

CHATTISHAM & HINTLESHAM PARISH COUNCIL

MINUTES of the Parish Council Meeting held at the Hintlesham Community Centre
On 10th June 2021 at 7.30pm

PRESENT:

Les Cole (Chairman)	Stephanie Coupland
Peter Eaton	Ben Cox
Diane Chase	John Whyman
Chris Leney	Jamie Bostock

APOLOGIES:

Ian Bryce (Vice Chair)
Debbie Archer
County Cllr Christopher Hudson

IN ATTENDANCE:

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

The Chairman Announced that the meeting was being recorded and welcomed everyone. He reminded the members of the public they can only speak in the Public Section of the meeting.

CHPC201/20- TO APPROVE THE MINUTES OF THE MEETINGS HELD 20th May 2021

The minutes of the meetings held on 20th May 2021 had been circulated to all councillors and were proposed as a true record by Stephanie Coupland and seconded by Peter Eaton. The minutes were signed by Les Cole, Chairman at the end of the meeting.

CHPC202/20 – DECLARATION OF INTEREST

Chris Leney declared an interested in planning application DC/21/03025 | Application for Listed Building Consent. Replacement of 10no windows. | Park Farm House Back Road Hintlesham Suffolk IP8 3NU. He abstained from the discussion and vote. The Declaration of Interest register was signed.

CHPC203/20 – MATTERS ARISING FROM MINUTES DATED 10th May 2021

Stephanie Coupland said she was still waiting to discuss the matter of motocross bikes being used on private farm land with the owner as the bikes have been seen crossing over public footpaths, she will update council at the next meeting.

CHPC204/20 – COUNTY COUNCILLOR & DISTRICT COUNCILLOR'S REPORTS

County Cllr Christopher Hudson was unable to attend the meeting, however, had asked the Clerk to feedback to council on the question of live streaming the meetings so that members of the public and county councillors could attend meeting virtually should they need to do so. A discussion was held between parish councillors and it was felt that at this time virtual live streaming of the

meetings was unnecessary and sure people be unable to attend they could request that comments be made on their behalf and after the meeting minutes would be available to view on the parish council area of the website.

Cllr Busby gave the council the following update;

Babergh Council are looking to review the collection of waste bins and will be sending out consultation information surrounding this. Cllr Busby will provide the Clerk with the form so that it can be circulated. This will include recycling, food waste and green bin waste. Stephanie Coupland asked Cllr Busby if this would be feedback from just the council or individuals, Cllr Busby stated this would be a consultation for both councils are members of the parishes.

Cllr Busby updated the parish council on a planning application which has been submitted, details DC/20/05137 | Outline Planning Application. (Access and Landscaping to be considered) Employment land for use as Class E Business buildings up to 1900m2 and Classes B2 and B8 buildings up to 4200m2 | Land At Cobbolds Farm Ipswich Road Hadleigh Ipswich Suffolk IP7 6BG. The question was raised by Peter Eaton as to what the application entailed and Cllr Busby confirmed this was to be used for business, retail purposes. Cllr Busby advised council that the deadline date for submission of comments was Wednesday 16th June 2021, it was noted that this really didn't give council any time to comment given the deadline falls outside a parish council meeting.

Babergh Council are proposing to apply planning for a retail and a business park near Hadleigh. The proposal will include retails shops and business units which will be rented out. It was noted that this application creates a conflict of interest as there is also the planning application DC/20/05137, as detailed in the minutes which is also looking to offer similar retail and business units.

Council agreed that a letter of objection should be sent to Babergh Council objecting to both the aforementioned retail and business unit planning applications.

Peter Eaton asked Cllr Busby if he could provide an update on the Bramford to Twinstead project, however, the meeting has been delayed but is expected to happen in the next week. Cllr Busby to update council on the meeting outcome.

Cllr Busby was asked how the recent planning approval for the Livery Yard in Duke Street was granted with so many conditions stating "before first use", he suggested that the enforcement team could be contacted where conditions were being ignored.

CHPC205/20 – COMMENTS FROM MEMBERS OF THE PUBLIC

It was raised by a member of public about vehicles parking on the footpaths along Duke Street in Hintlesham. This has increased with works being done to properties on the road as well as sites building new houses. It was agreed that the parish council will write a reminder to both residents and workmen/builders that parking on footpaths, while not a legal offence, does create potentially dangerous obstructions for pedestrians as well as passing vehicles.

Another member of the public commented on a speed check carried out by the police, on Monday, 7th June 2021, between 12:20pm and 1:20pm. A total of 10 offenders were caught speeding over the 30pmh limit and will be fined accordingly by the police service. To follow up on speed check Les stated that the application letter for AMPR cameras for Duke Street in Hintlesham has been sent off. It was noted that there have been no replies from Chattisham residents as to their thoughts on having an AMPR camera and indeed on it's location. Les said he will follow this up in the next few weeks.

Les Cole

Cllr Busby

Les Cole

<p>CHPC206/20 – PLANNING</p>	
<p>DC/21/02835 Householder Application - Erection of single storey side extension (following removal of existing)and erection of new porch. Wellington Cottage Duke Street Hintlesham Suffolk IP8 3QP.</p>	
<p>All council members present had looked at the application and agreed that the Parish Council had no objections to this application. It was agreed a reply would be submitted.</p>	Clerk
<p>DC/21/03025 Application for Listed Building Consent. Replacement of 10no windows. Park Farm House Back Road Hintlesham Suffolk IP8 3NU.</p>	
<p>After a discussion it was agreed that the Parish Council had no objections to this application. It was agreed a reply would be submitted to this effect.</p>	Clerk
<p>DC/21/03144 Discharge of Conditions Application for DC/20/04649 - Condition 8 (Refuse Bins and Collection Areas), Condition 11 (Construction Management) and Condition 14 (Suffolk Habitats Sites Mitigation) Linden Cottages Duke Street Hintlesham Suffolk.</p>	
<p>Following a discussion it was agreed that the parish council had no objection to this.</p>	Clerk
<p>DC/21/02783 Discharge of Conditions Application for DC/18/05613- Condition 20 (First Occupation of Development - Archaeological Works), and Parts F through to G of Condition 19 (Commencement of Development - Archaeological Works). Land To The East Of Duke Street Hintlesham Suffolk.</p>	
<p>It was agreed by council that there was no objection to this application.</p>	Clerk
<p>DC/21/03197 Householder Application - Erection of single storey front extension (following removal of existing porch). Newhaven Duke Street Hintlesham Suffolk IP8 3QP.</p>	
<p>After a discussion by council it was agreed that there was no objection to this planning application.</p>	Clerk
<p>DC/21/03196 Discharge of Conditions Application for DC/20/05300 - Condition 3 (Agreement of Materials) and Condition 4 (Fenestration) Church Farm Lower Barn Road Chattisham Suffolk IP8 3PZ.</p>	
<p>It was felt by council that this discharge was acceptable and they would not object.</p>	Clerk
<p>CHPC207/20 – TREE AND HEDGE PLANTING</p>	
<p>John Whyman updated council on the need for more time to put into place a meetings to discuss this matter further in order for it to be addressed correctly. It was agreed that this item be carried forward onto the September 2021 agenda.</p>	John Whyman
<p>CHPC208/20 – Recording of meetings draft policy</p>	
<p>After much discussion on the wording of the draft agenda it was agreed that it needed so wording amending and adding in order to fully cover all areas relevant to the Chattisham and Hintlesham Parish Council. It needs to be made clear that any person(s) wishing to audio record a meeting contact the Parish Clerk in advance so that everyone attending can be made aware, it was also noted that a clear sign needs to be present at the meeting along with the policy document. Peter Eaton felt that a statement within the policy needed to be added details however the parish council record a meeting, how long they retain the recording and that once the minutes have been signed off as a true reflection of that meeting the recording is then deleted and replaced with the hard copy minutes. Additionally a sub clause needs to be added to include that all meetings taking place a the community centre are recorded on a video camera this does not include sound. It was</p>	Clerk/Les Cole

therefore agreed these amendments would be made and the new draft be circulated and added to the next agenda.

CHPC209/20 – BAPTC

Following the document sent out to all council members from Peter Eaton via the Clerk it was agreed that council look at the policies and agree on ones they felt needed to be done first. After discussion it was agreed that the following policies would be looked into;

Co-Option Policy

Data Protection which is now GDPR

Subject Access Requests (SAR) policy

Subject Access Request (SAR) Procedure

Peter Eaton stated that the Burstall Parish Council has a very comprehensive policies section on their website and it was agreed that all members of the council would look at the website and specifically the four policies as listed. The council can then make amendments to be inline with Chattisham and Hintlesham Parish Council and then adopt each policy.

CHPC210/20 - Parish Councillor Vacancy

Following the advert for a parish councillor for Hintlesham the council did not receive any applicants it was therefore decided to re run the ad with new closing dates and post it on the village website, notice boards and in the LINK. Since David Marsh stood down as chair and parish councillor, Roy Carter parish councillor for the parish of Chattisham has also had to stand down due to other work commitments and therefore a vacancy has arisen for the Parish of Chattisham. The Elections office at Babergh has been contacted and a casual vacancy notice will be posted for 14 days. 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 chairman will be writing to Roy Carter to thank him for all he has done for the council during his time as a councillor.

CHPC211/20 – National Grid – Bramford to Twinstead

Since the last parish council meeting Peter Eaton along with Bron Curtis attended a meeting held to discuss the project and the scoping report. From this meeting a response from the Chattisham and Hintlesham Parish Council has been written and it has been sent off to the National Grid prior to the scoping reports deadline. A copy of this report was circulated to council members prior to the meeting.

CHPC212/20 – FINANCE

The following payments were proposed by Chris Leney and seconded by Stephanie Coupland.

To sign off AGAR return -Accounting Statements 2020/21

Babergh District Council – Litter bin and dog bin emptying - £245.68

SALC Clerk Training (Module 6 - 24/5/21) - £30.00

Clerk Salary & Expenses - £171.41

The AGAR Accounting Statement was discussed and it was agreed that it was an accurate account – the Chairman and Clerk signed the paperwork following the meeting with minute reference being entered as CHPC212/20.

Cllr. Busby left the meeting at this point – 20:30

All

Les Cole

CHPC213/20 – Parish Council sections on village website

The Clerk updated the Parish Council on some update ideas to update the ‘Home’ – first page you arrive at when clicking the Parish Council section on the main village site. The Clerk suggested that the first page be a Welcome page with News sections and Updates with links to other areas of the parish councils section such as minutes, finance etc. A discussion was held about having photos of the parish councillors on the site and it was decided that a group photo would be the best way forward and would be taken once Covid restrictions allow for this. The group photo would then be on the Welcome page as an introduction to the Parish Council. It had also been suggested that the new Chairman write a piece which Les agreed to do and this will be added to the site. Going forward updates will also need to be made to bring the parish council pages up to date. Policies as they are created/adopted will also be added.

Clerk

CHPC214/20 – Playground equipment/area – update on additional works

Following emails from the Community Council on additional work needed on the playground equipment John Whyman gave the parish council an update on the work to date. Due to some of the play equipment having rotten wooden legs, new metal legs have had to be fitted in order to create a safe play space. These additional costs will be covered by the Community Council, however, they’d asked if the Parish Council could take the monies and pay for the works so as to recover the VAT. Following a discussion between councillors it was decided that the Clerk would need to check how this would work as it was not a budgeted amount for the financial year and therefore needed to be looked at prior to confirming if this was indeed something the council could agree to do.

Clerk

CHPC215/20 – REPORTS FROM PARISH COUNCILLORS

Stephanie Coupland stated that the village directory is nearly complete, roles for the parish councillors have been added as well as the new chairman. Stephanie said that the parish Clerks details will be email address and landline phone number.

An issue with footpath 7 has been raised and is being dealt with as is the gate on footpath 17. Les Cole said the footpath through the St Nicholas area is overgrown and just needs someone to trim it back so access is easier down the path.

Diane Chase asked if the Chattisham sign post will be up soon. The main post is set and Stephanie Coupland said once the concrete has gone of the contractor will be back to fix the Chattisham village sign to it.

The phone box in Chattisham has still not received a volunteer to paint it so Diane is going to see if she can find someone within the village willing to paint it as the paint is ready to be used. Hintlesham has a volunteer and will commence work now the weather is better.

An update on Charity Farm had been given to Diane from a member of the public, they’d previously written to Babergh and had received an acknowledgement, however nothing further has been forthcoming so they are going to write another letter to Babergh regarding this matter.

Chris Leney said that there had been one reported accident where a car had gone into the hedge opposite Birch Farm, on Silver Hill.

Ben Cox informed the council that the bus services have resumed and a Saturday bus now runs, bus timetables are on the village website.

CHPC216/20 – CORRESPONDENCE RECEIVED

All correspondence has been circulated via email

CHPC217/20 –ITEMS FOR THE NEXT AGENDA

Clerks weekly working hours increase by one hour per week – clerk to provide council with hours worked excel sheet

Recording Of Meetings Draft Policy to be review with new amendments

BAPTC 4 policies to be reviewed

CIL monies – clarity on funds, time scales

CHPC218/20 – DATE OF NEXT MEETING

Thursday 8th July 2021 7.30pm

Meeting closed at 9:19 pm