

IXWORTH AND IXWORTH THORPE PARISH COUNCIL

Minutes of The Annual Parish Council Meeting of Ixworth & Ixworth Thorpe Parish Council meeting held in Ixworth Village Hall on 11th May 2022 at 7:30pm

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

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

Abbreviations

Cllr – Councillor, PC – Parish Council, C Cllr – County Councillor, D Cllr – District Councillor, WSC – West Suffolk Council, SAWG -Safety & Accessibility Working Group, SCC – Suffolk County Council, RFO -Responsible Finance Officer, NP – Neighbourhood Plan, NPWG – Neighbourhood Plan Working Group, SALC – Suffolk Association of Local Councils – WG – Working Group – H&S – Health & Safety

1. Election of Chairman

Cllr Birrell informed members that he would be standing down as Chairman for the forthcoming year. Two candidates, Cllr Lord and Cllr Reay, were proposed to be elected for the role.

It was resolved to suspend Standing Order 1 (h).

It was resolved to vote by a show of hands.

Cllr Lord was elected to be Chairman with a six to two majority.

Cllr Lord signed the Declaration of Acceptance of Office.

Cllr Lord gave a vote of thanks to the outgoing Chair, Cllr Birrell for his candour and leadership over the past 12 months.

Cllr Black unfortunately had to leave the meeting.

2. Apologies for Absence

Cllr Shelton had offered her apologies as she was recovering from a fall – the apology was accepted by all present.

3. Declarations of Interest

Cllr Sophia Wilson declared a pecuniary interest in planning application DC/22/0612/VAR

Cllrs Birrell and Sutton declared a non-pecuniary interest in item 14 as they were members of the Events Group organising various events over the Jubilee weekend.

4. Minutes of the Previous Minutes

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

It was resolved that the Chair sign the minutes as a true record of the meetings held on 13th April 2022.

Cllr Reay made the following comments –

- Her disappointment that thanks to Ixworth Support Ukraine had not been included
- That in her opinion, resolutions are not always clear at meetings and lacks clarity
- Advanced written reports are not always received prior to meetings

5. Report from County Councillor Joanna Spicer

C Cllr Spicer thanked Cllr Birrell for his Chairmanship over the last year and welcomed Cllr Lord back into the role.

Cllr Spicer reported the following –

- **A1088** – the road at Bridge Farm would be closed for three days from 27th May 2022. Unfortunately, there had been a delay in this for various reasons
- **Hempyard Bridge** – various correspondence had been received and C Cllr Spicer had been informed that the tree overhanging the bridge would be cut back and the fencing that had been damaged would be repaired. The bridge would hopefully be repaired in 2023

- **Footpath Warden** – the PC Footpath Warden had kindly emailed details of various footpaths in the Parish and she would keep in touch with him on this issue
- **Thetford Road/A1088 junction** -the possible alterations to this junction may still happen but SCC are awaiting designs
- **Chalk Lane/Street Farm Lane** – SCC cannot do anything further on the issue around the road markings. Evidence and costings would need to be obtained for this to be looked at again but at this time no further steps would be taken by SCC.

6. Report from District Councillor John Griffiths

D Cllr Griths congratulated Cllr Lord on being re-elected as the PC Chairman.

D Cllr Griffiths reported the following –

- **Locality Budget** – in the last financial year I supported various organisations in my ward with grants from my locality budget including the Youth Club, Christmas Fair, the kiosk refurbishment and Jubilee events
- **Queen’s Jubilee Baton** – the Queen’s Jubilee Baton would be passing through Bury St Edmunds on 9th July 2022
- **Ukraine Refugees** – WSDC has taken in more Ukraine Refugees than most other areas
- **Crown Lane Ghost Island Application** – the planning officers are still waiting evidence to support Persimmon’s recent application. The evidence is a legal issue rather than a planning issue

7. Statutory Business of the Council

All documentation for this item distributed to Cllrs via online secure Cllr website.

The following were adopted and confirmed – (i) and (ii)

- **Core Policies**

Standing Orders, Financial Regulations & Council Policies.

Code of Conduct. The current Code of Conduct was adopted. The suggested new Code of Conduct would be discussed once all members had attended or viewed the online seminar available from SALC

- **Committees and Working Groups**

- **NPWG** It was confirmed this working group would continue until the plan is completed. Cllrs Lord (Chair of NPWG), Birrell and Sophia Wilson are the assigned Cllrs to this working group
- **SAWG** – It was agreed that this group would continue until June so all remaining items can be completed. Cllr Steve Wilson is the assigned Cllr for this working group
- **Environmental Policy WG** – It was agreed that this group would continue until the suggested policy is discussed and an outcome of resolution. Cllr Reay and Steve Wilson are the assigned Cllrs to this working group
- **Ixworth Cemetery** – it was agreed that as the Cemetery is ongoing and not a particular project CHECK then the group would be suspended. Cllrs Ben Lord, Ben Birrell, Pam Shelton and Steve Wilson were agreed to be assigned oversee the Cemetery and report back to the Full Council.

All Terms of Reference for each group were re-confirmed with no changes.

- **Staffing Committee** – The assigned Cllrs to this Committee were confirmed as Cllrs Sophia Wilson, Ben Birrell and Ben Lord
- **Finance Committee** – All members would be assigned to this Committee
- **Policies and Resources Committee** – All members would be assigned to this Committee except the sub-committee dealing with PC complaints

All Terms of Reference for each Committee were confirmed with no changes.

- (iii) **Burial Officer** – The Clerk was confirmed as the Burial Officer with delegated authority for the day-to-day administration of the Cemetery.
- (iv) **Footpath Warden** – It was confirmed that Mr Ian Rees would continue to be the Footpath Warden for the PC.

Tree Warden – The Council wanted to thank Mr John Sharpe for his dedicated work as Tree Warden for the PC over many years. Mr Sharpe’s advice had proved invaluable and his knowledge was second to none. It was agreed to advertise to ascertain if anyone else would be interested in fulfilling this role.

- (v) **Fidelity Guarantee** – the fidelity guarantee was confirmed at £250.000
- (vi) **Review Asset List** – the asset list was reviewed and agreed.
- (vii) **Review Internal Control** – the internal control was agreed and the Chairman signed the review document
- (viii) **Council Health & Safety Advisor** – In accordance with previous years, it was recommended to continue having the expertise of Mr Terry Lilley as the Council’s Health and Safety Advisor. Initially, there was a majority view that this recommendation be followed however Cllr Steve Wilson and Reay prompted a discussion as to whether the Parish Council required a H&S Advisor as well as the suitability of the person recommended. It was determined that the Parish Council’s Health and Safety remit of requirements was quite diverse – for example, needs around the Cemetery as well as being an employer where it is a fundamental requirement under the Health and Safety at Work Act to ensure the Parish Council is a compliant employer. It was therefore considered that the Parish Council has no choice to have such an advisor if it is to ensure its ongoing H&S compliance. Consequently, it was resolved that the Clerk approaches Mr T Lilley to reconfirm his advisory position to the Parish Council in relation to H&S issues.

Action: Clerk

8. Meeting Dates

It was agreed to continue to hold the Parish Council meetings on the 2nd Wednesday of every month. The dates would be displayed on the PC website and a list placed in the PC notice board outside the village hall.

Action: Clerk

It was agreed to hold the APM for 2023 on 19th April 2023 at SET Ixworth if possible but venue would be confirmed at a later date.

Action: Clerk

It was agreed to hold the Finance and Policies and Resources Committee meeting on 17th August 2022 at 2pm in Ixworth Village Hall. The date and time would be confirmed at a later date.

Action: Clerk

9. Public Forum

No comments were received from the members of the public observing the meeting.

10. Planning

Cllr Sophia Wilson left the meeting while this application was discussed

DC/22/0612/VAR – variation of condition 15 of DC/21/1198/FUL to enable occupants to remain in existing dwellings until new dwellings are available for occupations – Land North of Green Acre, Ixworth Thorpe **No Objection**

Cllr Sophia Wilson returned to the meeting

DC/22/0678/TCA – Pollard one Sophora Japonica to three metres above ground level – Meadow View, Thetford Road, Ixworth **No Objection**

DC/22/0772/TCA – reduce lateral limbs of one Ash by up to one metre and crown thinning by 20 per cent – 3 Peacock Rise, Ixworth **No Objection**

Action: Clerk

11. Accounts

The following accounts were agreed for payment:

BACS	Staffing	£1498.39
BACS	J R Gardening Services (Waste Management)	£840.00
BACS	Arco	£74.41
Direct Debit NEST		£42.07

The RFO was authorised to transfer £2000 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

12. Annual Parish Meeting

The Annual Parish Meeting was confirmed as Wednesday 18th May 2022 in Ixworth Village Hall at 7pm for a 7.30pm start.

It was agreed to obtain refreshments from Ixworth Butchers who kindly offered to give a discount.

Cllr Sutton would purchase refreshments up to a cost of £350 and would also arrange the refreshments on the evening.

The Clerk reported that the agendas would now be placed on notice boards and the website.

Unfortunately, the date previously advertised in minutes had not been able to be arranged as the venue suggested was already booked.

Action: Clerk & Cllr Sutton

13. Chairman's Report

Cllr Lord reported that due to room bookings he had not been able to arrange the meeting mentioned in previous minutes to give residents an update on the suggested Footbridge over the by-pass. Cllr Lord stated he hoped to give a report at the APM on 18th May 2022.

Cllr Lord also informed members of a possible safety hazard at the Cemetery and stated the hazards needed to be removed as soon as possible. It was agreed by all present to get the hazard removed. Cllr Lord also stated that a large Holly tree in the Cemetery had become very overgrown and needed trimming.

Action: Clerk & Cllr Lord

14. Jubilee 2022

Cllr Rees reported the Jubilee Beacon Trail was now active. All QR codes for participants to use were being displayed in the seven locations along the High Street and into Thetford Road. A participant is required to scan a code and it would give information on a decade of the Queen's reign and a map of other locations to scan. At the end of the trail participants would receive a virtual photo.

A colouring competition was still to be arranged to display alongside the QR codes.

Cllrs Sutton & Birrell reported that the Jubilee weekend events were all organised. On Saturday, on the playing fields there would be various things happening such as face painting, It's a Knockout and stalls. Also there would be a live concert from 2pm until 10pm with several types of music being performed.

On the Sunday, the High Street would be closed for a street picnic. All residents are invited to attend and requested to bring their own tables and seats etc.

St Marys' are also holding an event and The Royal British Legion are also holding a Parade.

15. Correspondence

The following correspondence had been received;

- **Resident** – Comment and information on Chalk Lane and Street farm Lane relating to the white arrows painted in Street Farm Lane.
- **Mr Spiller** – FOI Request & Withdrawal. A FOI request had been presented to the PC at the last meeting which was then withdrawn by Mr Spiller
- **Resident** – VH Recycling Bins and concerns over the amount of loose bottles accumulation prior to the bins being emptied
- **Mark Brennan** – Torch Relay for Festival of Suffolk would be attending Ixworth on 16th May 2022

It was agreed to write to the SCC Portfolio Holder for Highways giving them the information the resident has supplied and request the points raised are looked into. Points raised were -

1. Were these junctions intended to be roundabouts and will SCC install basic signs to show this?
2. Is it true that SCC installed the white lines in St Farm Lane, something they have previously denied? The resident clearly remembers that it was SCC.
3. On the original plans submitted from Wilson Homes to showed both as roundabouts and signage would be installed

It was agreed that Cllr Steve Wilson would draft letters to SCC and the resident.

Action: Cllr Steve Wilson

It was agreed to write to the Village Hall highlighting the resident's concerns about the re-cycling bins. **Action: Cleek**

16. Councillor Reports

Cllr Sophia Wilson reported that the new equipment in the play park would hopefully be installed sometime in June.
Cllr Reay requested that the Environment Policy is added to the July meeting agenda. It was agreed by all present to add. **Action: Clerk**
Cllr Steve Wilson requested that Chalk Lane be added to the June agenda. It was agreed by all present to add to the June agenda. **Action: Clerk**
Cllr Sutton informed members that she may have to offer her apologies for the June and July meeting as she will be in the final months of her pregnancy.
Cllr Birrell wished to highlight his concerns about the team who have attended the village distributing weed killer on the weeds. Unfortunately, they had also killed many beautiful wildflowers growing. It was agreed to approach D Cllr Griffiths in the first instance to ascertain if this was carried out by WSDC.
Action: Clerk

17. Date of the Next Meeting

The date of the next meeting was confirmed as 8th June 2022 at 7.30pm in Ixworth Village Hall.

With no further business the meeting closed at 9.30pm.

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Signed

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Date