

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

*Minutes of Ixworth & Ixworth Thorpe Parish Council meeting held at Ixworth Village Hall on 11<sup>th</sup> September 2019 at 7:30pm*

**Present:** Cllr Ben Lord (Chairman) Cllrs David Reeve, Sophia Wilson, Nick Laughton, Pam Shelton, Terry Lilley, John Rowe and Vicky Sutton

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

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

Cllr Birrell sent his apologies due to family commitments – apology was accepted by all present.

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

Cllrs Laughton and Lilley declared a non-pecuniary interest in item 7, Village Hall.

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

It was agreed by all present the Chairman sign the minutes as a true record of the meeting held on 14<sup>th</sup> August 2019.

### **4. Public Forum**

- **Mr Marcus Hopkins made the following statement on behalf of By-Pass Farms Partnership;**  
As you know the route of the new road through the land to the East of the village (RV12) was approved last week. As confirmed to Development Committee and Planning Officers, Bypass Farms Partnership are now in a position to resume, immediately, progress of the Masterplan for our allocated residential site – RV12c- This is the land to the North of the Persimmon site and includes a potential new primary school. It is 2 years since our last informal discussions on this subject in the fire station. We are very keen to engage and work with the local community on this project and seek your input into the Masterplan as it is formulated. We value your contribution. A logical early step is a presentation and full public consultation with the village. But in advance of this we'd like to know whether the Parish Council see merit in some form of initial presentation and discussion of our plans with representatives of the PC and Neighbourhood Plan Working Group. We propose that Bidwells our agents write to the relevant clerks to take this forward.
- **Mulleys Roundabout** – A resident informed the members that he had reported the condition of Mulleys Roundabout and had been told it would be cleared soon. The Chairman stated he would report on this issue later in the meeting
- **Skip in the High Street** – A resident stated he had concerns about the skip outside Peel House in the High Street
- **Ixworth Village Hall** – The chairman of Ixworth Village Hall stated this issue really needed to be moved on as the Village Hall had various policies that needed updating but could not progress with them until the transfer was completed. The Chairman stated further information would be available in item 7

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

C Cllr Spicer reported the following;

- **Hempyard Bridge** – C Cllr Spicer thanked the Parish Council for giving her the quote they had obtained to repair the bridge. The quote helped greatly in her recent discussions with Suffolk County Council Officers (S.C.C.). Cllr Spicer has requested a letter to update the Parish Council on the progress of this issue by the end of September or the beginning of October. Cllr Spicer thanked Cllrs Rowe and Laughton for help with this issue and also wished to thank Steve Wilson for obtaining confirmation through previous minutes that S.C.C. confirmed ownership of the bridge some years ago
- **Persimmon** – S.C.C. were under discussions about various issues including speed limits and the footbridge over the by-pass. Traffic issues and road safety audits around the ghost island junction are assessed in 4 stages as the junction becomes installed and then used

- **Mulleys Roundabout** – C Cllr Spicer had been informed the roundabout had been cut and the self-seeding trees would be taken down soon. C Cllr Spicer stated she would investigate the faded white lines around the roundabout
- **Buses** – C Cllr Spicer stated that she had received an email from the Clerk and some residents enquiring if the Wednesday bus that goes to Bury St Edmunds that passes through Ixworth Thorpe, Ixworth and Pakenham is stopping. C Cllr Spicer was pleased to report there are no plans to stop this popular service
- **Christmas Fayre** – C Cllr Spicer reported that she had been approached to support this event with a grant from her locality budget. The Parish Council confirmed they were in support of the event, but they as yet had not received any firm plans but a date of 14<sup>th</sup> December 2019 had been suggested and a meeting to discuss further was being arranged
- **Residents Concern over Junction of Crown Lane** – C Cllr Spicer stated she would contact the resident who had concerns about traffic the turning into Crown Lane damaging her property to discuss options that may be available

Cllr Rowe requested if C Cllr Spicer could confirm that the Parish Council would receive confirmation from S.C.C. by the October meeting what the plans were for Hemyard Bridge. C Cllr Spicer was unable to confirm this.

The Clerk reported she was still having problems arranging a meeting to discuss further the installation of a V.A.S. sign in Ixworth. The form that had been sent needed technical highway information of ownership of land and sign poles. The Clerk requested the C Cllr Spicer arrange a meeting in Ixworth as soon as possible to move this issue forward. C Cllr Spicer agreed to arrange this meeting.

#### **6. Report from District Councillor John Griffiths MBE**

D Cllr Griffiths reported the following;

- **Persimmon** – The application for the housing was still ongoing, however, the application for the access road from the ghost island junction had been approved at the recent Development Control Committee (D.C.C.)
- **Vertas** – The issue with this subject was now finished as Vertas have vacated the site at Fordham's Garage
- **Christmas Fayre** – D Cllr Griffiths confirmed he had also been approached about the possibility of making a grant from his locality budget
- **Local Plan** – A new Local Plan was in its first stages of being produced. D Cllr Griffiths urged the Parish Council and residents to get involved when the public consultation started

Cllr Laughton and other members wished to raise their concerns about the timings of all the roadworks in and around Bury St Edmunds. All were concerned that several areas were all being completed at the same time with many roads closed causing a grid lock within the town. D Cllr Griffiths stated he hoped all would be completed in the next 2-3 weeks.

#### **7. Ixworth Village Hall**

As reported last month a letter had been sent to the Village Hall Management Committee clearly stating what was needed to complete this transfer. The Chairman read two emails received from the Parish Council's solicitor.

- Confirmation, via the VH Solicitor, that permission was needed from the Charity Commission that an Order is needed to transfer to the Charitable Incorporated Organisation (C.I.O.). The Parish Council's solicitor had contacted the C.I.O Solicitor to confirm this. The Charity Commission had replied to the PC Solicitor to give approval for the order to go ahead. The Order had been drafted and was awaiting a completion date.
- The PC Solicitor was still waiting for the original Conveyancing Document to alter the Land Registry to include the path from Crown Lane to the Playing field

It was agreed by all present to inform the C.I.O. Chairman of these outstanding issues.

## **8. Hempyard Bridge**

Cllr Rowe reported he had spoken with Chris Leveson, the Conservation Officer for West Suffolk Council, and she would be completing an Enforcement Notice on S.C.C. to repair the bridge.

## **9. Mulley's Roundabout**

Cllr Lord reported that he had finally received more information on sponsorship of the two roundabouts within the Parish.

Below are the costings of sponsorship of the two roundabouts concerned;

- Site 64 – A143/A1088 Stow Road is £2,250 + vat per annum (£187.50 + vat per month) (Mulleys)
- Site 65 – A143/Walsham Road is £1,800 + vat per annum (£150.00 + vat per month)

As confirmed, via email, by Marketing Force the following would be included in sponsorship;

I confirm the roundabouts are all exclusive to one sponsor for a minimum 12 month period and you will receive a sign on the roundabout for each approach road leading towards the site (in this case 4 signs). The price includes all artwork, production and installation costs; should any damage occur to the signage during the sponsorship period, this would be replaced free of charge. Our maintenance partner Norse will maintain these roundabouts to an agreed County standard, however if the Parish does wish to enhance further then this can be facilitated as a separate arrangement and at additional cost and subject to planting plans being agreed by the County Council.

Cllr Lord reported, however, that, if, the Parish Council took on the sponsorship he had received an email with following information - 'It is my understanding that the Parish needs to act as the one point of contact (for contractual reasons) however if the Parish would like to form a conglomerate to involve others directly with them this is permissible'

It was agreed by all present for Cllr Lord to continue with this project and seek sponsors who may be willing to join the sponsorship scheme.

## **10. Neighbourhood Plan**

The Chairman read the following report from the Neighbourhood Plan Working Group;

- The latest NPWG meeting was held on 20 August when Group members were shown the extent of the land submitted under the call for sites. There has been little activity beyond this because we are now waiting for information to be fed back by third parties
- The Consultant is engaged in assessing the six site submissions and has agreed to report back in time for his conclusions to be considered at our next meeting on 2 October
- The West Suffolk Planning Department have lent excellent support to the process by providing databases of planning restrictions at very short notice
- The Group was keen to determine the intentions of Pigeon Developments in respect of both public engagement and the planning process. We have been informed that Pigeon intend to hold a public event later this year but the date is as yet unknown
- In this quiet period the Group is beginning to consider the contents of the final Plan document. Key aims and themes are being considered, photographs taken and graphics generated
- The next NPWG meeting has been delayed from Tuesday 1 October to Wednesday 2 October due to a conflicting appointment for the Clerk

## **11. Planning Other**

No other planning was reported.

## **12. Planning**

**DC/19/1520** – 5no dwellings (re-submission of DC/18/2379) – Land at New Road, Ixworth **Objection**  
**DC/19/1608/HH** – Installation of 1 metre high picket fence along perimeter (retrospective), 49 Chalk Lane, Ixworth **No Comment as Retrospective**

## **13. Accounts**

The following accounts were agreed for payment;

Chq No 1365, 1366	Wages	£1349.77
Chq No 1367	H M Rev & Customs	£564.63
Chq No 1368	West Suffolk Council	£486.53
Chq No 1369	M Royal (Responsive Innovations)	£60.00
Chq No 1370	Ixworth Village Hall	£185.31
Chq No 1371	The Community Heartbeat Trust	£126.00
Chq No 1372	Suffolk Accident Rescue Service	£150.00
Chq No 1373	A Adlington	£100.26
Chq No 1374	PKF Littlejohn LLP	£360.00
Direct Debit Nest Pensions		£37.19

The RFO (Responsible Finance Officer) was authorised to transfer £1500 by on-line transfer from the business account to the community account.

The R.F.O. reported the external audit report had been received and there were no issues raised. The report would be uploaded to the Parish Council website.

A discussion took place on paying staff via BACS payment.

It was resolved to start paying staff via BACS payments

The following would need to be put in place to be able to initiate this new payment system;

- The R.F.O. would need to have further administration access to the online bank accounts, a mandate form was signed by two signatories for this to authorise this
- Two signatories would then need to apply for online banking access once the R.F.O. status has been confirmed to enable them to authorise the payments

Staff payments would still be authorised at the meetings by the Full Council. The R.F.O. would then set up the payment and one of the two online signatories would complete the authorisation online. The internal financial review would be altered and agreed at the next meeting to show these agreed changes.

## **14. Parish Council Committees and Working Groups**

The following was agreed:

- **Finance Working Party** – It was agreed the following Cllrs would make up the Finance Working Group – Cllrs Lord, Lilley, Wilson & Rowe. It was agreed to meet at the end of October to report back to Full Council in November
- **Cemetery Working Group** – It was agreed the following Cllrs would make up the Cemetery Working Group – Cllrs Lord, Shelton, Lilley & Reeve. The next meeting would be held on 23<sup>rd</sup> October 2019.
- **Planning Committee** – It was agreed that a Planning Committee meeting would be called when four or more applications had been received in the month or when the Clerk felt it was necessary after a discussion with the Chairman. All members will sit on the Committee and Councillors will be legally summoned to attend. Apologies will need to be sent if a Councillor is unable to attend. It had previously been resolved that this Committee will have delegated powers to make final decisions on all applications discussed there

- **Rules, Regulations and Policies Working Group** – It was agreed the following Cllrs would sit on this Working Group – Cllrs Lord, Lilley and Shelton. It was agreed to meet early October and update the Council's Standing Orders first

### **15. Ixworth Christmas Tree**

It was agreed to once again light the large tree at the bottom of the High Street with lights for the Christmas period. Cllr Sutton volunteered to move this project forward. The Clerk would pass all details from previous years to Cllr Sutton.

### **16. Correspondence**

The following correspondence had been received;

- **Persimmon** – Reply to Chairman's Letter
- **S.C.C.** – Library Lease
- **Debra Reay** – Christmas Fayre
- **Graeme Norris** – Local Health Care Directory
- **Resident** – Walsham Road Footpath
- **West Suffolk DC** – Inspector's Report – C57 and Site Allocations
- **Over 60s** – Thank You Letter
- **72 High Street** – Letters
- **Temp Rd Closure** – South Lopham
- **Upcoming Roadworks** – A14 – Junctions 3-40
- **NPWG** – Monthly Report
- **Steve Wilson** – Monthly Report
- **West Suffolk DC** – Planning Appeal
- **West Suffolk DC** – Planning Newsletter
- **Resident** – Parking Problems near Dover Terrace

It was agreed that the Chairman continue dialogue with Persimmon. As discussed earlier, the Parish Council support the idea of a Christmas Fayre in the High Street in December but agree any profit should not, at this point, be raised for the repair on Hempyard Bridge. The repairs are the responsibility of S.C.C.

It was agreed that the Clerk reply to Mr Norris and suggest he speaks with C Cllr Spicer who had discussed some months ago about establishing a Health Programme for her ward area.

### **17. Chairman's Report**

The Chairman reported he had been invited to attend The Library Summer Fun Presentation Evening but unfortunately, he would not be able to attend. Cllr Laughton volunteered to go in his absence and was agreed by all present.

The Chairman had also received two pieces of correspondence from residents highlighting concerns within the village. A resident was concerned about the parking outside Dover Terrace in Stow Road and the second letter was concerning a wheelie bin blocking the pavement again in Bury Road. The concerns regarding the parking in Stow Road had been included in correspondence. The Clerk was instructed to report the wheelie bin obstructing the pavement in Stow Road to the Police and to West Suffolk District Council as they own the bin.

### **18. Clerk's Report**

The Clerk reported the following;

- **Cemetery Bins** – As Mr S Wilson would be away this week, the Clerk requested that someone put the two bins outside the gates on Thursday evening and then get them back in Friday evening - **Cllr Lilley Volunteered**
- **VAS Ixworth** – discussed earlier, awaiting meeting to be arranged with C Cllr Spicer and S.C.C. highways department
- **Ixworth Thorpe Church Lights** - chasing electrician to change bulbs

**Outstanding Issues**

- **Paperless Working** – quote for projector, screen and Wi-Fi availability in VH
- **PC Emails accounts** -ixworth.net – handouts on how to login giving to Cllrs. All members need to be using ixworth.net address
- **St Marys Church & Ixworth Thorpe Church** – arrange a meeting with new Vicar to discuss responsibilities
- **Play Area** – chasing installation of rotten poles on climbing frame
- **Hempyard Bridge** – Dog Bin – Requested cost (inc emptying from West Suffolk)

The Clerk reported that she had completed the annual grit bin survey and had noticed the grit bin in Peddars Close was severely damaged. The Clerk was instructed to obtain a quote for purchasing and installing a new grit bin.

**19. Councillor’s Reports**

Cllr Laughton read Steve Wilson’s monthly report. Cllr Laughton reported he attended the Installation of the new vicar, Rev Karen Burton, on behalf of the Parish Council.

Cllr Wilson reported that there had been some issues with the V.A.S deployed in Ixworth Thorpe. The sign had been deployed for a few days then stopped working. After contacting S.C.C. she was informed that the sign had been set off so many times the battery was flat. All felt that this was very unsatisfactory and frustrating but proved there obviously was a problem with speeding vehicles through Ixworth Thorpe. Cllr Wilson stated that in January the situation with the signs was to be reviewed again. The review was to discuss if they had helped the speeding issues in Ixworth Thorpe at all. Cllr Wilson suggested the P.C. wait until then to discuss the situation, this was agreed by all present.

Cllr Rowe wished to highlight an article he had read about the dangers of swimming in local rivers, dangers such as possible river parasites living in the water and hidden dangers the children cannot see under the water. It was agreed to minute the concerns for residents to read when minutes are published.

**20. Date of the Next Meeting**

It was agreed the next meeting would be held on 9<sup>th</sup> October 2019 at 7.30pm in Ixworth Village Hall.

With no further business the meeting closed at 9.05pm.

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Signed

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Date