

**Stoke Ash & Thwaite Parish Council**  
**Minutes of the virtual meeting held Thursday 17 December 2020 at 7.30pm**

Present: Cllrs P Morris, Mrs C Maisey, D Maisey, M Fleming, R Kember, Mrs V Lane, G Leggett, T Pulham and G Tancred. County Cllr A Stringer and District Cllr D Burn

1. **To receive apologies for absence** – none
2. **Declarations of interest relating to items on the agenda** – none.
3. **PUBIC FORUM – to receive the following reports:**

Police – report available online, no queries were raised.

County Council – Cllr Stringer presented his written report (copy attached to the Minutes). Regarding the biodiversity motion, Cllr Stringer stated it had been important to ensure it was right for the county which would mean there will be a need for education on the motion’s strategy and content. Cllr Stringer raised the issue of grit bins and the parish council’s correspondence with County Highways. It was reported to Cllr Stringer all 12 grit bins had been individually registered via the Suffolk CC reporting tool. It was hoped this would resolve any further location issues, County were however unable to give a date for filling the bins. Cllr Stringer thanked Parish Councillors for their help and support over the last year.

The Chairman congratulated the County Council on its biodiversity motion and thanked Cllr Stringer for his help and support over the last year.

District Council – Cllr Burn reported the deadline for applying for locality awards had been extended to 12 March 2021 but councils should aim to submit applications to him by 26 February to enable him to review and approve applications prior to submitting to the District Council Grant’s Officer.

The Government was scraping its proposed changed method to calculate the requirement for new dwellings, Cllr Burn explained the background to the change and proposed formula which would mean more dwellings would be built in urban areas and on brownfield sites – this could have implications on 5 year housing land supplies. The Government White Paper should be available during April and could lead to changes in legislation in the autumn. The meeting went on to discuss the housing requirement in mid Suffolk and it was stated the approved housing development in Brockford Street for 9 dwellings was due to commence in the New Year.

Parishioners – none.

4. **To consider for approval Minutes of the meeting held 19 November 2020**

Cllr D Maisey proposed acceptance of the Minutes, seconded Cllr Kember and agreed.

Cllr Mrs Lane requested earlier receipt of the Minutes and queried the availability of Minutes on the website. It was reported Minutes up to October 2020 were available on the website, November 2020 would be added when approved at the December meeting.

5. **Matters arising from the Minutes for report**

May 2019	PC vacancy	Vacancy had been reported in parish magazine - LC
17.5.18	Damaged road signs A140	MF&TP to provide list to LC to report via Suffolk CC report tool. List provided and reported via website reporting tool
23.11.17	Red telephone kiosk – move to VH Green	No action re. move to VH Green. GT to carry out spring 2021 maintenance
17.5.18	Storage of PC documents at Ipswich Record Office	Deferred pending record office move
18.1.18	Wash Lane maintenance: Bridge – return boundary to its original condition, ie piping and fill in ditch Remove tree stumps Winter Maintenance/strim. Collect dead wood & burn	PM PM PM MF
17.5.18	Thwaite Comm Projects St George’s Hall  St George’s Bring &Buy Sale  Review of allotment boundaries and	Parishioners’ questionnaire on future of Hall – TP/GL deferred due to lockdown. Collection of items for a Bring & Buy sale after lockdown. RK

	pathways A future joint Community Hall	TP/GL Pending view of Stoke Ash VH committee. Deferred due to lockdown .MF
17.5.18	Speeding – The Street – high viz 30mph vests	Cllr Stringer reported a grant for purchase of the vests had been approved would be funded to the council together with the Neighbourhood Watch funding a combined sum of £429.
20.9.18	Grit Bin funding application  Fill new and existing grit bins  Approval for the four additional sites  Replace small bin at A140 junction opposite primary school with larger bin	Locality grant funding totaling £503.48 had been confirmed and would be paid direct to the pc bank account. Separate application had been made for each of the 12 bins via the Suffolk CC website reporting tool - LC Application made to Suffolk CC for 4 relocated bins at following sites: Chapel Lane, Stoke Ash; highway verge opposite VH Stoke Ash; highway verge opposite Post Office, The Street, Stoke Ash; Wickham Road next OSR. Action in the New Year
May 2018	Bus Stop A140 opposite Walnut Tree PH –	Installation of Notice Board for timetable – TP
15/11/18	PIIP's – identify items of Community expenditure from Cil  Additional community items would need to be considered  Parishioners views on joint village hall or retain separate halls	Village Sign – GT /TP progressing. Application also made for District Council Locality funding towards the project – Deferred to January 2021  Deferred pending survey
30.5.19	Monitor road edge – The Street, SA	All councillors
18.7.19	Play equipment/play surface grant funding Additional tyres at VH green Bark chippings ROSPA inspection	Pursue grant funding with MSDC – Finance Group  PM/TP – deferred to Spring 2021 MF Report received – minor, low risk items reported
18.7.19	Suffolk CC Our Water Project	Working Group to meet Mr Locksmith, Suffolk CC to progress– TP, GT, PM, DM, CM GL. Deferred due to lockdown.
21.11.19	Neighbourhood Watch – Purchase window stickers and publicity for both villages Parish Mag report Method of communication with members of the scheme	VL/RK  Complete Via telephone, texts, emails
16.1.20	The Orchard Planning Appeal	District Cllr provided report - complete
16.1.20	Lunch Club Funding	Possible funding from MSDC – District Cllr Burn - GL
18.6.20	Local Government Transparency Code – ensure PC compliant	Current year policy documents to be added when adopted.
18.6.20	Review Emergency Plan	MF, GL, TP & RK – deferred due to covid
20.8.20	Stoke Ash Parish Notice Board repair	Replace Perspex - PM
15.10.20	Stoke Ash Memorial clean	VL/GT reported the cleaning work had been carried out.

15.10.20	Quiet Lanes registration	Agenda item 16.
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6. **To consider planning applications for recommendation to MSDC** – none received.

7. **Planning Decisions received from MSDC**

1. DC/20/04855 &: 157 The Street, Stoke Ash – rebuild fire damaged cottage as per schedule of works DC/20/04856 COT070-157-SE. **Planning Permission and Listed Building Consent Granted**

8. **MSDC consultation documents:**

1. Pre Submission joint local Plan (Reg 19) consultation – response by 24 December 2020

The Joint Local Plan would set out a planning framework to guide development and facilitate growth in Babergh and Mid Suffolk Districts over the period 2018 to 2037. It would play an important role in shaping the future – how towns and villages develop, how the natural environment was protected and enhanced, adaption to climate change, development of the local economy, improved leisure and visitor facilities, improved social infrastructure and support of more sustainable forms of travel.

The Joint Local Plan would identify the amount of development required for land uses including housing and allocation of sites for new development. The policies contained within the Joint Local Plan would be used to inform future decisions on planning applications and appeals.

The document was now in its final stages of preparation. The MSDC link to the consultation document had been circulated to councillors prior to the meeting.

In 2017 an Issues and Options Consultation was undertaken which included review of the settlement hierarchy and stated that village settlement boundaries would be reinstated. It was proposed at the time the Thwaite settlement boundary remained as in the original 1998 Local Plan and two minor extensions were proposed for the Stoke Ash settlement boundary. Stoke Ash was classified as a secondary village and Thwaite a countryside village.

Following the 2014-2016 ‘call for sites’ to landowners the 2017 SHELAA (Strategic Housing and Employment Land Availability Assessment ) had assessed six sites put forward in Stoke Ash and four in Thwaite as unsuitable.

At the next stage, the July 2019 Preferred Options Regulation 18 Consultation, two small Stoke Ash boundary extensions had been included and a further boundary extension had been made to include part of the field opposite the village hall. Site No. SS0723 in the 2017 SHELAA. A revised settlement hierarchy had also been proposed in which Stoke Ash would become a ‘hamlet village’.

The proposed changes for Thwaite included boundary extensions to include part of the field south of Wickham Road just west of the A140 SHELAA site SS0786 and a revised settlement hierarchy that Thwaite became a ‘hinterland village’.

The 2020 Reg 19 version of the Stoke Ash settlement boundary and site allocation proposed no further Changes but the site opposite the village hall had now been identified as site allocation no. LS01.

The 2020 Reg 19 version of the Thwaite settlement boundary and site allocation had been amended in a number of places. The eastern boundary on the east side of the A140 had been moved westwards. To the west of the A140 the northern boundary had been pulled in and a small section near the double bend on Church Lane had been pulled out. The former SHELAA site SS0786 had been allocated site no. LS01 and the most significant change was extension of the western boundary along Church Lane to enable infill and formal recognition of the site as an LS01 site.

With the assistance of the District Councillor, members held a lengthy discussion on the proposals in the consultation document. Issues raised included increased traffic from the proposed site next the Rectory in Wickham Road (10 dwellings), the impact this would have on traffic through the village, the increased pressure on the A140 junction and the suitability of Church Lane for an additional 5 dwellings – it was suggested 3 should be a maximum.

It was reported the draft as it stood would be going to the Examiner and it was not possible to add or remove sites at the current stage, this was a technical consultation to determine the soundness and legality of the plan. The parish council was entitled to make comments, MSDC would collate any comments and they would be forwarded to the Examiner to determine.

Following further discussion it was agreed the parish council would make no comment but the Chairman encouraged individual councillors to comment should they wish. District Cllr Burn offered to prepare and send a briefing note to assist any councillor wishing to comment.

2. Proposed revised Community Infrastructure Levy (Cil charging rates – response by 24 December 2020.  
No comment to the consultation document was agreed by members.

9. **Proposed Affordable Housing Scheme** – no report.

10. **Neighbourhood Watch Scheme report**

Cllr Mrs Lane thanked Cllr Fleming for putting up four of the Stoke Ash signs. This left one to be put up in Stoke Ash (approach to the A140). As this was a joint scheme it was queried whether a sign was required at that location. Signs were still to be put up in Thwaite. Cllrs Kember and Pulham would liaise and put up the signs.

The Group were ready to go ahead with the purchase of the stickers, subject to approval from the Finance Group. Up to an order of 250 stickers these were 44p each plus vat plus postage plus a small order charge. In excess of 250 the charge reduced to 31p per sticker. Eight or nine parishioners had requested a sticker so far.

It was suggested the Group applied for funding from the District Councillor's Locality Budget for the stickers. Cllr Burn stated the minimum level of any award was £250.00. Members suggested the application could include Fraud stickers and chain locks for the elderly to bring the application up to the minimum level. The application to quantify number of stickers for both parishes.

District Cllr Burn would forward a copy of the application form. The date for submission of application forms had been extended to the end of February 2021. Cllrs Mrs Lane and Kember would complete the application form and return to District Cllr Burn before the end of February. On receipt of the application District Cllr Burn stated he would complete his section and submit the form to the Grants Officer at MSDC.

11. **MSDC Cil Aware report**

1. Stoke Ash Village Sign progress report

Cllr Tancred reported an application had been made to District Cllr Burn to fund the remainder of the work from his locality budget. Someone to carry out the work would now need to be found.

2. Additional Play Equipment – deferred

3. Additional community items for consideration – deferred to January 2021

12. **Thwaite Community Projects Group**

1. Report on allotment review – Cllr Pulham stated the review had been deferred due to covid and would take place later in 2021.

2. To consider for approval Zurich Annual Insurance Cover for St George's Hall – annual premium £370.55  
The renewal documents had been circulated to the Projects Group representatives prior to the meeting. It was agreed the current cover was adequate but enquiries to be made with CAS to consider incorporating St George's within the Parish Council's policy now that the building had been de-registered as a church building. In the meantime Cllr Kember proposed payment of the premium of £370.55, seconded Cllr Mrs Maisey and agreed.

4. Other items for report

UK Power Network – 5 year wayleave reimbursement received: £123.45.

Cllr Mrs Maisey reported income from the village lottery club totalled £900, this sum would be paid into the Projects bank account. Thanks were recorded to Cllrs Mr and Mrs Maisey for running the lottery club.

13. **Lunch Club** – cancelled due to lockdown and pending Government guidance.

14. **Stoke Ash Play and Exercise Area report**

1. Report on Play Area Inspection

Following the queries raised at the last meeting as to the origin of the MSDC play inspection report and whether it was in fact a ROSPA report, enquiries had been made at MSDC. It was confirmed the Stoke Ash Village Hall was part of the group scheme organised by MSDC. The Village Hall Committee would have been asked whether they wanted an annual inspection for 2020. The Village Hall had confirmed an inspection of the equipment was required. There was a requirement on the part of the parish council for a ROSPA approved inspection to be carried out on the equipment it owned. The firm carrying out the inspection had been used by MSDC for many years and they were ROSPA approved. MSDC confirmed that ROSPA did not carry out inspections itself, it was a governing body the Royal Society for Prevention of Accidents, it approved play equipment firms to carry out inspections to the required standards.

All findings relating to parish council owned equipment were graded low risk or very low risk and would be monitored. It was agreed the Village Hall was reimbursed for the cost of the inspection totalling £60.82.

2. Installation of additional tyres – deferred to Spring 2021.  
A Cherry Tree had been planted on the green by the WI, the Chairman suggested planting spring bulbs at the base of the tree.
3. Provision of additional play equipment with PC contribution – deferred pending consideration by VH Committee.

15. **Wash Lane maintenance report**

The Chairman confirmed he would look into carrying out the ditch piping work early in the New Year.

16. **Quiet Lanes scheme report**

Cllr Tancred reported three lanes had been nominated with the scheme, all in Stoke Ash, Deadman’s Lane, Church Lane and Huggins Lane. The scheme did however appear to be somewhat bureaucratic and some cost to the parish council would be involved. Participating parishes were given a £600 grant towards the cost of the signs. The signs would normally cost £190 per post plus £50 per sign. A sign would be required at each end of the nominated lane with possibly repeater signs in between. The cost to Stoke Ash & Thwaite to put in signs for the three lanes could total some £1400. There were conditions attached to putting in the signs and Cllr Tancred expressed some reservations as to how far the parish council should go with the scheme. There would be no change to the current speed limit, for instance Huggins Lane would remain with a speed limit of 60mph despite becoming a quiet lane.

There would be no legal enforcements attached to the scheme. The changes would need to be published in the newspaper. Cllr Tancred was of the view it appeared to be a well meaning scheme but would not make too much of a difference, a 20mph limit would probably be more effective, and he therefore recommended not taking the scheme any further. Members accepted the recommendation. Cllr Tancred would confirm withdrawal from the scheme with Quiet Lanes Suffolk.

17. **Finance**

1. To consider s.137 donation requests

To consider a contribution of £150 to the Stoke Ash & Thwaite Village Christmas event 18/19 December 2020. Proposed by Cllr Mrs Maisey, seconded Cllr Pulham and unanimously agreed.

2. Accounts for Payment

Date	Payee	Purchase/Service	Amount	Vat	Total	Agreed/Decld	Ch no.
17/12/20	Stoke Ash VH	ROSPA Inspection fee	£	-	£60.82	Agreed	100481
17.12/20	Zurich Insurance	Thwaite Projects - annual Insurance – St George’s Hall, Thwaite	£370.55	-	£370.55	Agreed	100269

Cllr D Maisey proposed payment of the above accounts, seconded Cllr Mrs Lane and agreed.

3. Finance Working Group Report

1. To consider contribution of £150 to Stoke Ash & Thwaite Christmas event – see 17.1 above.
2. To consider clerk revised hourly rate as per NALC publication. The NALC recommendation for spinal column 19 proposed an hourly rate of £13.24 with effect from 1 April 2020. Proposed Cllr Tancred, seconded Cllr D Maisey and agreed.
3. To consider draft precept and budget for financial year 2021-22 – Cllr Pulham stated the proposed precept and budget would be available for consideration at the January meeting.

18. **Clerk’s report/correspondence**

Churchyard Hedge – an enquiry had been made to the Stoke Ash PCC asking whether the hedge could be reduced in height to enable the War Memorial to be seen from the road. A response had been received stating this would be discussed by PCC members when they were able to meet after covid restrictions were lifted.

19. **Chairman’s report** – none.

20. **Any other business for information exchange/agenda requests**

Christmas Event 18/29 December 2020 – Cllr Tancred thanked Cllrs Legett and Pulham for their help with arrangements. The event both evenings would start at 6.30pm. Cllr Tancred asked councillors to arrive at 6.15pm.

Parking on grassed areas at Roman Way – Cllr Fleming reported on complaints from three parishioners regarding parking on the grassed banks at Roman Way. The grass had been destroyed by the parked vehicles and was spoiling the visual amenity of that area of the village. It was agreed MSDC should be asked to request residents park vehicles on the road.

Church Lane – concerns were raised that the grass verges were being destroyed by sugar beet lorries, the metal fire hydrant had been damaged and was lying in the road and the hedges were overgrown. Cllr

Fleming agreed to report these items to County Highways via the website reporting tool.

Meeting closed 9.45pm

Signed:

Chairman

Date:

### Summary of Action points

May 2019	PC vacancy	Reported in parish magazine - LC
17.5.18	Damaged road signs A140	MF&TP to provide list to LC to report via Suffolk CC report tool. List provided and reported via website reporting tool
23.11.17	Red telephone kiosk	GT to carry out spring 2021 maintenance
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17.5.18	Thwaite Comm Projects St George's Hall  St George's Bring & Buy Sale  Review allotment boundaries/pathways A future joint Community Hall	Parishioners' questionnaire on future of Hall – TP/GL deferred due to lockdown. Collection of items for a Bring & Buy sale after lockdown. RK  GL/TP to report Obtain Stoke Ash VH committee view. MF. Deferred.
17.5.18	Speeding – The Street – high viz 30mph vests	Locality funding for PC to purchase vests confirmed.
20.9.18	Grit Bin funding application  Fill new bins Plus existing 4 new larger bins delivered  Replace small bin at A140 junction opposite primary school with larger bin	Locality Budget award confirmed.  LC Application made to Suffolk CC for 4 relocated bins at following sites: Chapel Lane, Stoke Ash; highway verge opposite VH Stoke Ash; highway verge opposite Post Office, The Street, Stoke Ash; Wickham Road next OSR.  Action in the New Year
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18.7.19	Play equipment/play surface grant funding Additional tyres Bark chippings ROSPA inspection	Pursue grant funding with MSDC – Finance Group  PM/TP – deferred to Spring 2021 MF Report received – minor low risk items

18.7.19	Suffolk CC Our Water Project	Working Group to meet Mr Locksmith, Suffolk CC to progress– TP, GT, PM, DM, CM GL. Deferred due to lockdown.
21.11.19	Neighbourhood Watch – Purchase window stickers/ publicity for both villages	Apply for DC locality funding for stickers – VL/RK
16.1.20	Lunch Club Funding	Possible funding from MSDC – District Cllr Burn - GL
18.6.20	Local Government Transparency Code – ensure PC compliant	Current year policy documents to be added when adopted.
18.6.20	Review Emergency Plan	MF, GL, TP & RK – deferred due to covid
20.8.20	Stoke Ash Parish Notice Board repair	Replace Perspex - PM
15.10.20	Stoke Ash Memorial clean	Complete
15.10.20	Quiet Lanes registration	GT to confirm withdrawal from the scheme
17.12.20	Pre Submission JLP consultation	Councillors comments, if any, to respond by 24.12.20
17.12.20	Roman Way – parking on public grassed areas	Ask MSDC to request residents park on the road
17.12.20	Church Lane – damage grass verges, damaged fire hydrant & overgrown hedges	MF to report to Suffolk CC via reporting tool

## County Councillor Report – December 2020

### Proposed biodiversity motion

At Full Council on the 3<sup>rd</sup> December, the LDGI Group proposed and had agreed a biodiversity motion. this motion will ensure:

- Delivery of an SCC biodiversity strategy.
- Assessment of how SCC can lead partner organisations in this field.
- Adoption of biodiverse land management options on SCC land.
- A letter to the Secretary of State calling for a clear and ambitious national biodiversity strategy.

### Submitted response to Pavement Parking Consultation

Following the Government’s announcement of a consultation on potential reforms to the law on pavement parking, my group has submitted a response supporting Option 3: a nationwide roll-out of a London-style ban on pavement parking.

Cllr Lindsay, the group’s Spokesperson for Highways, Transport and Rural Issues, commented:

“For too long the rules about parking on pavements have been an unnecessary grey area. People looking to park are confused whether it is better to block the roadway or the pavement and end up parking half on and half off pavements – the worst of both worlds.”

## **Submitted response to Local Government Boundary Commission consultation on draft recommendations**

My Group submitted a response to the LGBC consultation. The Group objected to the proposed reduction in councillor numbers, which makes little sense given Suffolk's expanding population and the consequential increase in councillor workload.

The Group also registered concern that the proposals from the boundary commission adhered too closely to suggestions received from the Conservative administration at the County Council. Some of the proposed division boundaries appear to divide traditionally non-Conservative communities and attach them to strongly Conservative areas. This means that the five council seats lost will largely impact non-Conservative councillor held areas.

The proposed divisions will also destroy previous efforts in multiple areas to align County Council divisions with those of the District Councils.

Finally, the Group objected to multiple instances of cohesive communities are being divided. and lumped into divisions with other towns and villages with which they are not closely connected. Most notably Wetheringsett being removed from Upper Gipping when Wetheringsett was argued by the commission to be warded with Mendlesham in the District review in 2018.

### **OFSTED initial report on SCC's SEND services released**

An initial report has been published by Ofsted and the Care Quality Commission (CQC) looking into the support for children and young people with Special Educational Needs and Disabilities (SEND) during the COVID-19 pandemic. Suffolk was one of eighteen local authorities taking part in the study to gather evidence to inform future national improvements for children and young people with SEND across Education, Health and Care. The initial findings of the report suggest that SEND services were maintained during lockdown in Suffolk, and workers have increased collaboration and co-production. The stress level of young people and families had risen, but the County Council has established dedicated services to provide support, including distributing family support boxes to over 2000 families, and running a campaign called Back to School, aimed at helping SEND children transition back into school life.

"I know that many families in Suffolk found the lockdown restrictions extremely difficult to cope with and struggled with isolation. Suffolk County Council's officers and social workers have done great work to improve the lives of children with special needs, especially during the lockdown period when those children and families were in the greatest need of support."

The findings of the initial report can be read here:

<https://www.suffolk.gov.uk/assets/council-and-democracy/council-news/Area-SEND-Interim-visit-summary-note.pdf>