

## STOWLANGTOFT PARISH COUNCIL MEETING

**MONDAY 21 NOVEMBER 2017 AT 7.15 PM  
THE MEETING ROOM, ST GEORGE'S ROAD**

Present: Cllrs D D'Lima (Chair), J Catchpole, H Godfrey, Mrs J Godfrey, J Orlopp, District Cllr Barker and County Cllr Mrs Storey. Mrs A Bryant (clerk) was also in attendance. Members of the public also attended.

- 63 **Apologies for absence:** Apologies for absence were received Cllr N Kaines.
- 64 **Declaration of interest:** Cllr J Catchpole declared an interest in the Kiln Farm House planning application as outlined on his register of interest form.
- 65 **Minutes of the last meeting:** The Chairman summarised the minutes for the benefit of members of the public who had not read them. Cllr J Catchpole proposed that the minutes of the meeting dated 18 September 2017 be approved. Cllr D'Lima seconded the motion and it was carried unanimously.
- 66 **Matters arising from the last meeting:**  
*Village Sign:* Cllr D'Lima stated that Cllr Kaines would report back at the next meeting.

*Galvanised handrail:* Cllr D'Lima stated that Cllr Kaines would report back at the next meeting.

All other matters arising would be covered under specific agenda items.

- 67 **County Councillor's Report:** County Cllr Storey reported the following and took questions: -

'At the Cabinet meeting on 7 November 2017, there were a couple of items which may be of interest to people in Thedwastre North; firstly, is the report from the Suffolk Local Access Forum who act independently to look at a wide range of issues to do with access – some examples include footpaths, railway crossings and coastal paths. They hold a number of larger bodies 'to account' including Network Rail and the County Council. Secondly, the report regarding the sale of West Meadows, the Adult Safeguarding Board and on the Education and Learning Infrastructure Plan. This latter item is of particular interest to many people locally as it sets out the education needs of the county based on both existing population growth and proposed housing development.

Negotiations are ongoing with the gypsy and travelling community based in Ipswich near Asda to allow current residents to buy their plot, giving the conclusion of no overall ownership. The County Council would own a strip of land around the edge.

Winter gritting started on 5 November and will continue, as required, officially until the end of April 2018. When temperatures fall to 1-degree C the gritter drivers are mobilised. There are 40 gritter lorries around the county with the local depot based at Rougham. Grit is mixed with a brine solution and spread first on priority 1 routes (A and B roads) and then priority 2 routes. A map of the gritting routes can be found on the County Council website at [www.suffolk.gov.uk/roads-and-transport/check-which-roads-are-gritted/](http://www.suffolk.gov.uk/roads-and-transport/check-which-roads-are-gritted/). Highways England grit the A14 from their depot near Cambridge.

Suffolk Highways have undergone a reorganisation with a new system in operation from 4 September. Initial faults/repairs can be reported using <https://highwaysreporting.suffolk.gov.uk> or 0345 606 6171. A log reference number will be given and recorded on the website for all to see. For information on roadworks, proposed or underway the website [www.roadworks.org](http://www.roadworks.org) is very useful.

Health chiefs in Suffolk are reminding people to get a flu vaccination to ward off the worst effects of a potentially debilitating illness. Parents of 2-3 year olds are encouraged to take their child to have a simple nasal spray vaccination at their GP surgery, while carers are also advised not to put off their free flu jab. Flu is a highly infectious disease and can lead to serious complications, especially among some of the most vulnerable groups.

Finally, papers for the Scrutiny Committee will include savings proposals for the budget year 2018/2019. It may be that an increase in the County Council proportion of the council tax bill will be proposed. All committee papers are published online at [www.suffolk.gov.uk](http://www.suffolk.gov.uk).

County Cllr Storey added that the Cabinet member for Highways and Transport was currently off sick so she had taken over temporary responsibility for that portfolio, in addition to her own responsibilities.

Cllr D'Lima questioned County Cllr Storey whether the funding she had offered at the meeting on 16 January 2017 (minute 9 refers) was still available as, despite various attempts to contact her, no response had been received. County Cllr Storey agreed that funding was still available from her Highways budget.

Cllr D'Lima then questioned whether David Irvine was the correct person to contact regarding the installation of the posts for the VAS (vehicle activated signs). County Cllr Storey concluded that she had some funding available which would cover the cost of installing the posts.

*(The meeting agreed to bring agenda items 8 (Speed Reactive Sign Procurement) and 11 (Speed Gates, Kiln Lane) forward on the agenda to allow discussion whilst the County Councillor was present).*

68 **Speed Reactive Sign Procurement:** Cllr H Godfrey informed those present that he had submitted the necessary paperwork to proceed with the purchase of a VAS, however he had not received any acknowledgement since. He added that some wires had been installed across the main street as you enter Stowlangtoft, however he was unaware of whether these were connected with the installation and progression of the VAS. Cllr Godfrey confirmed that he had spoken to Dinic regarding the application.

County Cllr Storey acknowledged that she had heard of Dinic but was unaware of whether they actually had any budget. This was an issue the County Council were investigating further. She added that now she was aware of the application being submitted to Dinic she could investigate further. The meeting noted that a VAS cost about £2,500.00 each and that County Cllr Storey had provided Great Ashfield with a VAS and could provide Stowlangtoft with the same. She suggested that the villages share a VAS, however it was felt that this would not be manageable or effective.

County Cllr Storey reiterated her previous offer of funding, stating that she would fund a VAS from her locality funding and the 4 posts from the locality Highways budget.

**County Cllr Storey agreed to investigate the current status of Stowlangtoft's VAS application to Dinic and report back to Cllr Godfrey by Monday 27 November 2017.**

- 69 **Speed Gates, Kiln Lane:** Cllr D'Lima advised that the Parishioner who was progressing the gates for the benefit of the residents of Kiln Lane was not present and therefore an update would be provided at the next meeting in January 2018.

**An update on the Speed Gates in Kiln Lane would be provided at the meeting in January 2018.**

Following on from previous discussions regarding VAS, County Cllr Storey also agreed to fund the speed gates in Kiln Lane. She explained that David Irvine would propose the location for the gates and the design needed. After these points were agreed, County Cllr Storey would approve the funding.

**County Cllr Storey would agree to fund the Kiln Lane speed gates once location and design had been approved.**

*(County Councillor Storey left the meeting at 7.43 pm)*

- 70 **District Councillor's report:** District Cllr Barker reported the following and took questions: -

'Mid Suffolk and Babergh District Councils have moved into Endeavour House resulting in the Needham Market and Hadleigh offices closing. The Councils have introduced an improved website and a single phone number for all customer enquiries which is 0300 1234 000. It has been acknowledged that some face to face contact will still be needed and therefore a new service centre has been opened at 54 Ipswich Street, Stowmarket. Meetings at this centre will be by appointment only.

The Boundary Commission of England have looked at the electors ward of MSDC and their findings propose the number of councillors drop from 40 to 34 and the wards be balanced as equally as possible. Badwell Ash would be split up with Stowlangtoft moving into the Thurston ward. The proposals are out for consultation, with a consultation end date of 11 December 2017. Views can be submitted to the Review Officer (Mid Suffolk) by emailing [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk) or write to them.

The consultation on the Babergh and Mid Suffolk Joint Local Plan finished on 10 November 2017. District Cllr Barker thanked everyone who had submitted comments.'

District Cllr Barker apologised for not updating about the hedgerow in St George's Road. He would chase for a response and report back at the January 2018 meeting.

Cllr Mrs Godfrey questioned whether District Cllr Barker had seen the Open Space Questionnaire completed by Cllr Catchpole on behalf of Stowlangtoft and whether he had a copy.

**District Cllr Barker agreed to contact the Open Spaces Officer to obtain a copy of the questionnaire which would aid investigations regarding open space in St George's Road.**

District Cllr Barker added that he had contacted Stephanie Osborne regarding an update on the Common Room but had nothing to add. Cllr Godfrey advised that Stephanie Osborne had requested a meeting with the Clerk and a Councillor regarding the lease paperwork, however no progress had been made and the proposed lease price was excessively high with the added possibility of a planning application being required to change the use. To date no update has been received.

*(District Councillor Barker left the meeting at 8.00 pm).*

71 **Police Report:** The report available on the website covers 22 wards in the Stowmarket area is dated October 2017.

*You said:*

1. there is ongoing anti-social behaviour and criminal damages occurring at the Recreation Ground, Stowmarket; and
2. there is excessive noise and speeding concerns along the A1120 from Tesco to B&M, Stowmarket.

*We did:*

1. mobile and foot patrols have been conducted along the Recreation Ground and work with the café and Bury CCTV progressed to identify offenders. A police operation involving the dog unit is in the planning stages.
2. some Section 59 warnings have been issued and intelligence submitted for the attention of Roads Policing Officers. A police operation involving roads policing and the special constabulary is underway to target these vehicles, assessing illegal exhausts and careless driving.

*Responding to issues in your community:*

Concern has been received from residents of Rickinghall and Botesdale regarding speed in their locality. SDR data was obtained and regular patrols have been conducted.

*Point of contact for your Safer Neighbourhood Team:* Sergeant 1692 Martin  
Telephone: 101 / 01473 613888 ext 3398  
Email: [stowmarket.snt@suffolk.pnn.police.uk](mailto:stowmarket.snt@suffolk.pnn.police.uk)  
Twitter: @PoliceSTOW

The meeting noted that the Police report was not particularly relevant to the village and again stressed the importance of keeping an eye out in your local area.

72 **Clerk's report:** The Clerk reported that she had attended SALC's GDPR (General Data Protection Regulations) briefing session. The key points were: -

- The GDPR has already been introduced but will be enforced from 25 May 2018.
- The Parish Council have to appoint a Data Protection Officer (DPO), however this cannot be the Clerk or a Chairman due to the possibility of a conflict of interest and the fact that the DPO must have a legal knowledge of GDPR.
- SALC are working with the DPO Centre who may offer to be the named DPO for Parish Councils with costs being shared with similar Parish Councils.
- There will be an ongoing yearly cost but at present what these are is unknown. This will need to be considered as part of the 2018/2019 budget discussions.
- The Information Commissioners Officer will regulate/enforce the GDPR.

- Impact Assessments, which will highlight what data the Parish Council hold, will need to be undertaken.
- The GDPR covers all digital and paper records.
- Encrypted information is exempt from the GDPR process.

The Clerk informed those present that the DPO Centre had provisionally grouped Parish Council based on their precepts; namely: -

Category 1 <£1,500.00  
 Category 2 £1,500.00 - £5,000.00  
 Category 3 £5,000.00 - £25,000.00  
 Category 4 £25,000.00 - £100,000.00

Stowlangtoft obviously fell into category 2 following the precept increase to provide the VAS, however there may be a case for stating category 1. If we agreed to category 1 there would be a year 1 cost of £150.00 and year 2 costs of £50.00. If it was category 2 there would be a year 1 cost of £280.00 and year 2 costs of £120.00.

The Clerk advised that SALC had a grant available to assist with the introduction of the Transparency Act and that Stowlangtoft could apply for a laptop, scanner/printer and encryption software which would also assist with the GDPR requirements. The Clerk informed the Council that up to £350.00 could be obtained for a laptop, £200.00 for software and £100.00 for a scanner/printer. All those present agreed that a grant application should be made to assist with transparency, data storage and GDPR.

**The Clerk would complete a grant application by Sunday 26 November 2017 for a laptop, scanner/printer and the necessary software and send to SALC for consideration. The Clerk would provide an update at the January 2018 meeting.**

73 **St George's Church:** As Cllr Kaines was not present, Cllr D'Lima called upon a representative from the PCC for an update.

The meeting noted that the PCC had arranged a Burns Night on 12 January 2018. Leaflets would be distributed shortly and tickets would be £20.

St George's Church now forms part of the Stowlangtoft benefice. It was suggested that the Parish Council meeting dates be published in the Church News which is distributed throughout the villages contained within the benefice. It was noted however that very few copies were available and additional copies were expensive. The PCC would be meeting before Christmas and the limited copies of the Church News would be raised.

Finally, the meeting were informed that the PCC Treasurer had retired.

74 **Finance Report:** Councillors agreed the financial report and the cheques were signed. The Clerk advised that a decision would be needed regarding the 2018/2019 precept at the January meeting.

**The Clerk would add the 2018/2019 precept to the agenda for the January 2018 meeting.**

75 **Planning matters:**

*(Cllr J Catchpole declared an interest in the following planning application, as outlined on his Register of Interest form, but remained in the meeting for the consideration of the item).*

Application for Planning Permission DC/17/05327

*Erection of single storey front and rear extensions; erection of pitched roof on existing dormer, and dormer to replace roof light on east elevation; conversion and extension of outbuilding to form holiday let; conversion of barn to form garage and additional living accommodation; erection of entrance gates, wall and brick pillar.*

*Kiln Farm House, Kiln Lane, Stowlangtoft, Bury St Edmunds, Suffolk, IP31 3JZ*

The meeting noted that the planning application and associated papers had been circulated to all Councillors prior to the meeting. The consultation deadline was 30 November 2017. It was also noted that the applicant was actually Mr R Catchpole on behalf of Stowlangtoft Estates.

Cllr Mrs Godfrey raised concern that section 3 of the application did not comply with the associated plans. She advised that she was concerned that the application looked like a new house being built in the middle of the village. Cllr Mrs Godfrey queried whether a clause could be included which stated that the house could not be sold away from the Farmhouse. Cllr Godfrey added that if it were a granny annexe it would be excluded from a separate sale.

Cllr Mrs Godfrey added that the application stated that there was no water course near the proposed development site, where in fact there is a large pond. She stated that it was disappointing that the architects statement was misleading and requested that a condition be included which required an inspection of the pond for amphibians.

Following consideration, the meeting concluded that the following be submitted to the Planning Authority as the Parish Council's response: -

**'Stowlangtoft Parish Council have no objection to the application, however clarification is sought regarding the architects statement and the omission in relation to the nearby pond. The Parish Council requested that a condition be included that an inspection of the pond for amphibians be undertaken and that a clause be added to prevent the future selling away from the farmhouse of the proposed dwelling.'**

Babergh and Mid Suffolk Joint Local Plan

Cllr Mrs Godfrey stated that since the briefing meeting regarding the joint Local Plan, the consultation period had ended. Barry Dixon had queried why Stowlangtoft had been designated as a hinterland and felt it should be a hamlet. Cllr Godfrey stated that he had reviewed the points and basis used to get to the hinterland label. He added that under the new boundary a hamlet would be expected to accommodate up to 5% more houses and a hinterland up to 15% more houses. Cllr Godfrey concluded that there was limited space within Stowlangtoft to accommodate additional housing unless a current property were demolished and rebuilt.

76 **Highway matters:** None.

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**Correspondence:**

Pensions Regulator: Cllr D’Lima handed the Clerk a letter from the Pensions Regulator regarding the Clerk’s pension (although the meeting noted that the Clerk did not receive a pension from Stowlangtoft Parish Council).

Jo Churchill MP letter: The Clerk advised that a letter had been received from John Churchill MP regarding Remembrance Day 2018. The letter encouraged local communities to participate in the Beacons of Light and Ringing out for Peace events.

Electoral Review: The Clerk stated that the Local Government Boundary Commission for England published the draft recommendations on the future electoral arrangements for Mid Suffolk District Council. The Clerk referred to the ward changes as outlined by District Councillor Barker and stated that the consultation period ends on 11 December 2017. The draft recommendations are on [www.lgbce.org.uk](http://www.lgbce.org.uk)

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**Councillors' Forum:**

Parish Council Vacancy: Cllr D’Lima questioned whether Ian Cassidy, who had previously expressed an interest in being a Parish Councillor, was still interested. Ian Cassidy confirmed he was, so the meeting agreed that the Clerk would obtain the necessary paperwork for completion at the January 2018 meeting.

**The Clerk to obtain the necessary co-option paperwork for Ian Cassidy to complete at the January 2018 meeting.**

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**Public Forum:** A parishioner raised a query regarding the open space to the front of the bungalows and queried whether it was open space or gardens following the transfer to general housing. In light of the ongoing query which District Cllr Barker was progressing regarding the hedgerow, it was agreed an update would be provided at the January 2018 meeting.

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**Date of next meeting:** Monday 15 January 2018 at 7.15 pm in the Meeting Room, St George’s Road.

The meeting concluded at 8.54 pm.

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Chairman

Date: