



PARISH COUNCIL MEETING

LAXFIELD PARISH COUNCIL MEETING MINUTES

Monday 8 January 2024 at 7 30 pm in the Parish Room

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OPEN FORUM

Two residents attended the meeting and a number of issues were raised:

- The new bench at The Link was now successfully installed. As previously agreed, the parish council would arrange for the tree to be trimmed and the old bench to be removed. Also, as previously agreed, the parish council would adopt the bench and ensure its upkeep and maintenance.
- The Rix oil syndicate rebate of £207.97 had been received. The clerk to advertise the availability of the monies to local groups and applications would be brought to the next meeting.

Reports had been received from Mid Suffolk District Council and Anders Linder, District Councillor and are available on the website. Cllr Hopfensberger, covering for Cllr Gould, had sent their apologies. Cllr Linder, district councillor attended part of the meeting.

MINUTES

Attendees: D Alchin, S Clarke (Chair), O Hackett, D Martindale, R Sutton, S Sutton, K Gregory (clerk).

1. Apologies and approval of absences

S Innes, L Sharman.

2. Declarations of interest

None.

3. Membership

- a. 24/01/01 Sarah Ellis' application for co-option to the Parish Council was reviewed. The criteria had been met and Sarah was co-opted onto the parish council. Proposed S Clarke, seconded S Sutton, AIF.

4. Approval of minutes

- a. 24/01/02 Minutes from Parish Council meeting held on 13 November 2023 were approved. Proposed S Clarke, seconded D Alchin, AIF.

5. Planning

- a. **The following decisions made by Mid Suffolk District Council were noted:**

DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990

Proposal: Discharge of Conditions Application for DC/23/01115 - Condition 10 (External Flues), 11 (Rainwater Goods), 12 (Cladding and Finishes), 13 (Roof and Wall Materials) and 14 (Final Floor Surfaces)

Location: Aldridges Farm, Fressingfield Road, Laxfield, Woodbridge Suffolk IP13 8EN

PRIOR APPROVAL - DEMOLITION - DC/23/05180

Proposal: Application for prior approval for proposed Demolition of 6no poultry houses, feeding tanks and hard-standing. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), Schedule 2, Part 11, Class B. Location: Agricultural Buildings, Cratfield Lane, Laxfield, IP13 8EU

b. The following comments submitted to Mid Suffolk District Council were noted:

APPLICATION FOR PRIOR APPROVAL - DEMOLITION - DC/23/05180

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No objections

c. To update on the following planning issues as appropriate:

- a. Daniel Cameron had requested that councillors wait until January 2024 to progress outstanding issues with the planning enforcement office. This would therefore be progressed by the clerk this month.
- b. A Linder informed the meeting that he was progressing the footpath issue on the Blacksmith's Way development with MSDC and would update the next meeting.
A further issue was raised regarding the establishment of a footpath on a sharp bend at the corner of the development which could be very dangerous. The clerk to progress with MSDC planning department.

6. Finance

- a. 24/01/03 BACs payments, direct debits and receipts as listed in Register of Payments for November and December 2023 were authorised. Proposed D Martindale, seconded S Sutton, AIF.
- b. 24/01/04 Bank reconciliations for November and December were reviewed and agreed. Proposed D Martindale, seconded R Sutton, AIF.
- c. 24/01/05 Performance v budget and monthly accounts for November and December 2023 were noted.
- d. 24/01/06 Finance committee's budget proposal for 2024 – 2025 was discussed and agreed. Proposed S Clarke, seconded O Hackett, AIF.
- e. 24/01/07 The precept demand for 2024 – 2025 was agreed and it was agreed to publicise that in real terms this meant a decrease in parish council's council tax portion. Proposed S Sutton, seconded D Alchin, AIF.
- f. 24/01/08 The change in cost of dog and litter bin charges for 2024 – 2025 was noted.
- g. 24/01/09 It was agreed cemetery fees for 2024 – 2025 would be increased as per finance committee's proposal. This was the first increase in at least five years and still remains at a lower level than nearby cemeteries. Proposed D Alchin, seconded S Clarke, AIF.
- h. 24/01/10 It was agreed that SALC be retained as the internal auditor for Laxfield's Parish Council financial accounts 2023 – 2024. Proposed D Alchin, seconded S Sutton, AIF.
- i. 24/01/11 The national salary award increase for the clerk backdated to April 2023 as notified by NALC was agreed. Proposed O Hackett, seconded S Sutton, AIF.
- j. 24/01/12 It was agreed to end the zoom subscription as no longer regularly used. Proposed S Clarke, seconded D Alchin, AIF.

7. Neighbourhood Plan

- a. 24/01/13 Update on draft Laxfield Design Guide to be carried over to the February meeting.

8. Roads, Footpaths, Infrastructure, Green Areas

- a. 24/01/14 The highways group update was noted and the following areas highlighted:
 - i. Feedback had been given by the Parish Council about the Bickers Hill Speed Limit Order (SLO) and a further update would be given by SCC at the end of January 2024.
 - ii. It was noted that the village map sign outside the Royal Oak was in a poor state of repair. It was agreed to look at replacement costs. The clerk to progress.
 - iii. A response was still awaited from SCC regarding the Mill Road proposals.
- b. 24/01/15 Green Spaces Group update. Various meetings had been held towards the end of 2023 and a number of things were being progressed to improve the green spaces. Laxfield was taking advantage of the free trees, flowers and hedgerows scheme and a number of items would be delivered within the next weeks.
- c. 24/01/16 Footpath report update was noted. S Clarke raised the issue about the very poor state of the footpath leading along Market Street to the Royal Oak; it was very narrow and had a terrible surface. S Clarke would raise the hedge trimming issue along the footpath with the landowners and the clerk would report the issue via the SCC reporting tool.
- d. 24/01/17 The first Laxfield Wildlife Group meeting had taken place in December. It was agreed to invite Mike Turton to the next meeting to talk about the group's proposals and discussions.

- e. 24/01/18 The parish council paperwork regarding the tank pond conveyancing had been submitted and it is hoped that completion will take place shortly.
- f. 24/01/19 It was noted that Pride in your Place funding of £250 had been received.
- g. 24/01/20 The Creating the Greenest County Awards was outlined and it was agreed that if anyone knew of any group or individual who should be nominated, applications should be submitted by the closing date of 31/1/24.
- h. 24/01/21 Proposals for the memorial refurbishment were discussed and it was agreed that the clerk should progress an application for the street furniture licence, then purchase six spherical bollards and contact two contractors regarding the refurbishment of the railings. Proposed R Sutton, seconded O Hackett, AIF.
- i. 24/01/22 The quote for tree management as previously agreed was noted.
- j. 24/01/23 An incident involving a vehicle rolling into the Guildhall wooden handrail was outlined. Details of the vehicle had been taken and the incident had been mentioned to the driver. It was agreed to report to the police and the clerk would report it to Laxfield relief.

9. Correspondence and other issues

- a. 24/01/24 It was noted that the scrap metal collection monies had been distributed as agreed and thanks from all had been received.
- b. 24/01/25 Thanks for funding for Beavers' archery equipment lighting were noted.
- c. 24/01/26 It was agreed to give a donation of £100 to CAB Suffolk. Proposed D Martindale, seconded S Clarke, AIF.
- d. 24/01/27 It was agreed to give a donation of £100 to Headway Suffolk. Proposed S Clarke, seconded S Sutton, AIF.
- e. 24/01/28 The annual review of the parish council's policies and procedures during January and February 2024 was outlined and it was noted that the following policies/statements would be added for feedback and agreement: impact assessments, privacy notices, procedures for dealing with subject access requests, procedures for dealing with data breaches and data retention policies including dispersal.
- f. 24/01/29 Further progress was made regarding the 80th anniversary of D Day commemorations. It was agreed that a larger marquee should be ordered at a cost of £1 200 for 8/6/24. Proposed D Martindale, seconded O Hackett, AIF. It was noted that the Church would support with selling teas, cakes etc and would also hold open gardens on that date. All to investigate swing bands who may be available on the day.
- g. 24/01/30 It was noted that the 'marketing' of the Good Neighbour Scheme (GNS) would be part of the previously discussed Community Engagement Day. It was agreed to suggest to the Village Hall committee that 23/3/24 between 12 and 3 pm would be a good time to hold the session. The clerk to progress. This would then fit in with the Spring Community Litter pick to be held a.m. on 23 March 2024.
- h. 24/01/31 New website mailboxes were being set up and all will be completed by the end of January 2024.
- i. 24/01/32 D Alchin was progressing the installation of the defibrillator and would keep the parish council updated.
- j. 24/01/33 The clerk confirmed that she was now able to make progress on the issues raised at the last meeting not covered elsewhere on the agenda.

10. Date of next meeting – Monday 12 February 2024.

If you would like to attend a parish council meeting, please come along. Alternatively, if you would like to raise a matter of concern, please do not hesitate to contact the parish clerk or a member of the council. **Karen Gregory (Parish Clerk), Hill Farm Barn, Framlingham Road, Badingham, Suffolk IP13 8JL Tel: 07719 988668 (mobile); Email: laxfieldparishclerk@gmail.com www.laxfield.online**