

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 Wednesday 8th March 2023 at 7:30pm

Present: Councillors (Cllrs) Lord (Chairman), Sophia Wilson, Ben Birrell, Pam Shelton and Kate Rees

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

Abbreviations

Cllr/Cllrs – Councillor/Councillors, C Cllr – County Councillor, PC – Parish Council, WSC – West Suffolk Council, RFO – Responsible Finance Officer, SCC – Suffolk County Council, WG – Working Group, D Cllr – District Councillor, APM – Annual Parish Meeting, NPWG – Neighbourhood Plan Working Group, De-fib – defibrillator, NP – Neighbourhood Plan

1. Opening Statement from Chairman

The Chairman welcomed Cllrs and members of the public to the March meeting.

2. Apologies

Apologies were received from:

Cllr Sutton – childcare – apology accepted

Cllr Reay – family issues – apology accepted

Cllr Black – work commitments – apology accepted

3. Declarations of Interest

Cllr Wilson declared a pecuniary interest in planning application DC/23/0151/FUL

4. 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 meeting held on Wednesday 8th February 2023.

5. Clerks Report

The Clerk reported the following:

- **Ixworth Thorpe Church Lights** – a quote had received to replace the bulb in the standard light outside the Church. The quote is £80 + VAT
- **Play Area** – The issue surrounding the uneven matting seems to have resolved itself as grass now beginning to cover the matting. However, the issue surrounding the moving pole has not been resolved. Playdale state that there should move slightly but all members, after seeing a video Cllr Lord had recorded, agreed there was more than slight movement and agreed that this needed to be resolved prior to the final payment being made
- **Clerk's Hours** – the Clerk informed members that most of her hours during March and April would be taken up with the end of year accounts submission and the NP
- **PC Public Website** – the Clerk informed members that currently a new page relating to the APM was under construction and the NP page and Policies page were being reviewed and altered
- **Kings Coronation** – Cllr Rees had requested this item be included in the March agenda for discussion but the Clerk had entered on to the April in error.

It was resolved not to pay the final invoice to Playdale until issues surrounding the equipment installation have been resolved.

Action: Clerk

It was resolved to accept the quote to repair the Ixworth Thorpe Church lights and the Clerk was instructed to contact the company to arrange

Action: Clerk

Cllr Birrell informed members that the Ixworth Events Group were arranging a 'Picnic in the Park' for the weekend of the Coronation. The picnic would be held on Ixworth Village Hall Playing Fields and there would be various events running along with the picnic such as a Dog Show. Confirmation of the date and timings will be advertised and Cllr Birrell would confirm with members at the next meeting.

Cllr Rees enquired if there was any suggestions that the PC could do to celebrate this historic occasion such as installing bunting up and down the High Street. Members discussed this option and thought there may be problems with permissions from residents and permissions from SCC if lampposts were to be used.

C Cllr Spicer informed members that Bardwell were installing signs on posts and it might be worth contacting them for further information.

It was agreed by all present for Cllr Rees to contact Bardwell PC for further information.

Action: Cllr Rees

6. Reports from C Cllr Spicer and D Cllr Griffiths

D Cllr Griffiths offered his apologies for not being able to attend but emailed the following information;

- I have responded to various letters given to me when Cllr Lord and I visited Ixworth Primary School. I have also written to the Leader of Suffolk County Council summarising their concerns and suggestions regarding traffic, highway and speeding and have asked for an update on plans to improve things in this regard on the A143 in and around Ixworth
- I have now fully allocated my locality budget for this financial year and have supported various events and organisations in the Ixworth Ward including recently the ~Kings Coronation, the Village Hall and a new defibrillator

C Cllr Spicer reported the following;

- **Wooden Railings on Steps down to the by-pass** – Cllr Lord had kindly sent me a photo of the wooden railings on the steps leading down to the by-pass showing that they are rotten and falling apart. I contacted the Rights of Way team at SCC who have informed me that they are a highway issue was not rights of way. C Cllr Spicer suggested that the PC report the issue using the SCC online portal and once reported to send her the reference number for her to chase
- **Wednesday Bus** – at a previous meeting I was requested to look into why the Wednesday bus does not stop at the bottom of Peddars Close anymore. I have been informed that the bus that is now used cannot travel over the weight limited bridge in Thetford Road. The official route for stopping is Ixworth High Street. C Cllr Spicer suggested speaking informally with the bus company to see if there was anything they were able to do to help
- **Marketingforce (roundabout sponsorship)** – SCC's contract with this company is about to run out and are in discussions to arrange a new contract.
- **A1088 Bridge** – SCC are hoping to repair this bridge next Spring
- **Stow Road Steps (leading to New Road)** – C Cllr Spicer apologised that she had not followed up concerns on the possibility of installed lighting at the steps. C Cllr Spicer would continue looking into this issue and report back to members at a future meeting
- **Dropped Kerbs** – C Cllr Spicer wished to bring the issue of dropped kerbs back to the agenda to perhaps move on this issue and get some dropped kerbs installed. The WG looking to this issue previously had concluded six priority locations for a dropped kerb and C Cllr Spicer suggested a separate meeting to discuss this issue further
- **Youth Club** – C Cllr Spicer informed members that she had managed to keep assigned funding for this project when it goes forward
- **SET Ixworth** – C Cllr Spicer was pleased to announce that SET Ixworth admission requests had been over subscribed
- **Hempyard Bridge** – as yet no start date has been agreed but the bridge is continuing to have monthly inspections

The Clerk was instructed to report the broken railings on the by-pass steps.

Action Clerk

Cllr Lord agreed to informal contact the bus contractor in relation to the Wednesday bus.

Action: Cllr Lord

It was agreed to contact Marketingforce or SCC to ascertain the position with sponsorship of roundabouts.

Action: Cllr Lord

It was agreed that Cllr Rees would meet with C Cllr Spicer to discuss the steps in New Road further. Cllr Rees informed members that Mr Ian Rees the Footpath Warden had attended the steps and cleared them of leaves etc.

Cllr Rees would contact C Cllr Spicer to arrange.

Action: Cllr Rees

It was agreed to arrange a meeting to discuss the issue of dropped kerbs. It was agreed that Cllr Rees would arrange a meeting with C Cllr Spicer to discuss further. The Clerk would supply members and C Cllr Spicer the list of suggested dropped kerbs. The Footpath Warden would also attend.

Action: Cllr Rees and Clerk

Youth Club

Cllr Lord read the following update received from Mike Jones on the Youth Club;

Due to the resignation of one of the Youth Workers one week prior to opening, it has been necessary to carry out a recruitment campaign for a second worker. The Youth Club can only operate safely with two workers and for this reason the opening of the club has been on hold during the recruitment process.

This has not been an easy process. There has not been a shortage of people showing interest and all those who were considered possible contenders for the Youth Worker role were sent an application form. However recruitment has been extremely difficult due to a number of factors. Many applicants had no experience of working with young people and the majority of those who did and were sent application forms failed to return them. Follow up calls and emails either went unanswered or despite promises of returning forms still failed to do so.

However I'm pleased to say that just over a week ago we did interview an applicant who presented very well, has previous experience of working with young people and is experienced in event management. They have been offered the job and have accepted. We are currently going through the DBS process and getting references.

The SET Ixworth School will continue to support with the venue, will support with the DBS process and Safeguarding Training.

An opening date has not yet been agreed as we need to complete our checks before agreeing a start date for the new worker and for the Youth Club. I will update the PC once a start date has been agreed.

7. Public Forum

- The Ixworth Historian requested the name and title of the current street cleaner for her Annual Report
- A resident also made the following comments on planning – currently there is nothing new on the Copart Planning Application (Shepherds Grove) but there seemed to be a lot of negative responses already been received by the planning department and it was good to see the application for a Bat Lodge at Ixworth Thorpe
- A resident suggested that a survey be completed on all highway issues in and around the Parish

Cllr Lord reported that a survey had been carried out a couple of years previously and perhaps this needed updating.

8. Planning

Cllr Wilson left the meeting room while this application was discussed

DC/23/0151/FUL – Installation of bat lodge – Land North of Green Acre, Ixworth Thorpe

No Objection

Cllr Wilson returned to the meeting room.

DC/23/0256/HH – single storey side extension (following demolition of existing extension) – 17 Coddington Way, Ixworth

No Objection

DC/23/0292/HH – (a) conversion of integrated garage into a habitable room (b) creation of side car port – Buttons Close, 35 High Street, Ixworth

No Objection

9. Planning Other

Cllr Lord reported that he and Cllr Rees had recently attended neighbouring Parish Councils to gauge their thoughts on the impact the planning application at Shepherds Grove would have on them. Cllr Lord and Rees shared information that this PC were aware of relating to the application.

10. Finance

The list of payments list along with invoices had been distributed to Cllrs prior to the meeting.

BACS	Staffing	£1811.33
BACS	H M Revenue & Customs	£414.72
BACS	Screwfix (Cemetery)	£291.97
BACS	Ixworth Village Hall (meeting room)	£80.85
BACS	Arco (maintenance)	£160.88
BACS	Elite Fencing (maintenance)	£550.00
BACS	Methodist Church (APM)	£30.00
BACS	A Adlington (refund)	£150.00
BACS	A Adlington (expenses)	£103.25
Direct Debit NEST		£50.09

It was resolved to not pay the Playdale invoice of £27,700.57 at this time until all issues surrounding the new play equipment installation have been resolved.

The RFO was authorised to transfer £35,000 by on-line transfer from the business account to the community account. The transfer includes the Playdale invoice.

Cllr Wilson would authorise, online, the above payments

Action: Clerk & Cllr Wilson

The bank reconciliation, previously circulated, was agreed by all present and signed by Cllrs Wilson and Lord.

11. Community Defibrillator

The Clerk reported that D Cllr Griffiths had granted £699.33 towards the cost of the new de-fib. The Clerk had contacted Community Heartbeat for a definitive quote and needed to speak with C Cllr Spicer about permission to install at the Fire Station.

Action: Clerk

12. Micklesmere Drive

As Cllr Black was not in attendance at this meeting this item would be included on the April agenda. **Action: Clerk**

13. Annual Parish Meeting

The Clerk reported that Ixworth Methodist Church was booked so the meeting was confirmed as Wednesday 19th April at 7pm in Ixworth Methodist Church.

The following points were discussed and agreed;

- **Invitations** – groups within the Parish would be invited to attend and give a small five minute update on their group if they so wish. A full report could be given to the Clerk to be included under the report section within the minutes
- **Speaker** – it was agreed to invite a specialist speaker, possibly the local Police, to attend and give an update
- **Refreshments** – it was agreed to provide refreshments of tea, coffee and biscuits on the evening
- **Agenda** – the agenda would be finalised and placed on the website and notice boards one week prior to the meeting. If anyone is wishing to have an item for discussion added to the agenda the Clerk needed to be notified by Monday 10th April 2023

Actions:

As Chairman, Cllr Lord would contact a specialist speaker to attend.
The Clerk would contact all local groups to invite to the meeting.
Cllr Rees and Shelton agreed to serve refreshments on the evening.

14 Parish Council Elections May 2023

The Clerk informed members of the following dates for the Parish Council Elections in May 2023.

- **Notice of Election** – Wednesday 22nd March 2023
- **Earliest Nominations Papers can be delivered** – Thursday 23rd March 2023
- **Deadline for delivering papers** – 4pm Tuesday 4th April 2023
- **Latest time to withdraw Candidature** – 4pm Tuesday 4th April 2023
- **Polling Day** – Thursday 4th May 2023 (7am to 10pm)

The Clerk reported she had copies of papers required to apply to be a candidate if anyone required them.

15. Neighbourhood Plan

Cllr Lord informed members that the NPWG were at the stage of launched the Regulation 14 Pre-submission consultation.

The NPWG hoped the consultation would be as follows (subject to all documentation and draft plans are finalised);

- **Consultation period** – 17th April 2023 until 31st May 2023
- **In Person Presentation** – Saturday 13th May in the morning to be held in Ixworth Village Hall
- **Online Presentation** - Tuesday 9th May 2023 (evening)
- **Draft Plan** - copies of the draft plan would be available to view in Ixworth Library (not to be taken away). Draft copied would be available to borrow from the Clerk. The draft plan will also be on the website.

The Clerk informed members that the NP website page would be updated prior to the consultation.

16. Community Recognition Awards

The Clerk reported that an article had been placed in the magazine. The Clerk has application forms is anyone required them.

The date of the panel to discuss nominations was confirmed as 5th April 2023 at 10am. All members would sit on the panel.

All members agreed to encourage people to nominate.

17. Ixworth Cemetery

The Clerk informed members that a quote for £500 had been received to repair the roof. The Clerk recommended the quote was accepted and request the repairs are carried out as soon as possible.

It was agreed by all present to accept the quote and the Clerk was instructed to inform the company who supplied the quote. **Action: Clerk**

The Clerk informed members that quotes for the tree work had not been received at this time.

18. Chairman's Report

The Chairman reported that he had attending the WSC Civic Dinner.

19. Correspondence

The following correspondence had been received:

- **Walsham PC** - Jaynic/Shepherds Grove
- **Resident** – footpath issue
- **Suffolk Wheelers** – May Bank Holiday Event
- **Mike Jones** – Youth club update £5000
- **National Highways** – A14 Haughley/Tothill
- **SCC** – Temporary Road Closure

The Clerk informed members that the resident with footpath concerns had been responded to and the concerns had been passed to C Cllr Spicer.

The report from Mike Jones on the Youth Club had been read in item 6 and it was agreed no further responses were required.

20. Councillors Reports

Cllr Wilson reported the bus shelter in Ixworth Thorpe had been repaired.

21 Date of the Next Meeting

The date of the next meeting was confirmed as Wednesday 12th April 2023 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