

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

*Minutes of the Parish Council Meeting of Ixworth & Ixworth Thorpe Parish Council meeting held in Ixworth Village Hall on 8<sup>th</sup> June 2022 at 7:30pm*

**Present:** Councillors (Cllrs) Lord (Chairman), Steve Wilson, Pam Shelton and Kate Rees

**Also Present:** Mandy Adlington (Parish Clerk), County Councillor (C Cllr) Joanna Spicer MBE, District Councillor (D Cllr) John Griffiths MBE and three 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, APCM – Annual Parish Council Meeting, VAS – Vehicle Activated Sign

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

Apologies were received from Cllrs Sophia Wilson, Debra Reay and Claire Black as they were away. Apologies were received from Cllrs Vicky Sutton and Ben Birrell due to illness. Apologies were accepted by all present.

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

No declarations were received.

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

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 11<sup>th</sup> May 2022.

### **4. Clerks Report**

The Clerk reported the following;

#### **Planning Queries Response from WSC –**

- **Business from a property** – The Planning Enforcement department have advised that operation of business in a residential property is classed as ‘Incidental to enjoyment of the dwelling’ and isn’t classed as development, therefore planning permission is not necessary. However, a complaint about noise disturbance can be made by completing the online form
- **Guide on Fencing/Encroachment** - Planning Enforcement have advised that fencing up to 2m high is permitted development, unless it is next to a highway, then it must be 1m.

If the encroachment is on a neighbour’s property, then it does not fall under the Council’s remit. If the encroachment is onto a highway, then Highways at Suffolk County Council should be informed

### **Code of Conduct**

The Code of Conduct is being amended and SALC are recommending that PCs adopt it. I advise the new code is adopted at the July meeting.

**Correspondence** responded, as instructed, to various correspondence including –

Paul West (SCC) re Chalk Lane, Resident re Chalk Lane, Resident VH, VH,

I have contacted WSC and SCC to ascertain who spread weed killer on the path recently but have not yet had a response.

### **Office 365**

The structure of the folders to be transferred to Office 365 is nearly complete. Once completed I will first transfer to iron out any problems then all Cllrs will be given the new email addresses which will enable them to access information.

### Tree Warden

An article has not yet been placed in the magazine.

### Ixworth Thorpe Gateway Sign

SCC have not yet given permission for the sign to be installed. I have emailed for further information but have not yet had a response.

### Walk Leaflets

The Ixworth Circular Walk leaflets are in short supply, so another batch is required to be printed. I have approached several printers and unfortunately costs have increased since Covid. The cheapest cost is £720 for one thousand.

### Website

The website still requires more work to add more information. I will upload all legally required information in the next couple of months, but further construction of the site will continue in August/September as Office 365 will be taking precedence.

### WSC Local Plan

A response is required from the PC before 26<sup>th</sup> July. It will be on the agenda for the July meeting. The Clerk requested that all members view the consultation and send their comments to the Chairman before the end of June. A report on the comments will then be produced for consideration at the July meeting. A decision of the response from the PC will then be made for submission prior to the July deadline.

### Holidays

The Clerk informed members that her annual holiday will be Friday 24<sup>th</sup> June until Sunday 10<sup>th</sup> July. The Clerk will check emails and forward any urgent emails to be dealt with by the PC Chair.

### Play Area

The new equipment is scheduled to be installed week beginning 27<sup>th</sup> June 2022.

### SALC – Hedges

SALC confirmed that the PC should not place leaflets in residents' doors advising them to cut back their overhanging hedges. If an overhanging hedge/tree is obstructing a pavement, then this should be reported to SCC.

It was agreed to seek another quote for the leaflet printing.

The Clerk informed members that the leaflet to place on resident's car windscreens who are obstructing the pavement is available from the Clerk. **Action: All Cllrs**

Cllr Steve Wilson enquired if a quote had been obtained for a possible new notice board. The Clerk reported that a quote had been sought and should be available for the July meeting. **Action: Clerk**

Cllr Steve Wilson requested if the Local Police Officer had been contacted yet. The Chairman stated he had not yet contacted him but would do so as soon as possible to invite him to a meeting. **Action: Chairman**

### 5. Public Forum

Mr Ian Rees, the Parish Council Footpath Warden, reported that he had informed SCC of a missing footpath sign in Ixworth Thorpe. SCC stated it was on the list to install a new one but may not be for some time.

### County Councillor Joanna Spicer

C Cllr Spicer reported the following.

- **Hempyard Bridge** – the Heras fencing should be repaired this week and the landowner has given permission for the overhanging tree to be cut back
- **A1088** – The traffic lights on this road will be removed soon as the HGV ban is now in place

- **Landridge Development** – As there has been a lot of conversations around access to this possible development I have requested clarification from SCC Highways department. A Zoom meeting is being arranged. I would like however, to clarify that SCC Highways will make the decision on access to the site and any Rights of Way and footpaths that are required not the developer or any other party
- **Ixworth Right of Way Application** – C Cllr Spicer reported that she had been given some information of an application which she would forward to the Clerk for members to view

Cllr Steve Wilson asked if C Cllr Spicer had been able to do anything about the parked truck in Chalk Lane. C Cllr Spicer reported that she had spoken with the concerned resident.

Cllr Lord enquired if C Cllr Spicer had any information of the Jaynic Development in Stanton as Cllr Lord was very concerned that a possible 275 extra lorries would be passing through Ixworth by-pass. Obviously, such an increase would increase the risk of a resident getting hurt trying to cross the A1088, this once again highlights the overdue need for a footbridge over the by-pass.

C Cllr Spicer stated that two planning applications were about to be submitted – one for a spine road which would help with the problems of traffic in Stanton. A second application would be for a car recycling business.

A discussion took place on the concerns the increased traffic would have in this Parish.

Cllr Lord informed C Cllr Spicer that he still had not had a reply from Cllr Matthew Hicks – Leader of Suffolk County Council to a letter sent on 3<sup>rd</sup> May 2022.

#### **District Councillor John Griffiths**

D Cllr Griffiths thanked everyone who had helped and attended the events in the area over the Jubilee weekend. All events were very successful, and all seemed to have a good time.

D Cllr Griffiths informed members that discussions were still ongoing with the developers and landowners of the Crown Lane Development area. The discussions are mainly around a possible new Masterplan for the area.

#### **6. Determined Planning Applications**

Determined Planning Application (year to date July 2021 to December 2021)

**June 2021** – No applications

#### **July 2021**

**DC/21/1198** – 3 dwellings after demolition of current dwellings–Land North of Green Lane, Ixworth Thorpe  
**Approved**

**DC/21/1378** – Fell one Tamarisk Tree – 16 High Street, Ixworth -  
**Approved**

#### **August 2021**

**DC/21/0039** – Extensions & Alterations to existing care home – Ixworth Court Peddars Close, Ixworth  
**Approved**

**DC/21/1540** – Crown reduce 3 Sycamores to up to two metres – 2 Lower Farm Drive, Ixworth  
**Approved**

**DC/21/1623** – Fell one Alder tree – Peddars Close, Ixworth  
**Approved**

#### **September 2021**

**DC/21/1589** – Various Tree Work – Land next to Hill Top House (Robins Copse)  
**Approved**

## October 2021

**DC/21/1846** – Single storey rear extension & balcony to master bedroom – Sandstone Lodge, Stow Road, Ixworth

**Approved**

**DC/21/1781** – Crown lift one Yew tree – Tudor Cottage, Commister Lane, Ixworth

**Approved**

**DC/21/1849** – Pollard one Ash tree to 7 metres – 3 Peacock Rise, Ixworth

**Withdrawn**

## November 2021

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

**Approved**

**DC/21/1898** – Replacement of fence to northern boundary and replacement of pergola and associated patio – Park House, 64 High Street, Ixworth

**Approved**

**DC/21/2028** – One Apple tree, overall crown reduction by up to two metres – 9 Abbey Close, Ixworth

**Approved**

**DC/21/2066** – One Cherry tree, overall crown reduction by two metres and inner crown thin by 10% - 51 High Street, Ixworth

**Approved**

**DC/21/2085** – Fell one Sycamore – 12b Stow Road, Ixworth

**Approved**

**DC/21/2043** – works to repair bridge and additions of railings to parapets – Ixworth Abbey, The Paddock, Ixworth (Hempyard Bridge)

## December 2021

**DC/21/2069** – a, double garage with storage above; b. Alterations to existing access; c. create vehicular access and driveway off Crown Crescent – 2 Park Cottages, High Street, Ixworth

**Approved**

**DC/21/2159** – single storey rear extension – 3 Riverview, Oak Barn, Stow Road, Ixworth

**Approved**

**DC/21/2234** – a; removal of cement based render and replace with lime render to front elevation b; install new riven oak laths and replace pentice boards c; replace or repair windowsills – 7 High Street, Ixworth

**Approved**

## 7. Planning Applications

**DC/22/0866/TCA** – a, reduce branches by 2.5 metres and height by up to 2 metres with a radius by 3.5 metres – b, clear from window one Holly by 2.5 metres – c, clearance from Church one Walnut by 3 metres – d, fell one Sycamore – St Mary's Churchyard, Ixworth **No Comment as a PC Application**

**DC/22/0740/TCA** – a, one Sycamore lift canopy up to 2.5 metres – b, one Silver Birch overall crown reduction by two metres, c, one Silver Birch overall crown reduction by 1.5 metres, d, six Sycamore pollard back to previous pruning points – Landridge, High Street, Ixworth **No Objection**

**DC/2/0442** – (re-consultation) – single storey extensions – Round House, Thetford Road, Ixworth **Objection**

**DC/22/0373** – (re-consultation) – a. single storey extension with linked extension to form annexe b. attached garage (replacement of existing garage) – Round House, Thetford Road, Ixworth **Objection**

## **8. Chalk Lane**

Cllr Steve Wilson had distributed, prior to the meeting, a suggested sign for installation in Chalk Lane.

It was agreed –

- to seek a quote for the sign approximately 120cm x 70cm with artwork provided by the contractor
- submit the design to SCC for permission to erect the sign on their land
- Cllr Steve Wilson would provide a mock-up of the sign to provide to SCC
- Installation would at first be on wooden poles already owned by the PC

It was agreed to add to the agenda in July to discuss costings and funding.

**Action: Clerk & Cllr Steve Wilson**

## **9. SAWG**

Cllr Steve Wilson presented the following report, which had been previously distributed to all Cllrs. SAWG was set up with the following aims

1. Carry out a survey of the Parish regarding the personal safety of residents when using public footways and crossing highways
2. Carry out a study of street light positions and their effectiveness
3. Identify problems for those with a physical impairment in accessing goods, facilities, services and premises in Ixworth

The following actions were completed

**Aim 1** – Survey completed, PC has produced advisory leaflets for owners of cars obstructing footways and a priority list of locations for dropped kerbs which has been submitted to SCC.

**Aim 2** – Survey was completed. A consultation on part-night lighting conducted via a referendum and it was agreed that all Ixworth street lighting, operated by WSC, is now on a part-night basis but Ixworth Thorpe would remain on all night.

**Aim 3** – Survey was carried out and a meeting was held with the management of The Beeches. Some issues were identified included;

- (i) Need for a safe crossing points in the High Street
- (ii) Poor state of pavements in the High Street and obstacles obstructing them
- (iii) Lack of public toilets
- (iv) Inaccessibility to playing field

The following actions were resolved –

- (i) Keep pressure on SCC to install dropped kerbs at locations highlighted by SAWG
- (ii) Seek funding options for installing dropped kerbs, via local Parish Organisation
- (iii) Contact Havebury Housing on lighting in path in Peddars Close

**Action: Clerk & Cllr Steve Wilson**

It was agreed that the PC would, if possible, support any future provision of public toilets in Ixworth

SAWG was disbanded as all aims of the working group had been completed.

A vote of thanks was given to Mrs Sue Spiller for all her hard work towards this group.

## **10. Mulleys Roundabout**

The Chairman gave a brief history of the project of sponsoring the roundabouts in Ixworth. Various reasons had delayed getting this project completed and Cllr Lord requested if the members could agree for him to investigate the delays, possible sponsors, and report back at the August meeting. It was agreed by all present.

**Action: Cllr Lord**

### **11. St Mary's Churchyard**

The Clerk reported that she had met with the grass cutting contractor to discuss the suggestion of leaving some of the Churchyard uncut to encourage wildflowers and wildlife. The contractor stated this may involve extra work and time he would send a revised quote for the contract. The members agreed that the idea was to be encouraged but felt an extra cost to the PC may not be acceptable but would discuss further once the revised quote was received.

It was agreed to inform Rev Karen Burton and Dan Willis on the progress of this issue

**Action: Clerk**

### **12. Cemetery**

The Clerk reported that the Cemetery caretaker had requested if it was possible to supply him with a battery-operated brush trimmer. It was agreed the Clerk could purchase a trimmer up to the cost of £300.

### **13. Accounts**

The following accounts were agreed for payment

BACS	Staffing	£1366.19
BACS	H M Revenue & Customs	£453.58
BACS	Ixworth Butchers (Annual Parish Meeting)	£243.34
BACS	Zurich Municipal (Insurance)	£965.13
BACS	Ixworth Village Hall (4 invoices)	£229.51
BACS	ARCO (Refuse Bags)	£32.35
BACS	Suffolk Cloud (website)	£395.00
BACS	SLCC (membership)	£171.00
BACS	SLCC (RFO Training)	£144.00
BACS	Hermitage Memorials (Memorial Restoration)	£2320.00
BACS	Clerk (working from home allowance and postage)	£118.80
BACS	RBA Solutions (internal audit)	£240.00
BACS	The Royal British Legion (S137 Jubilee Grant)	£200
	Direct Debit NEST	£42.07

The RFO (Responsible Finance Officer) was authorised to transfer £4000 by on-line transfer from the business account to the community account.

Cllr Sophia Wilson would authorise, online, the payments above.

**Action: Clerk & Cllr Sophia Wilson**

### **14. Annual Governance and Accountability Return**

Section 1 & 2 of the Annual Governance Statement (AGAR) for 2021-2022 had been previously distributed to all members prior to the meeting.

After reviewing Section 1 of the Annual Governance Statement (AGAR) of the Annual Return, for year ending 31st March 2022 it was resolved that the Council had ensured there is a sound system of internal control. It was resolved that the Chairman and Clerk could sign this section of the form.

After reviewing the figures in Section 2 of the Accounting Statement of the Annual Return, for year ending 31st March 2022 it was resolved that these figures were correct. It was resolved that the Chairman and RFO could sign this section of the form.

### **15. Chair's Report**

The Chairman thanked all who were involved in the various community commemorations Platinum Jubilee. All seemed to be well supported and it was really uplifting in seeing everyone come together after so long.

The Chairman reported that he had recently been contacted by the Chairman of Stanton Parish Council after they had been contacted by Green Ixworth. Green Ixworth stated, given the position that the PC were taking in respect of the Highway issues affecting Ixworth, that they would like Stanton to take the lead on mitigating the issues that may impact Ixworth. The Chairman clarified the position of this PC and Stanton's PC Chairman and I have agreed to remain in close contact concerning issues affecting both of our Parishes as we believe that both Parish Councils are best placed, either individually or collaboratively, to continue to raise the issues as required.

### **16. Correspondence**

The following correspondence had been received;

- **Citizens Advice** – Funding Request
- **Resident** – Road Subsidence (with permission from the sender, this had been forwarded to C Cllr Spicer)
- **Walsham-le-Willows PC** – Jaynic Development x 2
- **Resident** – Strip of Land behind Thetford Road flats
- **Resident** – Chalk Lane
- **Resident** – Chalk Lane
- **Resident** – Street Lighting Peddars Close
- **Headway** – Cycle and Walk Events x 2
- **WSC Local Plan** – Various emails/information (response required in July)
- **SCC** – Road Closure A143 x 2

Cllr Lord stated he was particularly interested in picking up the Jaynic correspondence from Walsham-Le-Willows. Cllr Lord was concerned the suggested increase in HGV vehicles using the roads around Ixworth would increase the dangers of residents crossing the by-pass.

It was resolved that Cllr Lord could pursue this matter and write to the company concerned with the PC concerns.

**Action: Cllr Lord**

Cllr Lord stated he was looking into who owned the strip of land behind Thetford Road flats and would report back at a future meeting. The Clerk was instructed to inform the resident.

**Action: Clerk**

The members acknowledged the resident concerns on the lighting in Peddars Close now the lights were part-night lighting, but the consultation showed the majority who took part in the consultation were in agreement to them being turned off. If any issues or problem occurred surrounding safety became evident then this issue may be looked at again. It was agreed to contact the resident to explain the PC position.

**Action: Clerk**

### **17. Councillors Reports**

Cllr Shelton reported that residents have complained to her about the weeds growing through the pavements in Coddington Way and Scott Road following the recent re-surfacing.

Cllr Steve Wilson reported the VAS batteries were not holding their charge as they did when new. The batteries were now changed on a weekly basis with a single charge per battery before installation.

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

The date of the next meeting was confirmed as 13<sup>th</sup> July 2022 at 7.30pm in Ixworth Village Hall

**19. Exclusion of the Press and 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

With no further business the meeting closed at 10.05pm

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Signed

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Date