

IXWORTH AND IXWORTH THORPE PARISH COUNCIL

Minutes of Ixworth & Ixworth Thorpe Parish Council meeting held in Ixworth Village Hall on Wednesday 13th October 2021 at 7:30pm

Present: Councillors (Cllrs) Ben Birrell (Chair), Pam Shelton, Ben Lord, Sophia Wilson, Vicky Sutton, Steve Wilson and Debra Reay

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

1. Apologies for Absence

Apologies were received from Cllr Black – apologies were accepted by all present.

2. Declarations of Interest

Cllr Lord made a non-pecuniary declaration for item 8.

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 8th September 2021.

4. Public Forum

A statement was read out by a member of the public expressing concerns about two new members of the Parish Council. Due to the personal information in this statement, the content cannot be published here in accordance with Data Protection and GDPR.

A resident expressed his concerns about untidy areas within the village, especially the grass area opposite Dover Terrace and the area around the village sign.

Cllr Sutton volunteered to report these issues to Suffolk County Council (SCC).

Action: Cllr Sutton

5. Report from County Councillor Joanna Spicer MBE

C Cllr Spicer reported the following:

- **Hempyard Bridge** -This item is still on going and Suffolk County Council (SCC) are still in discussions with the District Councils Heritage Department
- **HGV Emergency Ban** – An emergency ban on HGV's using the Bridge Farm bridge at Stowlangtoft has been put in place
- **Inquest Report** – A recent inquest report highlighted various things that need completing. SCC will be completing these issues as soon as possible
- **Chalk Lane** – An email had been sent to the Clerk regarding the newly installed high fence at a property in Chalk Lane. An SCC officer confirmed that this should have planning permission as a section is on Highways land. I have sent this to WSDC as the planning authority. The SCC officer will investigate further if no action is taken by WSDC
- **Street Safety & Lights in Ixworth** – I hope to discuss this further at the November meeting

Cllr Steve Wilson enquired if the PC or C Cllr Spicer was following up with the residents about their concerns about the problems in and around Chalk Lane.

It was agreed by all present that Cllr Steve Wilson would take this issue forward and contact residents who had expressed concerns recently.

Action: Cllr Steve Wilson

6. Report from District Councillor John Griffiths MBE

D Cllr Griffiths was unable to attend the meeting and sent his apologies. D Cllr Griffiths sent the following report via email;

- **Planning** - the planning application in Ixworth Thorpe was approved (on the Chairman of Development Control's casting vote).
- **Civil Parking Enforcement** - during September there were seventy-three visits to Ixworth and 5 PCN's issued.
- **Locality Funding** - My funding was processed for the Youth Club week ending 8 October. My locality officer, Will, is still awaiting the Locality Acceptance form from the Ixworth Fayre group.
- **Ixworth Site – Land of Crown Lane, land off A143 and South of A1088 (RV12 in Rural Vision)**
 - Two of our (WSDC) planners met with Persimmon Homes and Pegasus Planning on Thursday 30 September.
 - Persimmon previously applied for permission on the southern part of the site but withdrew their application when they were unable to resolve a number of concerns the local planning authority had with the scheme.
 - They advised that they are now in a position to progress the entire site including the larger parcel to the north, with Pegasus acting as their planning consultant. They also expressed their intention to submit a planning application at the start of December.
 - Our planners advised them of the requirement to complete a masterplan for the northern part of the site (set out in Policy RV12) and explained what this would entail, referring them to the Masterplan Protocol and our Statement of Community Involvement.
 - Persimmon have been advised that the submission of an application in December is not compatible with the timescale required to complete the masterplan process. They have been further advised that the planning authority could not progress an application in advance of the masterplan.
 - Our planners stressed the importance of early engagement with the Parish Council and the Ward Member and have asked them to come back to us with a suggested programme, setting out what they hope to achieve and when, taking into account our advice regarding master planning.
 - A further update will follow once we have heard back from them.

7. Parish Council Vacancy – Co-option

The Chair explained that the co-option to fill the vacant seat on the Parish Council would be moved further down the agenda until some of the other items on the agenda have been discussed.

Members of the public were requested to leave the meeting while the Council discussed as information of a personal nature was to be discussed.

The Council were gratified to have received three applications to fill the vacancy. All of the candidates applications were discussed fully during the closed section.

The public were requested to re-join the meeting and the following vote took place. Cllr Sophia Wilson proposed that the Council Co-opt Mrs Kate Rees to fill the vacant seat. This was agreed by all present. The Clerk was instructed to speak with Mrs. Rees to complete all the necessary documentation. The Clerk was instructed to write to the other two candidates thanking them for applying.

Action: Clerk

8. Remembrance 2021

Cllr Lord gave the following report;

As the national custodians of Remembrance, the Royal British Legion will shortly be launching the Poppy Appeal for 2021 which culminates in the traditional events on Remembrance Sunday.

Despite the hiatuses caused by COVID, door to door collections for the Poppy Appeal are due to resume this year.

On Thursday 11th November – Armistice Day – Ixworth & District RBL will be marking the national 2-minutes silence at All Saints Church in Honington. It has recently been decided that this will rotate around the nine villages within the branch's boundary with the exception on when the 11th falls on Remembrance Sunday whereby default, it will be marked here in Ixworth.

On Remembrance Sunday – 14th November – a civic parade will take place. Due to the civic definition of the occasion, this parade is facilitated annually by the Parish Council. Some weeks ago, the application for the road closure was submitted to Suffolk County Council, and this has now been granted enabling the High Street to be closed from 9am to 1pm latest (or sooner if parade finishes sooner) between the Fire Station and St. Mary's Church. The Bury Steadfast Boys Brigade Band will accompany the parade. Following the church service, the

salute will be taken by the parade on its return to the Fire Station and protocol dictates that presence on the dais is required by the President of Ixworth & District RBL, the representative of RAF Honington and the highest civic leader in attendance (usually the Chairman of the Parish Council although, if a representative of the Lord Lieutenant is in attendance, they usually take precedent).

As this is a civic occasion, whilst not mandatorily required, Parish Councillors are warmly encouraged to participate in this event. Those wishing to participate should be at the Fire Station no later than 10:15am so the parade can be duly formed up by the Parade Marshal. A full Remembrance Service is being planned and will be followed by the laying of wreaths in a ceremony at the War Memorial. It has been customary tradition for the parish wreath to be laid by the Chairman of the Parish Council.

In previous years, the Parish Council has made a donation towards the cost of the Parish Wreath that goes to the Poppy Appeal. This support has been further extended to cover the cost of the parade band which is usually in the region of £200. Given the civic nature of this occasion, it would be very much appreciated if the Parish Council would give consideration to supporting this as it has in years gone by.

Although last year's understandable postponement meant we could not hold these traditional acts of remembrance, in recent years the community has really united in its support towards this event by either lining the street to observe the parade or attend the service itself. It is very much hoped that, as much as possible, we will hold a 'near-normal' event this year.

It was resolved to grant £200 towards the costs of the band and donate £30 to The Royal British Poppy Appeal for the wreath to be laid on behalf of the Parish.

Cllr Lord did not take part in the vote.

9. Emergency Plan

Cllr Steve Wilson reported that the forming of the plan was going in the right direction and the SCC Officer was pleased with progress so far.

The next step would be to work on the second draft and at this point I suggest myself and two other Cllrs meet to talk through the plan at this point, rather than setting up a PC working group.

As the plan develops, I would suggest a Community Emergency Plan Group with Cllrs and residents on the group.

Cllrs Birrell and Sutton agreed to help with the plan and Cllr Steve Wilson agreed to set up a meeting.

Action: Cllrs Steve Wilson, Cllr Birrell and Cllr Sutton

10. Neighbourhood Plan

The final draft had been previously distributed to all Cllrs. The Neighbourhood Plan Working Group (NPWG) had made the amendments suggested by the Council at the September meeting. The NPWG recommend that this draft is accepted so it can be taken to the next stage Regulation 14 (Pre-submission).

Cllr Reay felt unable to accept the draft as she felt she had not had enough time to read the suggested final draft.

It was agreed by all present to accept this final draft and inform the NPWG so they can take the plan to the next stage.

Action: Clerk & Chair

11. Parish Council Procedures

The Chair reported that during the recent training event the trainer requested to speak to him after the event as he felt some Cllrs thought that the Council were acting incorrectly on issues such as the agendas and minutes. The trainer wanted to assure the Council that he had seen the agendas and minutes and they were all legal.

The Chair expressed his concerns that the suggestion that the minutes & agendas were incorrect was upsetting, especially as a member of the public had stopped him and commented, 'that they had been informed' the training had suggested the Council was acting illegally. I would like at this point to resolve that the Council are satisfied with the current minutes and agendas. The resolution was agreed. Cllr Reay and Cllr Steve Wilson stated that they would still like to see improvements.

12. Planning

DC/21/1781/TCA – one Yew, crown lift to four metres above the ground level and lateral crown reduction by two metres – Tudor Cottage, Commister Lane, Ixworth

No comment (already decided)

DC/21/1849/TCA – one Ash, pollard at approximately 7 metres above ground – 3 Peacock Rise, Ixworth

No objection

DC/21/1946/HH – (a) single storey rear extension (b) balcony first floor level to existing master bedroom – Sandstone Lodge, Stow Road, Ixworth

No Objection

13. Determined Planning

The following list had been distributed to all Cllrs prior to the meeting. The list below shows determined planning applications that the Parish Council have considered between January 2021 and June 2021.

January 2021

DC/20/1784(re-consultation) – First floor extension above existing two bay garage and external staircase with balcony to form annexe – 21 Fordham Place, Ixworth - **Approved**

DC/20/2153 – Single storey front extension (following demolition of existing porch) – The Cottage, Stow Road, Ixworth **Approved**

DC/20/2197 – Single storey side extension to create an annexe following demolition of existing garage – Holly Bungalow, Stow Road, Ixworth **Approved**

February 2021

DC/21/2141 – Conversion and single storey rear extension of existing garage to annexe – The Moat House, Commister Lane, Ixworth **Approved**

DC/21/0039 – Extensions and alterations to existing care home to form dementia care village– Ixworth Court, Peddars Close, Ixworth **Approved**

DC/21/0103 – Repair and rebuild front boundary wall – 1 Crown Mews, Thetford Road, Ixworth **Approved**

DC/21/0102 – Repair and rebuild front boundary wall – 1 Crown Mews, Thetford Road, Ixworth **Approved**

DC/21/0211 – Outline planning application (means of access, layout and scale to be considered) two dwellings (demolition of part of existing house and garage) – Land rear of Everton House, Thetford Road, Ixworth **Refused**

April 2021

DC/21/0571/TCA – Fell one Horse chestnut tree, reduce in height on mixed country hedge by 0.5 metres – Corner House, Commister Lane, Ixworth **Approved**

DC/21/0418/HH – Front porch – 41 New Road, Ixworth **Approved**

May 2021

DC/21/0984/TPO – one Sycamore – remove basal epicormic growth – Woofersend, 8 Garrod Place, Ixworth **Approved**

DC/21/0977/HH – install two air source heat pumps – Old Pumping Station, The Filter House, Baileypool, Pakenham **Withdrawn**

14. Parish Council Projects

The following updates were received;

- **Play Area** – Cllr Sophia Wilson stated that as yet no quote had been received to replace the damaged climbing frame. It was felt that a group would need to be formed to produce a report for the Council to consider a refurbishment of the whole area.
- **Roundabout Sponsorship** – Cllr Birrell reported artwork was being prepared for the signs to be installed on the roundabouts. As yet no definite assurances had been received from Marketingforce on which aspects of the roundabout they will look after
- **St Mary's Churchyard** – The tree surgeon had visited the Churchyard and would supply a quote to the members to consider at the next meeting
- **Vehicle Activated Sign** – No further update on this project as already reported that the sign had been ordered and installation of the poles were awaiting completion. The contractors have been given a deadline of 26th November 2021 for the installation of the poles. The Clerk reported that she had requested permission from Pakenham Parish Council to use the pole in Bury Road.
- **PC IT Provision** – The Clerk informed members that she had the initial meeting with Cloudy IT to start to discuss the how structure of the documents within the Council would be set up. The Clerk hoped that the structure would be finalised before the end of the year.

15. Accounts

The following payments were agreed;

BACS	Staffing	£1065.56
BACS	Clarks of Walsham	£91.94
BACS	Wave (Anglian Water)	£18.02
BACS	Community Heartbeat Trust	£151.20
BACS	Viking Direct	£218.13
BACS	JR Garden Services	£560.00
BACS	Multisigns	£61.20
BACS	Cloudy IT	£1398.00
Direct Debit NEST		£26.48

The RFO (Responsible Finance Officer) was authorised to transfer £3000 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

16. Chairman's Report

The Chair had nothing further to report.

17. Clerk's Report

The Clerk gave the following report;

- **Website** – The new website for the Parish Council was ready and would be launched soon. There are areas that still need more information and further development
- **Robins Copse** – The planning application for the trimming of the trees overhanging a resident's garden is still being considered. The tree surgeon reported that once the planning application is approved, he will schedule the work as soon as possible
- **Memorial Application** - An unusual memorial application has been received. A recent burial had taken place and the family have requested a flat memorial similar to one within the old section of the Cemetery. A discussion was held, and it was agreed by all present that a flat memorial would not be accepted within the new section of the Cemetery
- **PC Printer** – As previously reported the current PC printer is having some problems. Stocks of printers are currently quite low. The Clerk requested permission to order one as soon as stocks become available. It was agreed by all present that the Clerk could order a printer when stocks become available up to the value of £400
- **Clerks Holiday** – The Clerk informed members that she would be taking holiday from 24th December 2021 until 5th January 2022. Emails will be checked but only emergencies will be dealt with
- **Suffolk County Council Archives** – The Clerk had received a request from Cllr Steve Wilson for permission to bring old PC minutes from the archives to his home. Unfortunately, time restraints at the records office made it difficult to read and make notes from old minutes. It was agreed by all present that a letter from the Parish Council giving Cllr Steve Wilson permission would be written by the Clerk on headed paper.

18. Correspondence

The following correspondence had been received;

- **Pegasus Group** – Persimmon
- **Resident** – Business Proposal
- **SALC – Queens Jubilee Beacons**
- **WSDC** -Tree Warden & two attachments
- **Resident** x 2– Chalk Lane

It was agreed to arrange a meeting with Pegasus Group.

Action: Clerk

The Clerk was instructed to advise the resident about the business proposal to contact WSDC as they were the planning authority and would be able to offer the correct advice.

Action: Clerk

Cllr Reay agreed to pursue the information on tree wardens within the Parish and report back to a future meeting.

Action: Clerk

Cllr Lord reported that there was a beacon within the Parish if it was required.

As previously discussed, Cllr Steve Wilson would contact the concerned residents in Chalk Lane.

Action: Cllr Steve Wilson

The following correspondence had also been received, no responses were required.

- **Norfolk CC** – Road Closure – email and three attachments
- **SCC** - Road closure & one attachment
- **Resident** – Possible Planning Application
- **One Suffolk** - Newsletter

19. Councillors Reports

Cllr Reay wished to report the following

- (1) the good news that Mike Jones is moving forward with the new youth club.
- (2) the new Library Manager would be starting on Monday and a small thank you event, organised by Friends of Ixworth Library (FOIL) would be held for all the staff who are leaving.
Kaye Atkins would continue to work with Suffolk Libraries as a relief librarian, and this will include shifts at Ixworth.
- (3) could the Parish Council Environment Policy be added to the November agenda, this was agreed by all present
- (4) could we consider if the PC wish to initiate committees
- (5) could I approach a mediation service for the Council?

A discussion was held about the suggestion of a mediation service, some felt it was un-necessary and would draw out more inflamed feelings. However, it was resolved that Cllr Reay look into this further and report back to the Council at a future meeting.

Action: Cllr Reay

Cllr Steve Wilson made reference to three matters relating to the Parish Council which required no further action or discussion.

Cllr Sutton requested that an agenda item be added to the November meeting so the Safety & Accessibility Working Group could report on their recent meetings. The group would like to suggest to the members that a consultation on street lighting is carried out. It was agreed by all present to add to the November meeting for further discussion

Action: Clerk

Cllr Lord requested if the Cemetery Working Group could arrange a meeting to discuss some tree issues within the Cemetery. Cllr Lord enquired why one of the benches seat planks had been removed, the Clerk stated she would speak with Rob, the Cemetery caretaker.

Action: Clerk

20. Date of the Next Meeting

The date of the next meeting was confirmed as 10th November 2021 at 7.30pm in Ixworth Village Hall.

With no further business the meeting closed at 10.05pm.

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Signed

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Date