

## CHATTISHAM & HINTLESHAM PARISH COUNCIL

MINUTES of the Parish Council Meeting held at the Hintlesham Community Centre  
On 20<sup>th</sup> May 2021 at 7.30pm

### PRESENT:

Ian Bryce (Vice Chair)	Stephanie Coupland
Les Cole	Peter Eaton
Diane Chase	

### APOLOGIES:

Chris Leany	Debbie Archer
John Whyman	Ben Cox
Roy Carter	Jamie Bostock
County Cllr Christopher Hudson	

### IN ATTENDANCE:

David Busby  
Tamsin Pearce (Clerk)  
2 members of the public

**The Vice Chair Announced that the meeting is being recorded and welcomed everyone. He welcomed the new Clerk to the first face to face meeting since her appointment. He reminded the members of the public they can only speak in the Public Section of the meeting.**

### CHPC180/20 – Election of Chairman

A discussion was held and Stephanie Coupland suggested that Les Cole would make an excellent Chairman. Les Cole agreed he would take the role of Chairman. This was then proposed by Stephanie Coupland and seconded by Peter Eaton. Ian then welcomed Les as the new Chairman and stood down. Les then took over the running of the meeting following his agreement to the post.

### CHPC181/20 – Appointment of Officers and Representatives

Vice Chairman - Ian Bryce  
Safer Communities & Road Safety Officer – Chris Leany  
Graffiti Officer – Jamie Bostock  
Emergency Officer – John Whyman  
Footpath Office -Stephanie Coupland  
Tree Warden – John Whyman  
Police Forum – Diane Chase  
Public Transport – Ben Cox  
Red Kiosk/Bench Monitor- Hintlesham – Jamie Bostock  
Red Kiosk/Bench Monitor- Chattisham – Diane Chase  
Equality & Diversity Officer – Debbie Archer  
Playing Field Liaison Officer – John Whyman  
Village Directory/LINK – Stephanie Coupland  
Risk Management – John Whyman  
Planning Lead – Roy Carter  
BAPTC Representative – Peter Eaton  
National Grid Community forum representative – Peter Eaton  
Speed watch and VAS signs – Les Cole

**CHPC182/20- TO APPROVE THE MINUTES OF THE MEETINGS HELD 8<sup>th</sup> April 2021**

The minutes of the meetings held on 8<sup>th</sup> April 2021 had been circulated to all councillors and were proposed as a true record by Stephanie Coupland and seconded by Ian Bryce. The minutes will be signed by Les Cole at the meeting.

**CHPC183/20 – DECLARATION OF INTEREST**

There were none declared.

**CHPC184/20 – MATTERS ARISING FROM MINUTES DATED 8<sup>th</sup> April 2021**

The question was raised about the new BT email addresses and whether everyone was now using and accessing their new email address. Ian said he hadn't been able to get the email address activated. Ian will contact Haydon Wilding to get the email address working. Clerk to email all members of the Parish Council to remind them to set the accounts up and to contact Haydon if they had any issues.

Clerk

**CHPC185/20 – COUNTY COUNCILLOR & DISTRICT COUNCILLOR'S REPORTS**

Cllr Busby gave the council the following update;

The annual Suffolk Walking Festival will be online this year running from the 22<sup>nd</sup> May – 31<sup>st</sup> May. A significant new funding scheme to deliver an economic boost and support recovery from Covid is now available to businesses and not-for-profit organisations in Babergh and Mid Suffolk. **The Back to Business Grant** is a one-off payment of up to £25,000 to support businesses in their recovery from the impact of Covid 19 and improve their long-term sustainability through resilience and diversification projects. Designed to support local post covid economic recovery by encouraging projects that enhance visitor experience or increase footfall in town and village centres. Priority will be given to organisations working in a partnership approach to local projects delivering economic recovery, projects that support job creation and opportunities to improve to business resilience and sustainability. This grant fund is also open to businesses and organisations who are seeking to grow or diversify their business, create more jobs or increase productivity. Businesses or organisations trading from Babergh or Mid Suffolk, that meet the criteria, can apply for the Back to Business Grant online with a project outline or summary of activity that will be supported by this funding. **I.T.** – working hard to provide a better customer experience, starting with a new payments system. **Endeavour House** – reviewing usage and looking at more agile working. **Integrated Care Academy** has been established to help local services provide the best possible joined-up care. **Climate Change and Bio-diversity** are going to be 2 key driving forces for the council to enable us to achieve our target of zero carbon emissions by 2030.

At this point in the meeting a member of the public asked the Chairman if he was able to ask Cllr Busby a question relating to the Back to Business scheme.

**The meeting was closed at 19:48 for the member of public to address David Busby.**

The member of the public asked for some clarity on what the Back to Business scheme covered as they had made enquires about it with the council and had been told they did not qualify for a grant as they already had an existing business. Cllr. Busby commented that there has been some confusion for businesses that have received grants during the Covid lockdowns. The Back to Business grant is available to businesses that fit set requirements, a list of which is available via the Babergh website.

Cllr. Busby asked members of the council if the Community Council had made a claim for grants and it was agreed they had already done this.

**The meeting reopened at 19:52**

**CHPC186/20 – COMMENTS FROM MEMBERS OF THE PUBLIC**

It was raised by a member of public about new signage near public footpaths appearing asking walkers to not cross/use land if it was not marked as a public footpath. The question was asked as to why these signs are appearing when walkers had also used such cross-overs to access one footpath to another. Stephanie Coupland addressed this and said it was a matter of insurance for the landowner and them covering themselves against accidents occurring on their private land when it is not a public right of way.

A discussion was had regarding the use of farmland for moto-cross bike races/events as a member of the public at the meeting raised concerns over the overlap onto public foot paths. It was noted that one event had been an organised event, however, there have been other moto-cross bikes being ridden on the track and footpaths to the rear of Duke Street. Stephanie Coupland said she would look into this matter. Stephanie said that the Ramblers had given positive feedback on the footpaths and signage used on them.

Following on from this it was noted that horses are still being seen on the footpaths being ridden and walked by the owner. Les Cole suggested that a sub-group could be set up to look specifically at matters regarding the incorrect use of the footpaths both in Hintlesham and Chattisham.

The question was asked about Police Speed checks in the village and when the last checks had been carried out. Les confirmed that the police have indeed carried out checks two weeks ago.

Stephanie

Les

**CHPC187/20 – PLANNING**

DC/21/02623 | Planning Application - Erection of 1no. dwelling with associated cartlodging and upgrading of vehicular access. | Land Adjacent The Old Rectory The Street Chattisham Suffolk IP8 3PY. Following a long discussion regarding application DC/21/02623 the following comments were made to object to the application as Chattisham is classed as Countryside on Babergh's current Local Plan. We are aware the draft local plan wants to introduce a build up area boundary but this has not currently been adopted.

**The following applications were noted by the Chairman as GRANTED by Babergh Planning.**

DC/21/02666 | Application for Non Material Amendment relating to DC/20/02313 - Changes to fenestration and materials including revisions to internal layout. | Linden Cottages Duke Street Hintlesham Suffolk - GRANTED

DC/21/00971 - Householder Planning Application – Erection of single storey extension with roof lantern – Fairview Duke Street, Hintlesham, Ipswich, Suffolk, IP8 3QP – GRANTED

DC/21/00215 – Condition 6 (storage and presentation of bins) – Upper Birches Folly Road, Chattisham, Ipswich, Suffolk, IP8 3QG. Ref No: DC/21/01243 -GRANTED

Householder Planning Application – Erection of two storey front extension including porch – Phalmier, Duke Street, Hintlesham, Ipswich, Suffolk, IP8 3PW. – Ref No: DC/21/01604 – GRANTED

Planning Application – change of use of agricultural field to domestic garden to serve Fairview, Duke Street, Hintlesham – Fairview, Duke Street, Hintlesham, Ipswich, Suffolk, IP8 3QP. – Ref No: DC/21/01447 – GRANTED

Householder application – Erection of side garage extension – California House, 1 California Lane, Hintlesham, Ipswich, Suffolk, IP8 3QJ. – Ref No: DC/21/01494 – GRANTED

Householder Planning Application - Siting residential park home for ancillary use to the host dwelling (following removal of storage container). Dale View, Washbrook Road, Hintlesham, Ipswich Suffolk IP8 3NW – Ref No: DC/21/01419 – GRANTED

**The following applications were noted by the Chairman as REFUSED by Babergh Planning.**

Application for a Non Material Amendment relating to DC/20/01979 - Change of external walls and roof finishes and change to window and door styles to Plot 5. Walls to be black painted softwood weatherboard with a red brick plinth. Roof to be clay pantiles. Windows to be painted hardwood flush casement windows. The Pony Paddock, Duke Street, Hintlesham, Suffolk -REFUSED

DC/21/00837 | Application for a Non Material Amendment relating to DC/20/00838 - Amendments to Agricultural Building, additional roller door, personal door and lights. | Charity Farm The Street Chattisham Ipswich Suffolk IP8 3QG – REFUSED

**CHPC188/20 – TREE AND HEDGE PLANTING**

As John Whyman was not present at the meeting council felt it best to discuss this at the next parish meeting and so John can give his update. Item to be added to 10<sup>th</sup> June agenda.

**CHPC189/20 – Internal Audit**

It was noted that Pat King will no longer be carrying out the end of year internal audit for Chattisham and Hintlesham Parish Council. A member of the community, Mark Walters, has now been appointed to carry out the internal audit for 2021.

**CHPC190/20 – SARS**

The councillors had a discussion about the SARS charity and the benefits they can provide the local community, however, as the prespet has already been set for this year the Parish Council can not offer any financial support in this financial year. They are happy to look at adding the SARS charity onto the next financial years presept.

**CHPC191/20 – Parish Councillor Vacancy**

Following David Marsh standing down as chair and parish councillor a vacancy has arisen for the Parish of Hintlesham. The Elections office at Babergh has been contacted and a casual vacancy notice has been posted. A job description has been written and will be published in the next LINK newsletter, on the Parishes notice boards and on the community website. The advert will appear as follows;

**Chattisham and Hintlesham Parish Council**

**VACANCY OF PARISH COUNCILLOR**

The Parish Council is looking to fill a vacancy for a Councillor for the Hintlesham parish. If you are interested in becoming a Parish Councillor, please email the Parish Clerk – Tamsin Pearce at [parish.clerk@handcpc.co.uk](mailto:parish.clerk@handcpc.co.uk) expressing your interest.

This will be an agenda item for the next Parish meeting when you will be invited to speak briefly to the Council prior to any voting. Please note you cannot be considered for the vacancy unless you attend this meeting in person and applicants must not personally lobby Councillors.

Closing date for receipt of applications – 8<sup>th</sup> June 2021. You must meet the requirements under the Representation of the People Regulations namely being over 18 years old and a British, Republic of Ireland or Commonwealth citizen or a citizen of a European Union member state and either • an elector of the Parish/area • or have during the last 12 months occupied land in the parish (as owner or tenant) • or have during the last 12 months worked in the parish/area • or have during the last 12 months lived in the parish/area within 3 miles (4.8km) of the boundary.

Dated: 17<sup>th</sup> May 2021 Tamsin Pearce Clerk to Chattisham and Hintlesham Parish Council

**CHPC192/20 – National Grid – Bramford to Twinstead**

Peter Eaton updated council on an umbrella group who are parish councillors from parishes along the Bramford to Twinstead route that collectively work together for the local area to ensure that each parish council has all the information it needs to make responses to National Grid regarding the Bramford to Twinstead project. Following on from the last response date the Scoping document is the final stage of the consultation and all responses need to be submitted by the 8<sup>th</sup> June. Peter has a meeting with other members and Bron Curtis (Babergh Infrastructure Planning) on Friday 28<sup>th</sup> May to discuss what should be included in this final Scoping report. Chattisham and Hintlesham will then submit their response as a parish council before the deadline date.

**CHPC193/20 – DRAFT RECORDING OF MEETINGS POLICY**

Following on from the meeting held on the 8<sup>th</sup> April all council members had circulated to them a copy of the draft Recording Policy. At the last meeting the Chairman informed council that the public have the right to video and/or record any parish council meeting. It was felt that due to the meeting having several councillors absent that the Recording policy should be moved to the next meeting agenda so all members had the opportunity to comment and then vote.

**CHPC194/20 – Litter Pick**

Stephanie Coupland updated council about the Litter Pick. It has been suggested that September would be a good time to conduct the pick and a letter would go out in the LINK and go onto the website to request volunteers. Stephanie also mentioned that the village had been very lucky as two members of the community have been collecting rubbish during the last year and that a special letter of thanks was to appear in the village LINK.

Les Cole said he had been asked by a new member of the community about local litter picks and said that he could, if needed, get together a group of people to help do a litter pick.

It was noted that a Risk Assessment could be needed prior to carrying out any litter pick.

**CHPC195/20 – BAPTC**

Peter Eaton updated council on the latest meeting he'd had with other BAPTC members. BAPTC as an organisation have around 40 policy documents which are pertinent to local Parish Councils, Peter suggested that Chattisham and Hintlesham Parish Council should look through the policies and see which ones would benefit the council. It was suggested that these policies be added to the next agenda so council could discuss them and choose which of the policies they'd like to adopt. Once a final list has been created each policy would be rated according to its importance and then be added one at a time to each agenda going forward.

**CHPC196/20 – FINANCE**

The following payments were proposed by Ian Bryce and seconded by Diane Chase.

Suffolk Assn. of Local Councils – Membership subscription 2021/22 - £365.12

Suffolk Assn. of Local Councils – Clerk training -£30.00

Suffolk Assn. of Local Councils – Clerk training - £90.00

Clerk Salary & Expenses - £157.65

To sign the governance statement for end of year – the Chairman and Clerk signed the paperwork following the meeting.

#### **CHPC197/20 – REPORTS FROM PARISH COUNCILLORS**

Stephanie Coupland will update the directory for the parish councillors, add the new chairman. Stephanie asked all members present if they were happy to have their phone numbers published along with their new parish council email address, everyone was in agreement with this. Stephanie had made comment during the public discussions about foot paths that she had received positive feedback from the Ramblers on both footpaths and signage.

Les Cole reported that the bus stop sign was down on Duke Street and this would look to be fixed. Les updated the council on the ANPR cameras. Letters went out to the residents in Hintlesham asking if they'd be happy to have the ANPR cameras and the feedback was a positive yes. The locations for the cameras as discussed previously should be one located near the pony paddock on Duke Street and that the Chattisham camera location still needs to be confirmed.

Stephanie asked if Les had the figures to hand from the last speed watch, Les said he'd provide Stephanie with the details post meeting. ***Details given post meeting - vehicles recorded exceeding 35MPH since the last Parish Council meeting, the period covers 20-04-21 to 20-05-21. 8 sessions and in total 37 vehicles were noted and will be receiving letters from Suffolk Police, the busiest day was Sunday 25<sup>th</sup> April when 12 were recorded.***

Les asked the council if they would like to continue to receive weekly speed reports or if a monthly speed report for each location would be more beneficial. It was agreed that a monthly report for each of the locations would be the best option going forward.

#### **CHPC198/20 – CORRESPONDENCE RECEIVED**

All correspondence has been circulated via email

#### **CHPC199/20 – ITEMS FOR THE NEXT AGENDA**

Tree and Hedge Planning  
Recording Of Meetings Draft Policy  
Chairman Training Fees  
BAPTC policies

#### **CHPC200/20 – DATE OF NEXT MEETING**

Thursday 10<sup>th</sup> June 2021 7.30pm

Meeting closed at 8.59 pm