

CHARSFIELD PARISH COUNCIL

Minutes of Meeting Held on Tuesday, 26th July 2022

Present: Councillors Pedgrift (Chair), Moor (Vice Chair), Haird, Sharp, and Pam Hembra (Parish Clerk)

Members of the Public: 2

		Action
1.	Apologies and Approval of Absence	
	Councillor Laird (approved), Councillors Murray and McArthur absent without approval.	
2.	Declarations of Interest	
	Recreation Ground	
3.	Approval of Minutes of the Meeting held on 17th May 2022	
	Minutes were approved and signed by Councillor Pedgrift	
4.	Progress Reports for Information or Matters Arising	
	The pothole at the junction of Church Road and The Street and chevron sign on the bend of The Street and the B1078 were not considered significant enough by the Suffolk County Council warrant immediate repair. PC to write to Dr Dan Poulter with copies to Councillor Elaine Bryce and Highways Department to ask if Council had considered it important enough to erect the chevron sign in the first place why is it not considered necessary now and highlighting that this is an accident “black spot”.	Chair/ Vice Chair
5.	Points from the public – A chance for the public to raise matters of relevant interest.	
6.	Reports	
	6.1 County Council – no report from Councillor Elaine Bryce	
	6.2 District Council – full report below.	
	6.3 Recreation Ground – new grass contractor okay and hopefully new committee member joining.	
	6.4 Village Hall Nothing to report	
7.	Road Safety	
	7.1 East Suffolk Community Partnership Road Safety Forums – meeting due on 5 th September. Chair to ask Andrew Jolliffe whether there is a different Safety Forum for Framlingham Community Partnership.	Chair

	<p>7.2 ANPR – Charsfield has been selected to be in the first tranche of ANPR SID device deployments run by the police and action should be imminent.</p> <p>7.3 Road Safety Signage – proposal for payment and erection of signs by Suffolk County Council to be placed near to Bridge Garage, Charsfield. To be paid for by the Parish Council, with a grant from the District Council. Proposed by Councillor Moor and seconded by Councillor Pedgrift.</p> <p>7.4 Roadside Statistics Banners at both entrances to the village. This will be deferred until the September meeting when it is hoped Martin Lyne will attend to elaborate on the proposal.</p> <p>We have a new a Speedwatch gun which is just for Charsfield. It is simpler to use and works on ordinary batteries.</p>																
8.	Planning:																
	<p>DC/22/1889/LBC – Wells Farm House, Hall Road DC/22/1888/FUL – Wells Farm House, Hall Road – no objection</p> <p>DC/22/2243/FUL – Valley Farm, Ipswich Road – no objection</p> <p>DC/22/1863/FUL – Pear Tree Farm, Monewden Road – no objection</p> <p>DC/21/5042/FUL/AP/22/0025/REFUSE - land west of Highfields, Davey Lane – no objection</p> <p>Buttons Meadow – update – no action up till now. Owner hoping to start building work soon. Doesn't look as if we can get it removed under original appeal until construction is complete. PC to write to Dominic Starkey (the Enforcement Officer), with copies to Philip Ridley and Ben Woolnough to ask what the current state is because we are dissatisfied with the lack of response.</p> <p>Need to have a look at land behind the Nissen hut accommodation at the end of Davey Lane. The PC are given to understand a log cabin has been built and is occupied without planning permission. Site visit to take place at 10 am on Thursday, 28th July.</p> <p>CIL Funding – need to have ideas formulated of what any funding would be spent on before the money is received. Put on agenda for next meeting.</p>	<p>Chair/ Vice Chair</p> <p>PC</p> <p>Clerk</p>															
9.	<p>Finance</p> <p>9.1 To authorise payments as listed below:</p>																
	<table border="1"> <thead> <tr> <th data-bbox="350 1822 483 1850">Date</th> <th data-bbox="483 1822 776 1850">Detail</th> <th data-bbox="776 1822 971 1850">Ref</th> <th data-bbox="971 1822 1198 1850">Power</th> <th data-bbox="1198 1822 1336 1850">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="350 1850 483 1877">20/05/2022</td> <td data-bbox="483 1850 776 1877">ICO</td> <td data-bbox="776 1850 971 1877">Bank Transfer</td> <td data-bbox="971 1850 1198 1877">LGA 1972 s.111</td> <td data-bbox="1198 1850 1336 1877">£35.00</td> </tr> <tr> <td data-bbox="350 1877 483 1904">06/06/2022</td> <td data-bbox="483 1877 776 1904">SALC - Audit</td> <td data-bbox="776 1877 971 1904">Bank Transfer</td> <td data-bbox="971 1877 1198 1904">LGA 1972 s.111</td> <td data-bbox="1198 1877 1336 1904">£193.20</td> </tr> </tbody> </table>	Date	Detail	Ref	Power	Amount	20/05/2022	ICO	Bank Transfer	LGA 1972 s.111	£35.00	06/06/2022	SALC - Audit	Bank Transfer	LGA 1972 s.111	£193.20	
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	06/06/2022	Wayne Burns (Jubilee)	Bank Transfer	Section 137	£130.00		
	06/06/2022	Dennis Maisey (Jubilee)	Bank Transfer	Section 137	£100.00		
	06/06/2022	SALC - training	Bank Transfer	LGA 1972 s.111	£30.00		
	27/06/2022	Charsfield Village Hall	Bank Transfer	Section 137	£23.40		
	27/06/2022	P Hembra – Services	Bank Transfer	LGA 1972 s 112	£319.56		
	27/06/2022	HMRC (tax)	Bank Transfer	LGA 1972 s 112	£79.80		
	27/06/2022	Suffolk County Council	Bank Transfer	LGA 1984 s.72(1)	£3,595.18		
	15/07/2022	Microsoft 365 Licence	Bank Transfer	LGA 1972 s.111	£59.99		
	9.2	Bank Balance as at 30 th June 2022 – £9,016.70					
	9.3	To note receipt of income as listed at 30 th June 2022 – - Tree Fund - £60.00					
	9.4	Pensions re-enrolment – CPC completed re-declaration of compliance with the Pension Regulator for the next three years.					
	9.5	Bank reconciliations were agreed and are attached to minutes.					
10.	SALC Audit Report						
	<p>Section 2 – Financial Regulations and Standing Orders [Square] brackets have been removed to ensure regulations are fully tailored to the Parish Council.</p> <p>Section 4 – Risk Management Review date to be added to Risk Management Documentation</p> <p>Insurance Policy – Council to minute it has reviewed its annual policy and that it remains acceptable.</p> <p>Section 8 – Payroll The Council last carried out its re-enrolment in May 2019 therefore it was not due until May 2022 which has now been done.</p> <p>Section 9 – Asset Control PC to check records of deeds, articles, land registry title numbers are available for viewing for assets.</p> <p>Section 11 – Year End Procedures Council to Minute clearly they intended to apply for an exemption of an assurance review.</p> <p>Last year’s accounts were finished late and the period for the exercise of public rights (the first 10 days of July) was not met. To be rectified this year – which it was.</p> <p>Section 14 – Additional Information Apologies plus approval of absence must be noted in the minutes.</p> <p>Council may wish to consider the use of a secure email system with a gov.uk address.</p>						

11.	Code of Conduct	
	The new Code of Conduct to be approved and was proposed by Councillor Pedgrift and seconded by Councillor Sharp.	
12.	Approval of Standing Orders and Financial Regulations	
	<p>Standing Orders were proposed by Councillor Moor and Seconded by Councillor Haird with one amendment:</p> <p>3. Meetings Generally Item g – “Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes without the consent of the Chair of the meeting”</p> <p>Financial Regulations were proposed by Councillor Moor and Seconded by Councillor Haird.</p>	
13.	St Peter’s Close – Park Properties – Phase 2	
	<p>Need to look out for construction plan submission.</p> <p>Phase I – Needs to be monitored to see who moves into the property to establish whether it is “self-build” and exempt from CIL.</p> <p>Park Properties have sold all but two properties in Phase I.</p>	
14.	The Queen’s Platinum Jubilee 2022 and the Festival of Suffolk 2022	
	<p>Festival of Suffolk continues until September.</p> <p>All those involved have now been thanked for their help.</p> <p>A special thank you was given to Councillor Haird for all her hard work.</p>	
15.	Queen’s Green Canopy	
	£100 has been received in donations – Councillor Haird to talk to Stephen Fletcher re next steps. Possibly Autumn planting.	
16.	Percy and Phyllis Mapperley Memorial	
	£755.00 has been gifted so far. Approval from the Diocese has now been granted. Check with PCC Secretary whether we can purchase a recycled bench. Once decided to see what surplus money is available – possibly give this towards the Church tower but would need to ask village if that would be acceptable.	Check
17.	Quiet Lanes Scheme	
	Registered for next tranche – on going	
18.	Telephone Kiosk	

	<p>Nigel Seymour painted top of kiosk, Clerk to write and thank. Still need shelving etc fixed inside. Instead of telephone signs around the top would have signs just saying Charsfield at an approximate cost of £30 each. Could then have a plaque inside dedicated to Ed Winkworth.</p> <p>Margaret Salter happy to help with anything Akenfeld related.</p>	Clerk
19.	SALC Planning Process Survey	
	This needs to be completed by 5 th August. Chair and Vice Chair to meet on 1 st August to complete on line.	Chair/ Vice Chair
20.	Community Governance Review Our proposal to transfer to Framlingham Ward is accepted. Awaiting ESC approval.	
21.	Consultation on Housing in Clusters The revised Supplementary document is out for general consultation at present. Noted that this is not a change of housing policy but a review of the guidance document.	
22.	Sizewell C The building of Sizewell C has now been confirmed but work will not begin until financing is confirmed. This is expected in mid 2023. In the meantime there will be some preparatory work and on going archaeological and ecological surveys. Sizewell C will take 10-12 years to build. There will be forums where community representatives will present the views of their constituents on construction activity, and the Project Team will continue to work with parish councils, community associations and individual residents throughout.	
23.	Village Historian – Update Nothing to report this month.	
24.	Village Website – Up-date Very near launching. Design work complete. Most of the content transferred from old website. Clerk to remind designer about circulation lists.	Clerk
	Date of Next Meetings 20 th September 2022 22 nd November 2022 24 th January 2023 21 st March 2023	
	The meeting closed at 9:15 pm.	

July Report Tony Fryatt

1. Road Safety Conference

Suffolk Constabulary - Road Safety Conference 2022

Speeding and road related offences remain a significant cause of concern to our communities. As a Constabulary we are committed to playing our part in ensuring the safety of our roads, and road safety is also a priority for our Police & Crime Commissioner Tim Passmore

Suffolk Constabulary would like to invite councils to a Road Safety Conference hosted by Steve Jupp and the Commissioner on Friday 29th July from 1.30pm – 4.30pm at Kesgrave War Memorial Community Centre, Twelve Acre Approach, Kesgrave, IP5 1JF.

The aim of this Conference will be to set out our approach to road safety, including combatting speeding, automatic number plate recognition work, together with the opportunity for you to ask questions. We will also have inputs from Cllr Paul West, Cabinet Member for Ipswich, Operational Highways and Flooding, and Mike Motteram, Road Safety Manager at Suffolk County Council. Our Roads Policing teams will also be in attendance.

Please would you confirm your attendance to coevents@suffolk.police.uk

Please note that we do have limited spaces.

2. Notification of the submission of the draft East Suffolk CIL Charging Schedule

The Council has been preparing an East Suffolk CIL Charging Schedule, which sets out the amount certain kinds of developments are required to pay to fund new and improved infrastructure. When ‘adopted’, it will replace the existing two CIL Charging Schedules, which cover the former Suffolk Coastal and Waveney areas.

Following the publication of the Statement of Modifications to the Draft East Suffolk Community Infrastructure Levy (CIL) Charging Schedule the Draft East Suffolk Community Infrastructure Levy (CIL) Charging Schedule was submitted for examination on Friday 8th July 2022, in accordance with Regulation 19 of the CIL Regulations 2010 (as amended).

All the documents submitted for examination, including the draft CIL Charging Schedule and Statement of Modifications, can be viewed on the [Council's website](#), together with information on how to be heard by the examiner:

3. Parking review launched to evaluate changing demand and meet local need

East Suffolk Council has pledged to conduct a detailed review of parking management regulations and introduce new schemes to meet changing local demand.

The review will encompass regulations such as resident parking, short term parking bays and double yellow lines, and consider a variety of factors, including shifting patterns of town centre use and growth in housing.

The recommendation for a review follows the transferal of parking enforcement powers from Suffolk Constabulary to individual local authorities in April 2020.

The review will examine the validity of existing parking management regulations and identify areas in which other regulations could improve highway user movement.

It will also focus on identifying streets where permit management regulations will prioritise on-street parking and where parking demand could be balanced using paid parking regulations.

The review will involve consultation with relevant town and parish councils, Business Improvement Districts, Suffolk County Council and other bodies, such as the Lowestoft Place Board and local business associations.

Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership Update on Key Issues

- **Road Safety Forum** – since starting 9 months ago has helped increase capacity in local Speed Watch initiatives, offered support to Kesgrave to start their own and had a practical impact on the Police setting up Camera teams at key sites across the patch. We'll be discussing actions for Road Safety Week in November at our next meeting in early September.
- **Anti-Social Behaviour** – very few reports over recent months, however the summer is peak time for ASB. Kesgrave has faced the most ASB lately, so all businesses have received information about reporting ASB last week. ASB Awareness Week is in two weeks' time and ESC are having a significant push this year. Also, we're delivering 4 assemblies at Kesgrave High School to over 1,200 students and attending two lunchtimes with the Police to discuss concerns further. Farlingaye (school for much of our rural catchment) are also receiving an assembly for their most challenging year group. PC Canning and I will also be attending this month's Chinwag event.
- **Purdis Farm/Murrills Park** – works have started on the improvements funded by S106 play and sport fund. Over £100,000 being spent on it including greater areas for wildlife, accessible play equipment and these bespoke stone sculptures/seats based on children's designs
- **Holiday Activity Fund** – summer activities free of charge for children eligible for benefits-related free school meals. This year we offer a wider range of provision, including Operation Camouflage at Rock Barracks. Free transport is

available to those in our CP area that require it. A nutritious lunch time meal is also provided for all attendees.

Residents invited to have say on new planning document

A consultation on the draft Housing in Clusters and Small-Scale Residential Development in the Countryside Supplementary Planning Document (SPD), which provides guidance on the development of small-scale housing of up to five dwellings, was launched on Friday 17 June.

The draft SPD covers a range of topics including an outline of the necessary characteristics for sites to be appropriate for development, considerations on the potential impact on character of the area, the requirements for public engagement and how these policies relate to other policies in the Suffolk Coastal Local Plan and the Waveney Local Plan.

All comments received by 5pm on 5 August will be considered and taken into account when finalising the Housing in Clusters and Small-Scale Residential Development in the Countryside SPD, which will be adopted later in 2022. Once adopted, the SPD will be a material consideration in determining planning applications.

You can view and comment on this consultation at eastsuffolk.gov.uk/planning-policy-consultations. East Suffolk residents are invited to have their say on a new planning document covering small-scale residential development in the countryside.

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Sizewell C

As you may have heard, Paul Scully MP, Parliamentary Under Secretary of State at the department for Business, Energy and Industrial Strategy, announced a new deadline for the planning decision on Sizewell C. You can find the statement here: [Written statements - Written questions, answers and statements - UK Parliament](#).

EA Three - Road closures for the creation of site access points

From 11 July our contractor will begin the enabling works for the EA THREE onshore cable route, with the installation of three access points off the public highway to our working areas.

To ensure a safe working environment for all road users and the local community, two road closures and a Public Right of Way closure will be implemented.

Playford Corner

Bealings Road will be closed between Butts Road and Church Road, 11-16 July.

A signed diversion route will be in place.

Clappits Farm, Newbourne

Newbourne Road/Woodbridge Road will be closed south of the crossroad junction with Ipswich Road, 18-23 July. A signed diversion route will be in place.

A Public Right of Way between Woodbridge Road and Mill Road will also be closed, 18-25 July.

Paper Mill Lane, off the A14

A 30mph speed restriction and a lane closure under traffic lights will be implemented on 25 July.