested so that they can be circulated prior to the meeting.

16. To discuss the following correspondence:

a) Information about the Suffolk Walking Festival which runs from 14th - 29th May 2022. For more information visit <https://suffolkwalkingfestival.co.uk/> - for information only.

b) Letter from WSC re their consultation of wheelchair accessible vehicles.

It was resolved that Stradishall Parish Council would support local taxi drivers and submit a response that it did not feel that all taxis needed to be wheelchair accessible provided that there are sufficient wheelchair accessible taxis available.

c) Email from the Festival of Suffolk about nominating a torch bearer for Stradishall for the Queen's Platinum Jubilee.

Two nominations have been received, both of which are equally worthy. It was resolved that the clerk would contact the project organiser to find out if both nominees could share the role.

17. Playing field issues:

a) Latest play inspection report

No new issues were raised. The pavilion roof was damaged in recent high winds. This will be repaired when the playing field has dried out as it is waterlogged following recent persistent rain.

18. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Monday 9th May 2022.

No issues were raised.

19. To resolve to exclude press and public under the Public Bodies (Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information

a) To discuss staffing matters

It was resolved that members of the press and public would be excluded while staffing matters were discussed.

There being no further business the meeting closed at 8.10pm.

Signed: Dated: