

## **IXWORTH AND IXWORTH THORPE PARISH COUNCIL**

Minutes of Ixworth & Ixworth Thorpe Parish Council meeting held at Ixworth Village Hall on 17<sup>th</sup> October 2018 at 7:30pm

**Present:** Cllr Ben Lord (Chairman) Cllrs David Reeve, Sophia Wilson, Nick Laughton, Trevor Anderson, Ben Birrell, Terry Lilley and John Rowe

**Also Present:** Mandy Adlington (Parish Clerk), C Cllr Joanna Spicer MBE, B Cllr John Griffiths MBE and six members of the public

### **1. Apologies for Absence**

Apologies were received and accepted from Cllr Shelton.

### **2. Declarations of Interest**

Cllr Lord and Cllr Lilley declared a non-pecuniary interest in item 12.

### **3. Minutes of the Previous Meeting**

After a small amendment to the draft minutes distributed, it was agreed that the Chairman sign the minutes as a true record of the meeting held on 12<sup>th</sup> September 2018.

### **4. Public Forum**

The following points were raised by resident's present;

- The hedge belonging to Hill Top House has overgrown the pavement causing pedestrians problems when trying to walk on the pavement. The resident concerned gave members photographs of the obstruction; these were to be passed to C Cllr Spicer and the obstruction reported
- The footpath at the top of Walsham Road has been obstructed by road chippings, a resident requested that these be removed. C Cllr Spicer agreed to investigate this problem
- A resident said they felt that the ghost island access to the new development was not safe and it was an accident waiting to happen. The Chairman explained that the Parish Council had been lobbying Persimmon to reconsider the access to this development. The Chairman urged the resident to also write to Persimmon with his concerns
- It was reported that there were several trip hazards in the High Street in Ixworth, including highway signs near the junction of Commister Lane
- The pavement in Stow Road needed sweeping, along with other pavements within the village, and the banks in front of The Council Houses also needed pruning

### **5. Neighbourhood Plan**

The Neighbourhood Plan Working Group gave the following report:

The Neighbourhood Plan Working Group began its work in October 2017 and is now one year into what we are advised is likely to be a three-year process.

This gives us a target completion date in 2020, (noting that there is a 6-month formal scrutiny and approval process following submission of our Plan).

This first year has been about gearing up and learning about what is a complicated task. In the process we have identified certain resources and allies that can help us, including Community Action Suffolk and officers at West Suffolk Planning Department.

We elected Tessa Stonehouse as our Chair, however the workload is such it was agreed that the role needed to be extended. In August 2018 Debra Reay became Chair with Tessa as Vice Chair. Over the course of the first year the group has appointed a Clerk (Alf Percival), a specialist Consultant (Chris Bowden of Navigus Consulting) and a designer (Sarah Chandler). We have also made a successful grant application to Government and started the process of identifying key stakeholders.

In August we announced our presence by publishing a leaflet which was delivered to all households in Ixworth and Ixworth Thorpe and were pleased by the response. Our thanks also to Ixworth Magazine for the double page spread reinforcing the news that we will need local involvement to make a good plan. In October we will be circulating a questionnaire to all households to begin to gather information and ideas from local residents. These can be completed on line or on the form that comes through the door and which should be returned via

Chapmans Stores by 30th November. We will then analyse the findings and publish results in the magazine early in the New Year.

In 2019 we will use the information gathered in the questionnaire as a basis for community consultation events to reach out locally and develop the vision and themes for our Plan. We intend to set up a web presence to help keep people informed about what we are doing and to share the ideas and evidence that will form the core of the Plan. Our consultant will help us to assemble the necessary evidence and we aim to have the Plan written sometime in 2020. We understand that new housing figures will be issued to West Suffolk by Government and that this may result in new housing figures for Ixworth. We recognise that we will need to respond to changing external circumstance whilst also trying to keep to the time table we have set out.

#### **6. Report from County Councillor Joanna Spicer MBE**

C Cllr Spicer reported the following;

- **New Traffic Regulations Orders in St Edmundsbury** – C Cllr Spicer requested the maps from Suffolk County Council be distributed to all Councillors for discussion and comment at the November meeting
- **Health** - C Cllr Spicer had also had a meeting with Matthew Hancock MP to discuss her Parish. It had been agreed the health indicators for Ixworth were very concerning. C Cllr Spicer hoped to be able to put plans in place in the future for a health initiative within her Parish
- **Drains** – C Cllr Spicer requested if she could be informed if any drains within the Parish are blocked so she can assist in reporting them

#### **7. Report from Borough Councillor John Griffiths MBE**

B Cllr Griffiths reported the following;

- **Business Festival** – The recent 10-day business festival was very successful, and a reward ceremony was also held at the event
- **Housing Conference** – A housing conference had been held recently to discuss what housing was needed in the St Edmundsbury Area
- **Persimmon Planning Application** – the planning officers are still dealing with various issues raised through the application
- **Locality Budget** – B Cllr Griffiths reported he had awarded a grant to The Royal British Legion and urged any other local organisation to apply
- **Vertas Planning Application** – Vertas had submitted amended plans. This application was being discussed later in the agenda

#### **8. Planning**

**DC/17/2288** – Amendments to original application – (i) change of use from display of vehicles for sale to private hire passenger vehicle parking (ii) retention of the existing office portacabin (iii) provision of a new office/welfare portacabin – High Street, Ixworth **Objection (parking issues)**

**DC/18/1842** – Replacement of 8no. existing windows over I.C.T. classroom with new aluminium windows and sills – Ixworth Free School, Walsham Road, Ixworth **No Objection**

**DC/18/1908** – (i) single storey rear extension (following removal of existing conservatory) (ii) cladding to front extension – 33 Thistledown Drive, Ixworth **No Objection**

**DC/18/1920** – Fell 1no. Yew tree – The Elms, 7 High Street, Ixworth **No Objection**

**DC/18/1967** – (i) 1no. Sycamore fell (ii) 1no. Sycamore remove the 4 lowest lateral limbs on the Northern aspect – Woods to the North of Walsham Road, Ixworth **No Objection**

#### **9. Ixworth Thorpe Bollards**

Cllr Wilson presented members with a quote of £787.50 to get the bollards replaced, which would stop cars parking on the grass. It was agreed by all present to accept the quote and Cllr Wilson stated she would contact the contractor.

### **10. Ixworth Cemetery**

The Clerk informed members that Cllrs Lilley, Shelton and Reeve had met at the Cemetery and would like to suggest to members the following work needed completing;

- Road extension in the new piece with new turning circle - £5672.44 + VAT
- Clear Shrubs under trees at far end of the new piece - £650 + VAT
- Various tree work – fell Maple tree £340, crown lift back row of trees £120, clear and reshape Cypress hedge £500, Fell Cherry tree in hedge £380, Re-pollard 11 Elms £2500

It was agreed by all present to accept the quote for the road extension and shrub clearance and instructed the Clerk to contact the contractor,  
The Clerk was instructed to contact the tree surgeon to discuss the prices quoted to ascertain if a discount could be agreed.

The fees and charges previously distributed were agreed by all present to take effect immediately. The rules and regulations previously were agreed to take effect immediately. The Clerk stated she would publish all new documentation.

It was agreed to write an article for the magazine on some of the current issues surrounding the Cemetery,

### **11. Footbridge Over the By-pass**

Cllr Laughton reported that he would be arranging a meeting with Conisbee and Suffolk County Council to discuss further.

### **12. Remembrance Commemorations**

A request for a grant of up to £500 had been received from Ixworth & District Royal British Legion for the event they were holding on the afternoon of Remembrance Sunday. It was agreed to award £100. It was also agreed to grant a further £75 to help towards the cost of the parade and donate £25 to The Poppy Appeal for the wreath from the residents of the Parish.

### **13. Christmas Tree**

It was agreed that Cllrs Anderson, Birrell and Wilson would meet to arrange installing lights on the large tree at the bottom of the High Street. Contacting a new electrician to assist in purchasing the necessary lights was suggested. A budget of £750 was agreed by all present for this project.

### **14. Accounts**

The following accounts were agreed for payment;

Chq No 1261, 1262, 1263	Wages	£1344.22
Chq No 1264	C.A.S.	£60.00
Chq No 1265	St Edmundsbury BC	£37.70
Chq No 1266	G Palastanga	£42.65
Chq No 1267	Lex Carpentry	£500.00
Direct Debit Nest Pensions		£15.83

It was agreed by all present for the R.F.O. to transfer £1000 from the business account to the community account.

### **15. Correspondence**

The following correspondence was received

- Resident – Camper Vans & Caravans
- Resident – Play Area
- Havebury Housing - Phase 2 New Road
- Steve Wilson – Monthly Report
- NP Chairman – Invitation to Next Meeting 30.10.18
- Ixworth & District RBL – Grant Request
- West Suffolk – Letter from Cllr Mildway-White – Portfolio for Housing in West Suffolk
- St Eds – Chairman of Overview & Scrutiny
- Suffolk Police & Crime Commissioner
- Post Office – Ixworth Post Office Services

The Clerk was instructed to pass the residents' concerns about the camper van to the local police, C Cllr Spicer and B Councillor Griffiths agreed to see if they could assist in the situation.

It was agreed by all present not to offer an opinion on the Havebury Housing request to comment on a pre-planning application for phase 2 of the New Road development.

The Clerk was instructed to get quotes for the repairs highlighted in the resident's concerns emailed to the Parish Council.

The Chairman read Mr Wilson's monthly report.

### **16. Chairman's Report**

The Chairman reported the following;

- **Anti-Social Behaviour** – The Chairman had spoken with PC Andre De Jongh who stated that anti-social behaviour was on the low side in Ixworth at present
- **Pavement Obstruction in Bury Road** – PC Andre De Jongh stated he would contact the resident whose bin was obstructing the pavement causing pedestrians to walk in the road
- **Pigeon** – The Chairman had received an invitation to meet with Pigeon again. On this occasion it was agreed by all present not to meet until they supplied a clear agenda on any future development they wish to discuss
- **Ixworth Village Hall** – It was discussed whether the Chairman, on behalf of the Parish Council, should attend the upcoming Village Hall open meeting to discuss issues on the playing field. It was agreed that the Parish Council would not comment or make representation until requested to do so by the Village Hall Management Committee.

### **17. Clerk's Report**

The Clerk reported the following;

- **Kissing Gates on Permissive Footpath** – Claire Dickson, Suffolk County Council Right of Way Officer had informed the Clerk that new gates had been ordered and would be installed soon
- **Ixworthpc.gov.uk** – on-going
- **GDPR Policies** – completed
- **Ixworth Village Hall** – Awaiting a response from Village Hall Committee before instructing PC Solicitor to start the process of transferring the land

### **18. Councillors Reports**

Cllr Lilley reported that he had carried out a risk assessment for the street cleaner and some safety equipment may need to be purchased. The Clerk confirmed the risk assessment had been filed. Cllr Lilley was still waiting to complete the risk assessment for the grave digger.

Cllr Birrell reported that the parking around the school seems to have improved.

Cllr Laughton reminded Councillors that a small gathering was meeting to formally reveal the new information signs at the village sign at 4pm on 18<sup>th</sup> October.

Cllr Rowe enquired on what days the mobile post office services van would be visiting the Village. It was confirmed that no definite dates had been given in the letter received from the Post Office.

### **19. Date of the Next Meeting**

It was confirmed the date of the next meeting would be 14<sup>th</sup> November at 7.30pm in Ixworth Village Hall.

With no further business the meeting closed at 9.45pm

.....  
Signed

.....  
Date

## **IXWORTH AND IXWORTH THORPE PARISH COUNCIL**

Minutes of Ixworth & Ixworth Thorpe Parish Council meeting held at Ixworth Village Hall on 17<sup>th</sup> October 2018 at 7:30pm

**Present:** Cllr Ben Lord (Chairman) Cllrs David Reeve, Sophia Wilson, Nick Laughton, Trevor Anderson, Ben Birrell, Terry Lilley and John Rowe

**Also Present:** Mandy Adlington (Parish Clerk), C Cllr Joanna Spicer MBE, B Cllr John Griffiths MBE and six members of the public

### **1. Apologies for Absence**

Apologies were received and accepted from Cllr Shelton.

### **2. Declarations of Interest**

Cllr Lord and Cllr Lilley declared a non-pecuniary interest in item 12.

### **3. Minutes of the Previous Meeting**

After a small amendment to the draft minutes distributed, it was agreed that the Chairman sign the minutes as a true record of the meeting held on 12<sup>th</sup> September 2018.

### **4. Public Forum**

The following points were raised by resident's present;

- The hedge belonging to Hill Top House has overgrown the pavement causing pedestrians problems when trying to walk on the pavement. The resident concerned gave members photographs of the obstruction; these were to be passed to C Cllr Spicer and the obstruction reported
- The footpath at the top of Walsham Road has been obstructed by road chippings, a resident requested that these be removed. C Cllr Spicer agreed to investigate this problem
- A resident said they felt that the ghost island access to the new development was not safe and it was an accident waiting to happen. The Chairman explained that the Parish Council had been lobbying Persimmon to reconsider the access to this development. The Chairman urged the resident to also write to Persimmon with his concerns
- It was reported that there were several trip hazards in the High Street in Ixworth, including highway signs near the junction of Commister Lane
- The pavement in Stow Road needed sweeping, along with other pavements within the village, and the banks in front of The Council Houses also needed pruning

### **5. Neighbourhood Plan**

The Neighbourhood Plan Working Group gave the following report:

The Neighbourhood Plan Working Group began its work in October 2017 and is now one year into what we are advised is likely to be a three-year process.

This gives us a target completion date in 2020, (noting that there is a 6-month formal scrutiny and approval process following submission of our Plan).

This first year has been about gearing up and learning about what is a complicated task. In the process we have identified certain resources and allies that can help us, including Community Action Suffolk and officers at West Suffolk Planning Department.

We elected Tessa Stonehouse as our Chair, however the workload is such it was agreed that the role needed to be extended. In August 2018 Debra Reay became Chair with Tessa as Vice Chair. Over the course of the first year the group has appointed a Clerk (Alf Percival), a specialist Consultant (Chris Bowden of Navigus Consulting) and a designer (Sarah Chandler). We have also made a successful grant application to Government and started the process of identifying key stakeholders.

In August we announced our presence by publishing a leaflet which was delivered to all households in Ixworth and Ixworth Thorpe and were pleased by the response. Our thanks also to Ixworth Magazine for the double page spread reinforcing the news that we will need local involvement to make a good plan. In October we will be circulating a questionnaire to all households to begin to gather information and ideas from local residents. These can be completed on line or on the form that comes through the door and which should be returned via

Chapmans Stores by 30th November. We will then analyse the findings and publish results in the magazine early in the New Year.

In 2019 we will use the information gathered in the questionnaire as a basis for community consultation events to reach out locally and develop the vision and themes for our Plan. We intend to set up a web presence to help keep people informed about what we are doing and to share the ideas and evidence that will form the core of the Plan. Our consultant will help us to assemble the necessary evidence and we aim to have the Plan written sometime in 2020. We understand that new housing figures will be issued to West Suffolk by Government and that this may result in new housing figures for Ixworth. We recognise that we will need to respond to changing external circumstance whilst also trying to keep to the time table we have set out.

#### **6. Report from County Councillor Joanna Spicer MBE**

C Cllr Spicer reported the following;

- **New Traffic Regulations Orders in St Edmundsbury** – C Cllr Spicer requested the maps from Suffolk County Council be distributed to all Councillors for discussion and comment at the November meeting
- **Health** - C Cllr Spicer had also had a meeting with Matthew Hancock MP to discuss her Parish. It had been agreed the health indicators for Ixworth were very concerning. C Cllr Spicer hoped to be able to put plans in place in the future for a health initiative within her Parish
- **Drains** – C Cllr Spicer requested if she could be informed if any drains within the Parish are blocked so she can assist in reporting them

#### **7. Report from Borough Councillor John Griffiths MBE**

B Cllr Griffiths reported the following;

- **Business Festival** – The recent 10-day business festival was very successful, and a reward ceremony was also held at the event
- **Housing Conference** – A housing conference had been held recently to discuss what housing was needed in the St Edmundsbury Area
- **Persimmon Planning Application** – the planning officers are still dealing with various issues raised through the application
- **Locality Budget** – B Cllr Griffiths reported he had awarded a grant to The Royal British Legion and urged any other local organisation to apply
- **Vertas Planning Application** – Vertas had submitted amended plans. This application was being discussed later in the agenda

#### **8. Planning**

**DC/17/2288** – Amendments to original application – (i) change of use from display of vehicles for sale to private hire passenger vehicle parking (ii) retention of the existing office portacabin (iii) provision of a new office/welfare portacabin – High Street, Ixworth **Objection (parking issues)**

**DC/18/1842** – Replacement of 8no. existing windows over I.C.T. classroom with new aluminium windows and sills – Ixworth Free School, Walsham Road, Ixworth **No Objection**

**DC/18/1908** – (i) single storey rear extension (following removal of existing conservatory) (ii) cladding to front extension – 33 Thistledown Drive, Ixworth **No Objection**

**DC/18/1920** – Fell 1no. Yew tree – The Elms, 7 High Street, Ixworth **No Objection**

**DC/18/1967** – (i) 1no. Sycamore fell (ii) 1no. Sycamore remove the 4 lowest lateral limbs on the Northern aspect – Woods to the North of Walsham Road, Ixworth **No Objection**

#### **9. Ixworth Thorpe Bollards**

Cllr Wilson presented members with a quote of £787.50 to get the bollards replaced, which would stop cars parking on the grass. It was agreed by all present to accept the quote and Cllr Wilson stated she would contact the contractor.

### **10. Ixworth Cemetery**

The Clerk informed members that Cllrs Lilley, Shelton and Reeve had met at the Cemetery and would like to suggest to members the following work needed completing;

- Road extension in the new piece with new turning circle - £5672.44 + VAT
- Clear Shrubs under trees at far end of the new piece - £650 + VAT
- Various tree work – fell Maple tree £340, crown lift back row of trees £120, clear and reshape Cypress hedge £500, Fell Cherry tree in hedge £380, Re-pollard 11 Elms £2500

It was agreed by all present to accept the quote for the road extension and shrub clearance and instructed the Clerk to contact the contractor,  
The Clerk was instructed to contact the tree surgeon to discuss the prices quoted to ascertain if a discount could be agreed.

The fees and charges previously distributed were agreed by all present to take effect immediately. The rules and regulations previously were agreed to take effect immediately. The Clerk stated she would publish all new documentation.

It was agreed to write an article for the magazine on some of the current issues surrounding the Cemetery,

### **11. Footbridge Over the By-pass**

Cllr Laughton reported that he would be arranging a meeting with Conisbee and Suffolk County Council to discuss further.

### **12. Remembrance Commemorations**

A request for a grant of up to £500 had been received from Ixworth & District Royal British Legion for the event they were holding on the afternoon of Remembrance Sunday. It was agreed to award £100. It was also agreed to grant a further £75 to help towards the cost of the parade and donate £25 to The Poppy Appeal for the wreath from the residents of the Parish.

### **13. Christmas Tree**

It was agreed that Cllrs Anderson, Birrell and Wilson would meet to arrange installing lights on the large tree at the bottom of the High Street. Contacting a new electrician to assist in purchasing the necessary lights was suggested. A budget of £750 was agreed by all present for this project.

### **14. Accounts**

The following accounts were agreed for payment;

Chq No 1261, 1262, 1263	Wages	£1344.22
Chq No 1264	C.A.S.	£60.00
Chq No 1265	St Edmundsbury BC	£37.70
Chq No 1266	G Palastanga	£42.65
Chq No 1267	Lex Carpentry	£500.00
Direct Debit Nest Pensions		£15.83

It was agreed by all present for the R.F.O. to transfer £1000 from the business account to the community account.

### **15. Correspondence**

The following correspondence was received

- Resident – Camper Vans & Caravans
- Resident – Play Area
- Havebury Housing - Phase 2 New Road
- Steve Wilson – Monthly Report
- NP Chairman – Invitation to Next Meeting 30.10.18
- Ixworth & District RBL – Grant Request
- West Suffolk – Letter from Cllr Mildway-White – Portfolio for Housing in West Suffolk
- St Eds – Chairman of Overview & Scrutiny
- Suffolk Police & Crime Commissioner
- Post Office – Ixworth Post Office Services

The Clerk was instructed to pass the residents' concerns about the camper van to the local police, C Cllr Spicer and B Councillor Griffiths agreed to see if they could assist in the situation.

It was agreed by all present not to offer an opinion on the Havebury Housing request to comment on a pre-planning application for phase 2 of the New Road development.

The Clerk was instructed to get quotes for the repairs highlighted in the resident's concerns emailed to the Parish Council.

The Chairman read Mr Wilson's monthly report.

### **16. Chairman's Report**

The Chairman reported the following;

- **Anti-Social Behaviour** – The Chairman had spoken with PC Andre De Jongh who stated that anti-social behaviour was on the low side in Ixworth at present
- **Pavement Obstruction in Bury Road** – PC Andre De Jongh stated he would contact the resident whose bin was obstructing the pavement causing pedestrians to walk in the road
- **Pigeon** – The Chairman had received an invitation to meet with Pigeon again. On this occasion it was agreed by all present not to meet until they supplied a clear agenda on any future development they wish to discuss
- **Ixworth Village Hall** – It was discussed whether the Chairman, on behalf of the Parish Council, should attend the upcoming Village Hall open meeting to discuss issues on the playing field. It was agreed that the Parish Council would not comment or make representation until requested to do so by the Village Hall Management Committee.

### **17. Clerk's Report**

The Clerk reported the following;

- **Kissing Gates on Permissive Footpath** – Claire Dickson, Suffolk County Council Right of Way Officer had informed the Clerk that new gates had been ordered and would be installed soon
- **Ixworthpc.gov.uk** – on-going
- **GDPR Policies** – completed
- **Ixworth Village Hall** – Awaiting a response from Village Hall Committee before instructing PC Solicitor to start the process of transferring the land

### **18. Councillors Reports**

Cllr Lilley reported that he had carried out a risk assessment for the street cleaner and some safety equipment may need to be purchased. The Clerk confirmed the risk assessment had been filed. Cllr Lilley was still waiting to complete the risk assessment for the grave digger.

Cllr Birrell reported that the parking around the school seems to have improved.

Cllr Laughton reminded Councillors that a small gathering was meeting to formally reveal the new information signs at the village sign at 4pm on 18<sup>th</sup> October.

Cllr Rowe enquired on what days the mobile post office services van would be visiting the Village. It was confirmed that no definite dates had been given in the letter received from the Post Office.

### **19. Date of the Next Meeting**

It was confirmed the date of the next meeting would be 14<sup>th</sup> November at 7.30pm in Ixworth Village Hall.

With no further business the meeting closed at 9.45pm

.....  
Signed

.....  
Date