

IXWORTH AND IXWORTH THORPE PARISH COUNCIL

Minutes of Ixworth & Ixworth Thorpe Parish Council meeting held in Ixworth Village Hall on Wednesday 10th November 2021 at 7:30pm

Present: Councillors (Cllrs) Pam Shelton, Ben Lord, Sophia Wilson, Vicky Sutton, Steve Wilson, Debra Reay, Clare Black and Kate Rees

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

As the Chair was unable to attend it was resolved that Cllr Sophia Wilson would take the Chair for this meeting.

1. Apologies for Absence

Apologies were received from Cllr Birrell due to an unexpected work commitment– apology accepted by all present.

2. Declarations of Interest

Cllr Lord declared a non-pecuniary interest as he would be mentioning the Remembrance Parade in his Cllr report. Cllr Sutton declared a non-pecuniary interest in Item 10 and Item 17 as both items were linked to Ixworth Events Committee.

3. Minutes of Previous Meetings

The draft minutes had previously been distributed to all Councillors and taken as read.

It was agreed by all present that the Chair sign the minutes as a true record of the meeting held on 13th October 2021.

4. Public Forum

A resident read a statement on his concerns on planning application DC/21/2043. The Chair thanked him for his comments which would be discussed later in the meeting.

A resident wanted to highlight the condition of the verges in Commister Lane. The verge and overhanging bushes were becoming an eye sore and causing difficulties for cars driving down the road.

5. Report from County Councillor Joanna Spicer MBE

C Cllr Spicer welcomed Kate Rees to the Parish Council.

C Cllr Spicer reported the following;

- **Hempyard Bridge** – I questioned the specifications for the bridge when it first came forward 6 months ago, and I was informed that it is now a legal requirement for railings to be installed on the parapet. The specification was seen by West Suffolk District Council (WSDC) Conservation Officer who was happy with the plan. I will take the comments received back to Suffolk County Council (SCC)
- As I reported last month the Bridge adjacent to Bridge Farm on the A1088 has some problems that require repair. Currently there are traffic lights at the bridge limiting the traffic flow. I am minded to recommend keeping the traffic lights rather than closing as smaller roads in the area are not suitable to accommodate the increased traffic. I will of course keep the PC updated but I feel this may be a long-term project for SCC
- **Neighbourhood Plan (NP)** – I have spoken with SCC Officers to agree how SCC will respond to the next consultation on the NP
- **Footbridge** – Pegasus, on behalf of Persimmon, have approached SCC to discuss the footbridge. SCC Officers have supplied Pegasus with the plans for the footbridge drawn up previously

Item 8 was then discussed as C Cllr Spicer had taken part in the walk around the village with SAWG team members and Richard Webster.

A few issues of concern were raised –

- **Scott Road** – there is a surplus pole which SCC are aware of and issues surrounding it are being dealt with by the electricity company
- **Ixworth CE Primary School** – It is felt the lighting of the school at night is excessive. C Cllr Spicer agreed to speak with the school
- **High Street** – the temporary replacement of the light outside Pearce's Pins is on order
- **Commister Lane** – some overhanging bushes from a property in the Paddocks is obscuring one of the lights. C Cllr Spicer has approached the owner who has agreed to cut back from the light
- **Thetford Road/Peddars Close Junction** – In hand
- **Stow Road steps to New Road** – it was felt this area was poorly lit and not a nice area to walk in the dark.

C Cllr Spicer suggested that Dr Cannon be approached to discuss installing a light on the wall of his property. C Cllr Spicer requested if Cllr Lord would assist her in approaching Dr Cannon to discuss further. Cllr Lord stated he was happy to assist

Action: C Cllr Spicer and Cllr Lord

- **Peddars Close/Thetford Road** – Concerns were highlighted of several pitch-black alleyways alongside houses in this area. It was requested that the PC contact Havebury Housing, owners of most of the properties, to meet on site to discuss this important issue. It was agreed by all present to approach Havebury Housing

Action: Clerk

Item 8 Continued

Mrs Spiller, a member of the SAWG team, explained that some lights within the village turned off at night and some did not depending on whether SCC or WSDC owned them. SAWG requested permission to conduct a survey with the village on whether they were happy with the lights being switched off overnight. It was agreed by all present that the SAWG could conduct the survey. Once the survey has been carried out the findings would be presented to the PC at a future meeting for further discussion.

A discussion then took place on ownership of the lights and who controlled them It was agreed to send the current list obtained to D Cllr Griffiths. D Cllr Griffiths stated he would look into this issue further and report back to the PC.

6. Report from District Councillor John Griffiths MBE

D Cllr Griffiths reported the following;

- **Locality Budget** – D Cllr Griffiths explained that he still had some of this year's annual locality budget if anyone were aware of a group that required funding
- **Thetford Road** – D Cllr Griffiths confirmed that WSDC usually clear the banks along the side of the pavement in Thetford Road. The road sweeper also visits to sweep the road, but the schedule has fallen behind due to Covid. It was suggested that the Clerk report the issues along this road.
- **Parking** – The civil enforcement team has visited Ixworth on several occasions this month, but no tickets have been issued
- **Leader Statements & Information from WSDC** – D Cllr Griffiths wished to confirm the PC were still happy to receive his Leader Statement and any other useful information **from** WSDC. It was agreed by all present the PC would like to continue to receive this information

7. Emergency Plan

Cllr Steve Wilson reported the following

- The structure of the document has been agreed by the CEPG (Cllrs Steve Wilson, Ben Birrell and Vicky Sutton)
- Supplements were required to be added such as farm support, hall access and a list of volunteers. This information will be held locally due to the sensitive information contained in them
- SCC insurance will cover any volunteers if they appear on the logged volunteer sheet and have been briefed
- The PC logo needs to be added to the front cover of the plan
- Volunteers need to be recruited
- Equipment needs to be ordered
- Draft 2 of the plan can then go to the Emergency Plan Officer at SCC for confirmation to adopt and then can be included on the new website

It was agreed that Cllr Steve Wilson could start recruiting volunteers through the magazine, the Clerk would forward the logo to Cllr Steve Wilson for the front page of the plan and that up £100 could be spent to purchase the necessary equipment required. **Action:**

Cllr Steve Wilson & the Clerk

8. Safety & Accessibility Working Group (SAWG)

Discussed in item 5.

9. Queen's Jubilee

Cllr Sutton informed members that Ixworth Events were hoping to start arranging something to commemorate this event in the New Year. Cllr Lord stated that The Royal British Legion (TRBL) have in storage, a beacon if required.

10. Christmas 2021

Cllr Sutton explained that the arrangements for the Christmas Fair were well under way and all the local organisations were working together to make the event something special and enjoyable for the whole community.

Cllr Sutton requested if the Parish Council could purchase an additional set of lights to go on the large tree at the bottom of the High street.

It was resolved that an additional set of lights could be purchased up to the value of £500.

Action: Clerk & Cllr Sutton

11. Planning

DC/21/1929 – two and a half storey side extension (following demolition of part of existing shed) – 6 Carpenter Close, Ixworth **Objection**

DC/21/1898 – Replacement of fence to northern boundary and replacement of pergola and associated patio – Park House, 64 High Street, Ixworth **No objection**

DC/21/2028 – One Apple tree, overall crown reduction by up to two metres – 9 Abbey Close, Ixworth **No objection**

DC/21/2066 – One Cherry tree, overall crown reduction by two metres and inner crown thin by 10% - 51 High Street, Ixworth **No objection**

DC/21/2085 – Fell one Sycamore – 12b Stow Road, Ixworth **No objection**

DC/21/2043 – works to repair bridge and additions of railings to parapets – Ixworth Abbey, The Paddock, Ixworth (Hempyard Bridge) **No objection**

Action: Clerk

12. Parish Council Projects

The following updates were given.

- **Play Area** – Cllr Sophia Wilson reported that she had received a quote for renewing some of the equipment in the play area. Unfortunately, the company had not supplied any designs to show the members for them to consider. Cllr Sophia Wilson has requested that the designs are available for members to view at the December meeting. **Action: Cllr Sophia Wilson**
- **Roundabout Sponsorship** – No update available.
- **St Mary's Churchyard** – The Clerk informed members that a quote for £1020 + VAT had been received for the various tree work required in St Mary's Churchyard. The quote was accepted by all present and the Clerk was instructed to inform the contractor. **Action: Clerk**
- **VAS Ixworth** – Cllr Steve Wilson reported that the poles have now been installed. The poles need to be measured for the correct bracket size. The Clerk would order the sign for delivery to Cllr Steve Wilson. It is hoped, that prior to the December meeting, it will be up and running and the PC may have data to consider on speeding within these areas. **Action: Cllr Steve Wilson & Clerk**
- **PC IT Provision** – The Clerk reported that the structure of the system was still in development. **Action: Clerk**
- **Neighbourhood Plan** – The Clerk reported that she would be speaking with the Officer at WSDC to discuss the next stage of the plan. Cllr Reay requested the current document is shared with West Suffolk Planners as advised by D Cllr Griffiths. **Action: Clerk**

13. Accounts

The following accounts were agreed for payment;

BACS	Staffing	£1014.77
BACS	H M Rev & Customs	£220.84
BACS	Ixworth Village Hall (NP Room rental)	£15.13
BACS	JR Garden Services (Waste Management)	£560.00
BACS	SALC (Clerk Training)	£36.00
CHQ No. 1424	The Royal British Legion Ixworth & District Branch	£200.00

(Parade Costs)

CHQ No 1425 TRBL £30.00
(Parish Wreath, Poppy Appeal)

Direct Debit NEST £26.48

The RFO (Responsible Finance Officer) was authorised to transfer £3500 by on-line transfer from the business account to the community account.
Cllr Sophia Wilson would authorise, online, the payments above.

Action: Cllr Sophia Wilson & the Clerk

The RFO requested if an informal budget workshop could be arranged with her and the Cllrs. No decisions would be made at this workshop, but ideas for expenditure could be put forward to assist the RFO in producing the suggested budget for year 2022-2023. This would then be discussed and agreed at the December or January meeting for submission to WSDC as the Precept request. It was agreed by all present to arrange this meeting. **Action: Clerk**

14. Parish Council Environment Policy

Cllr Reay reported that she had received from Eagle class of Ixworth CE Primary School, a compelling power point presentation on their thoughts on climate change. The power point was distributed to all members prior to the meeting. A discussion was held on whether it would be good to meet with the class and let them present it themselves to the PC. All agreed this was a good idea and Cllr Reay agreed to speak with the teacher to see if an agreeable date could be arranged.

Action: Cllr Reay

Cllr Reay presented an update report with recommendations on the priorities and process for an Environment Policy. A report from Cllr Reay had previously been distributed to all members prior to the meeting and taken as read. The recommendations included setting up a working group of approximately six to seven members to take this forward. Cllr Reay requested if the PC could set up a working group of approximately six to seven members to take this forward.

It was agreed by all present that Cllr Reay continue to take this issue forward and look for volunteers for the group. A Terms of Reference, as usual with PC working groups, would be required to be written for the group once formed.

Action: Cllr Reay

15. Chairman's Report

No report as Chair had sent his apologies.

16. Clerks Report

The Clerk gave the following report;

- **Parish Council Website** – the new website will be available from 1st December 2021. An article would be placed in the magazine informing residents of the new address.
- **PC Printer** – a new printer had not yet been obtained as there is still a shortage of printers available
- **Robins Copse** – After small amendments, the application to cut back the trees from Robins Copse has been approved. The Clerk would contact the Tree Surgeon to obtain a date for the work to be carried out.

17. Correspondence

The following correspondence was received:

- **Welcome to Ixworth** – Residents' Concerns about overgrown signs and junction islands
- **Thetford Road** -Residents' Concerns
- **Resident** – New Notice Board for Scott Road
- **Ixworth Events** – Grant request for the Christmas Fayre
- **Woodland Creation** – Free Trees
- **WSDC**- Suffolk Says Keep Learning

It was agreed to report the condition of the junction islands to SCC as they are a Highways issue.
The issue of Thetford Road had been discussed in item 6.

Action: Clerk

The issue of re-installing a notice board in Crown Lane was discussed. It was agreed that Cllrs Sutton and Black would speak with the school to see if it could be installed on their grounds facing out for all residents to view and use.

Action: Cllrs Sutton & Black

Cllr Sutton explained that the grant requested by Ixworth Events would be used for a Carousel for the fayre so that children, and adults, could ride for free. The remainder of the grant would be used towards the cost of the stage. It was agreed by all present to award a grant of £500 to Ixworth Events Committee. **Action: Clerk**

Cllr Reay stated that she found the Woodland Creation Free Tree offer very interesting. Cllr Reay suggested that perhaps the Council could look at areas within the village where trees could be planted so if the PC received an offer again next year, we would be ready to accept some for planting. The Jiggins Trust may wish to be involved as they develop the playing fields.

18. Councillors Reports

Cllr Steve Wilson reported he had started dialogue with concerned residents in Chalk Lane and would report back at a future meeting.

Cllr Reay enquired if the PC could lobby the Village Hall to re-open the outside toilet. Also, could the PC look at how we keep a track of actions from meetings. Cllr Reay also reported that she was looking into the Tree Warden Scheme and would be meeting with Mr Sharpe to discuss further.

Cllr Sutton confirmed she had reported the issues in and around Dover Terrace that a resident had highlighted to the PC at the October meeting. Officers had visited the site but stated it required no action.

Cllr Lord reported that the meeting with Pegasus (Persimmon Homes) did not reveal any information the PC did not already know. A second meeting was to be arranged.

Cllr Lord asked if a meeting of the Cemetery Working Group could be arranged to look at a few issues within the Cemetery.

Cllr Sophia Wilson requested if Rev Burton could be contacted as the lights at Ixworth Thorpe Church are not working. Also, just for information the VAS sign is deployed this week in Ixworth Thorpe.

Cllr Sophia Wilson also requested if the Clerk could request from C Cllr Spicer the report from the visit to Ixworth Thorpe some months ago. Especially confirming who owns what land within the village.

19. Date of the Next Meeting

It was agreed the next meeting would be held on 8th December at 7.30pm in Ixworth Village Hall.

20. Exclusion of Press & Public

To resolve that, pursuant to the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded for the remaining items of business on the grounds that publicity would be prejudicial to the public interest by the reason of the confidential nature of the business to be discussed

(i) Staffing

The public were excluded at 9.20pm

With no further business the meeting closed at 9.35pm

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Signed

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Date