

**STOKE ASH & THWAITE PARISH COUNCIL**

**Minutes of the Annual Parish Council meeting held Thursday 18 May 2023, 7.30pm at the Old School Room,  
Wickham Road, Thwaite.**

Present: Cllrs R Kember, Mrs V Lane, G Leggett, Mrs C Maisey, R Maisey, T Pulham and G Tancred.  
County Cllr A Stringer and District Cllr T Weller

**1. Election of Chairman**

Cllr Tancred proposed Cllr T Pulham for the role of Chairman 2023-24, seconded Cllr Mrs Maisey – unanimously agreed. Cllr Pulham accepted the role of Chairman and thanked councillors for their support.

**2. Apologies and Consent to Absence – none.**

The Chairman welcome new District Councillor, Tim Weller, to the meeting.

**3. To receive declarations of interest relating to items on the agenda – none.**

**4. Election of Vice Chairman**

Cllr R Maisey proposed Cllr Leggett as Vice Chairman, seconded Cllr Kember – unanimously agreed. Councillors thanked Cllr Leggett for taking the role.

**5. PUBLIC FORUM: to receive the following reports:**

Police – report available online at <http://suffolk.police.uk>. No questions were raised.

County Councillor – deferred pending arrival of Cllr Stringer.

District Councillor - Cllr Weller stated the MSDC circular monthly report was available (this had been circulated to councillors) and stated he would endeavour to provide a report more pertinent to Stoke Ash and Thwaite in future.

Cllr Weller stated following the District Council elections a full Council Meeting was due to be held soon during which cabinet appointments and setting the new administration would take place.

Cllr Weller added one of the potential routes for the proposed electric buses in Suffolk included the Ipswich to Diss route and he believed the new administration were in favour of bringing that route forward.

Parishioners and Public – none.

**6. To consider for approval the following Minutes:**

1. Parish Council meeting held 16 March 2023
2. Extraordinary Parish Council meeting held 27 April 2023

Adoption of the above Minutes was proposed, seconded and unanimously agreed.

**7. Matters arising from the Minutes for report only**

|         |   |  |
|---------|---|--|
| 1.5.19  | Stoke Ash PC vacancies  | Currently 3 vacancies. These were publicized in the parish magazine.   |
| 17.5.18 | Storage of PC documents at Ipswich Record Office  | TP liaising with Record Office.  |
| 17.5.18 | Thwaite Comm Projects<br>St George’s Hall<br><br>Improvements to Old School Room to be pursued via Church Architect, David Wymark.<br><br>St George’s Hall woodwork and quinquennial inspection<br>Ditch clearance – Church Lane, Thwaite<br>Hardstanding at OSR<br>Trees at St George’s and Allotment land | <i>Agenda item for decision</i><br>Projects Group to make further contact with Thwaite parishioners on future and/or sale of the Hall and/or joint Thwaite/Stoke Ash Village Hall<br><br>GL<br><br>Deferred.<br>Cllr Pulham to look into work required.<br>Would be carried out during June.<br>RM to arrange inspection |
| 18.7.19 | Stoke Ash Play equipment/play surface grant funding.  | <i>Agenda item below.</i>  |
| 18.6.20 | Review Emergency Plan   | GL, TP & RK. Cllr Tancred to be included in the Working Group. A meeting would be held during the summer to look at a review of the Plan.  |

|          |  |  |
|----------|--|--|
| 29/9/22  | Hill Farm, Huggins Lane – query to P Isbell as to why the application had not been called in to be dealt with by the Planning Committee. | Reply from P Isbell stated the PC queries had been forwarded to the Planning Area Manager for response.<br>In meantime RK to draft further letter to P Isbell requesting clarification of ‘controversial without guidelines’.<br>Change of use of agricultural land to a car park DC/23/01370 had been received and dealt with at an extraordinary parish council meeting held 27 April 2023. The Parish Council had recommended refusal of the application. |
| 29/9/22  | St George’s Thwaite – pedestrian bridge – repairs to rotted upright on handrail and replacement plank                                    | RK pursuing locally.<br>Replaced with metal bridge. Complete.  |
| 29/9/22  | Allotments, Thwaite – preparation for letting  | TP   |
| 29/9/22  | CPR Course – 21 March 2023   | 11 attending. Cllr Kember had attended and reported the course had been well attended and successful.  |
| 17/11/22 | Mobile Post Office for Stoke Ash   | No further action at present.  |
| 17/11/22 | Road flood at Wash Lane  | Clear pipe – TP/GT   |
| 16/3/23  | Mobile Library   | Available in Thwaite but not Stoke Ash. Two stops in Wickham Skeith. Availability had been published in the Parish Magazine. Complete.   |
| 16/3/23  | Blocked footpath 14 at Hill Farm   | The footpath had been cleared and new bridge and signs installed. Thanks were recorded to Cllrs Mrs Lane and G Tancred. A thank you would also be sent to Suffolk CC Rights of Way for rectifying the obstruction and for providing the replacement items. – Complete.   |
| 16/3/23  | Trees at St George’s and Allotment land  | Arrange inspection – RM. <i>Agenda item.</i>   |
| 16/3/23  | Pond adjoining play area – discuss fencing with adjoining landowner  | GT. <i>Agenda item.</i>  |
| 16/3/23  | Wash Lane – provide procedure and any possible costs   | GT. <i>Agenda item.</i>  |

#### 8. To confirm Parish Council working groups and representatives:

Planning – all councillors

Finance Working Group – Cllrs G Leggett, Mrs C Maisey and T Pulham

Thwaite Community Projects Group – Cllrs G Leggett, Mrs C Maisey, D Maisey and T Pulham

Footpaths – Cllr T Pulham

Trees – Cllr R Maisey

Website – Cllr G Tancred

Play Area, Stoke Ash – Cllr G Tancred

Emergency Planning – Cllrs G Leggett, T Pulham, Cllr R Kember and G Tancred.

Parish Plan – Cllr G Leggett

Lunch Club – Cllrs G Leggett and Mrs C Maisey. Cllr Leggett explained background to the lunch club, set up originally from grant funding, for the benefit of the new District Councillor. Cllr Weller stated he would make enquiries at MSDC with regard to further funding.

PIIP’s – Cllrs T Pulham, G Leggett, Mrs C Maisey, D Maisey, Mrs V Lane and G Tancred

Wash Lane – Cllr G Tancred.

To confirm RFO and Internal Auditor. The Clerk was appointed RFO and SALC appointed Internal Auditor 23-24.

Neighbourhood Watch – Cllr R Kember.

#### 9. To consider Planning Applications for recommendation to MSDC

- DC/23/01663: Land to the North of Wickham Road, Thwaite - Application to determine if Prior Approval is required for a Proposed: Erection, Extension or Alteration of a building for Agricultural

or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6 - Erection of building for the covered secure storage of machinery, fertiliser and other agricultural goods. Parish Council recommended formal approval was required.

2.DC/23/01370: Hill Farm, Huggins Lane – change of use of agricultural land to form landscaped car parking area for existing glamping facility. Parish Council recommended refusal.

#### 10. Planning Decisions received from MSDC

1. DC/21/01663: Land to the North of Wickham Road, Thwaite - Application to determine if Prior Approval is required for a Proposed: Erection, Extension or Alteration of a building for Agricultural or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6 - Erection of building for the covered secure storage of machinery, fertiliser and other agricultural goods. **Formal approval of the details of the proposed development Not Required.**
- 2.DC/23/00800: 158 The Street, Stoke Ash - Repair window in C15 range on ground floor south elevation, Replacement of 7no. windows and 1no. Door, including repositioning of external doorway. **Planning Permission Granted**
- 3.DC/23/00931: 158 The Street, Stoke Ash - Creation of a door opening on ground floor between dining room and kitchen. **Listed Building Consent Granted.**
- 4.DC/23/00807: 158 The Street, Stoke Ash - Replace internal plaster over infill panels in C15 Range at first floor with lime plaster and replace areas of plasterboard to match existing. **Listed Building Consent Granted.**
- 5.DC/23/00803:158 The Street, Stoke Ash - Reinforce floor of 1st floor bedroom. Listed Building Consent Granted.
- 6.DC/23/00755: The Walnut Tree, Norwich Road, Thwaite - Installation of 2No electric vehicle charging stations and lighting lamppost within the car park of The Walnut Tree. **Planning Permission Granted.**
- 7.DC/23/00385: Brookside, The Street, Stoke Ash – application for approval of reserved matters following approval of Outline Planning Permission DC/21/02447 – severance of garden and erection of 1 dwelling including creation of new vehicular access and works to ditch. **Reserved Matters Approved.**
- 8.DC/21/02447:Land adjacent Brookside, The Street, Stoke Ash – amendment to access and visibility relating to Conditions 4 and 5 and alteration to access to enable 59m visibility splay. **Amendment Approved.**
- 9.DC/23/01012:Well Cottage, Ipswich Road, Stoke Ash – retention of erection of detached garage and retention of conversion to annex ancillary to main dwelling. **Planning Permission Granted.**

11. Planning correspondence – None.

#### 12. Neighbourhood Watch report

Cllr Mrs Lane was pleased to report there had been no issues since the last meeting. Due to her appointment as a Justice of the Peace Cllr Mrs Lane stated she would be stepping down as the Neighbourhood Watch representative. Cllr Kember agreed to continue in the role. Cllr Mrs Lane stated there had been no contact from the Neighbourhood Watch Headquarters but she would inform the area representative at Thorndon, Mr Claude Brand. The email contact for the NW headquarters was [enquiries@suffolknwa.co.uk](mailto:enquiries@suffolknwa.co.uk) Thanks were recorded to Cllr Mrs Lane for her work on the NW scheme since it had been set up in the two parishes.

#### 13. Thwaite Community Projects Group

1. Ditch Clearance – Church Lane, Thwaite. Cllr Pulham stated he and a local contractor would look at the extent of the work required.
2. Hardstanding next Old School Room, Thwaite. Cllr Pulham stated the hardstanding would be dealt with during the summer.
3. St George’s Hall – report on further contact with parishioners regarding the future of the Hall. Deferred pending meeting with Church Architect, David Whymark, re the Old School Room.
4. St George’s Hall inspection and woodwork report and improvements to Old School Room – deferred pending decision on future of the Hall
5. Report on Allotment Agreements and Rentals 2022-23. Deferred pending preparation of plots.
6. Report on inspection of trees on St George’s land – Cllr R Maisey reported he had met with the local tree surgeon. The two trees in St. Georges churchyard were not in need of attention at this stage.

The tree on the allotment field was in need of pruning. It was agreed two quotations should be obtained. So as not to defer the work until the next parish council meeting the Chairman proposed that two quotations were obtained and work agreed not exceeding £1,000, seconded Cllr Tancred and unanimously agreed. Written quotations to be obtained.

7. Annual Year End statement 3.3.23 – a year end summary account for Thwaite Projects had been circulated, this showed a year end balance of £7435.46.

#### 14. Stoke Ash VH Play and Exercise equipment

1. Report on installation of new equipment. Cllr Tancred reported installation was complete, payment made and the equipment had been well used since its installation. Cllr Tancred suggested as the equipment was owned and managed by the Village Hall Management Committee this item should now be removed from the parish council agenda. Cllr Pulham proposed the above, seconded Cllr Leggett and unanimously agreed. It was mentioned the exercise equipment was owned by the Parish Council. Cllr Pulham proposed the parish council considered gifting the equipment to the Village Hall, bringing all equipment on the Village Hall field under the management of the Village Hall Committee, seconded Cllr R Maisey – unanimously agreed. Cllr Tancred would put the proposal to the Village Hall Committee for consideration and would report at the next meeting.
2. Play Inspection Report – suggested fencing along boundary. Cllr Tancred reported he was in contact with the adjoining landowner regarding the provision of a fence along the boundary. As the play equipment was to be fully maintained and managed by the Village Hall Committee Cllr Tancred suggested a play area report was no longer required as a parish council agenda item, subject to confirmation the Village Hall Committee was to take ownership of the exercise equipment.

8.40pm County Cllr Stringer arrived. The Chairman proposed opening the meeting to enable Cllr Stringer to give his report.

Item 5 – County Council Report – Cllr Stringer presented his written report (copy attached to the Minutes). Cllr Leggett stated he would include details of the Cassius Digital Service in the parish magazine. Enquiries were made as to the possibility of grants available for improvements to Stoke Ash VH. Cllr Stringer suggested the VH committee contact the Communities Group at MSDC.

#### 15. Wash Lane report

Cllr Tancred reported the ditches alongside the lane would need to be cleared and improvements made to the entrance. A meeting had been arranged with a Wildlife Adviser for suggestions and improvements as an amenity for wildlife. Cllr Tancred was looking into making a claim for ownership of the land as the parish council had maintained it for the required length of some 10 years. It was stated the ditches were owned by the adjoining landowner and any clearance would need to be carried out with the landowners agreement. Mr Paul Morris kindly kept the grass cut and would continue to do so. Cllr Tancred stated the ancient lane Was a real asset to the village.

#### 16. Report on HM King's Coronation event

Cllr Tancred reported on a very successful Coronation event with over 100 people attending. An entertainments licence had been obtained and the cost of the event had been in the region of £800. Fifteen children had been given Coronation medals with some being left over and these would be given to people helping with the event. Any left over after that Cllr Leggett would advertise for sale in the parish magazine. Many thanks were recorded to Cllr Tancred and his helpers for staging the community event.

#### 17. Finance

1. To consider s.137 donation requests – none received.
2. Accounts for Payment

| Date    | Payee                    | Purchase/Service                 | Amount     | Vat       | Total      | Agreed/Decld | Ch no. |
|---------|--------------------------|----------------------------------|------------|-----------|------------|--------------|--------|
| 27/4/23 | M Favager                | CPR course                       | £60        | -         | £60        | Agreed       | 100574 |
| 27/4/23 | Wicksteed Play Equipment | Village Hall play equipment      | £11,080.36 | £2,216.07 | £13,296.43 | Agreed       | 100575 |
| 18/5/23 | SARS                     | Donation                         | £50.00     | -         | £50.00     | Agreed       | 100576 |
| 18/5/23 | MSDC                     | Waste & Dog Bin emptying 2023-24 | £232.65    | £46.53    | £279.18    | Agreed       | 100577 |
| 18/5/23 | SALC                     | Subscription 2023-24             | £208.24    | -         | £208.24    | Agreed       | 100578 |
| 18/5/23 | Clerk                    | Sal-expen Mar-May 23             | £714.14    | -         | £714.14    | Agreed       | 100579 |

|         |                       |                                |          |   |          |        |                  |
|---------|-----------------------|--------------------------------|----------|---|----------|--------|------------------|
| 18/5/23 | Cllr G Leggett        | Coronation event expenses      |          |   | £356.19  | Agreed | 100580           |
| 18/5/23 | Cllr G Tancred        | Coronation event expenses      |          |   | £585.18  | Agreed | 100581           |
| 18/5/23 | M Scruby (K Harrison) | St George's Bridge             | £3030.00 | - | £3030.00 | Agreed | 100297<br>100299 |
| 18/5/23 | Clerk                 | Thwaite Projects expen 2022-23 | £173.76  | - | £173.76  | Agreed | 100298           |

Cllr Kember proposed payment of the above accounts, seconded Cllr R Maisey – unanimously agreed.

3. To consider for adoption Parish Council year-end accounts 31.3.23

The year end accounts had been circulated to councillors. No queries were raised.

Cllr Leggett proposed adoption of the accounts, seconded Cllr R Maisey – unanimously agreed.

4. To consider for approval Annual Governance and Accountability documents (AGAR) for year end 31.3.23

The following AGAR documents had been circulated to councillors prior to the meeting and were presented for consideration and adoption:

Certificate of Exemption for smaller authorities where the gross income or gross expenditure did not exceed £25,000. Cllr Leggett proposed adoption of the Certificate of Exemption, seconded Cllr Mrs Maisey – unanimously agreed.

Section 1 – Annual Governance Statement 2022/23. Members went through the document and agreed items raised 1 – 9. Cllr Kember proposed adoption of the Annual Governance document, seconded Cllr Tancred – unanimously agreed.

Section 2 – Accounting Statements – Cllr Tancred proposed adoption of the Accounting Statements document, seconded Cllr Kember – unanimously agreed.

18. **Clerk's report/correspondence**

CAS Website Host – review of the Council's Accessibility Statement – Cllr Tancred was satisfied the document was up to date.

Health and Safety item – include on next agenda.

19. **Chair's report** – Cllr Pulham thanked councillors for their support and stated he would do his best in carrying out the chairman's function on behalf of the parish council and community.

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

A140 – motor cycle rallies – Cllr Mrs Maisey stated concerns had been raised by a resident on the A140 at the large number of group motor cycles travelling at excessive speeds through Thwaite on Sundays March – October and Bank Holiday Mondays and enquired how they could reminded of the 50mph speed limit on that stretch of road. Members agreed an approach should be made to PCC T Passmore for advice in the first instance. Cllr Mrs Maisey agreed to contact him.

Stoke Ash Village signs – Cllr Leggett reported on his contact with MSDC and Highways regarding missing village directional signs and missing Warning sign for a main road.

Parish Welcome Pack – Cllr Mrs Lane stated it was important to welcome new residents to the village and suggested preparation of a Village Welcome Pack.

St George's Thwaite grass verge – Cllr Kember reported a letter had been received from Suffolk CC Highways that the logs on the grass would need to be moved back 1 metre from the tarmac road.

21. **Date of next meeting: 20 July 2023, 7.30pm at Stoke Ash Village Hall**

Meeting closed: 9.45pm

Signed:

Chairman

Date:

**Summary of Action points**

|         |  |  |
|---------|--|--|
| 1.5.19  | Stoke Ash PC vacancies                           | Currently 3 vacancies. These would be publicized in the parish magazine. |
| 17.5.18 | Storage of PC documents at Ipswich Record Office | TP liaising with Record Office.  |

|                    |  |   |
|--------------------|--|---|
| 17.5.18<br>18.5.23 | Thwaite Comm Projects<br>St George's Hall  | <i>Agenda item for decision</i><br>Projects Group to make further contact with Thwaite parishioners on future and/or sale of the Hall and/or joint Thwaite/Stoke Ash Village Hall – deferred pending decision re. OSR improvement   |
| 18.5.23            | Improvements to Old School Room to be pursued via Church Architect, David Wymark.  | GL  |
| 18.5.23            | St George's Hall woodwork and quinquennial inspection<br>Ditch clearance – Church Lane, Thwaite  | Deferred.<br>Cllr Pulham to look into work required with local contractor   |
| 18.5.23<br>18.5.23 | Hardstanding at OSR<br>Trees at St George's and Allotment land   | To be carried out during summer 2023.<br>RM to arrange pruning of Allotment field tree  |
| 18.5.23            | Stoke Ash exercise equipment   | To confirm ownership and maintenance taken over by Village Hall - GT  |
| 18.6.20            | Review Emergency Plan  | GL, TP & RK. Cllr Tancred to be included in the Working Group. A meeting would be held during the summer 2023 to look at a review of the Plan.  |
| 29/9/22            | Hill Farm, Huggins Lane – query to P Isbell as to why the application had not been called in to be dealt with by the Planning Committee. | Reply from P Isbell stated the PC queries had been forwarded to the Planning Area Manager for response. Response circulated to Councillors. Complete.<br>In meantime RK to draft further letter to P Isbell requesting clarification of 'controversial without guidelines'. Letter sent to P Isbell.<br>Change of use of agricultural land to a car park DC/23/01370 had been received and dealt with at an extraordinary parish council meeting held 27 April 2023. The Parish Council had recommended refusal of the application. |
| 29/9/22            | Allotments, Thwaite – preparation for letting  | TP  |
| 17/11/22           | Road flood at Wash Lane  | Clear pipe – TP/GT  |
| 16/3/23            | Pond adjoining play area – discuss fencing with adjoining landowner  | GT.   |
| 16/3/23            | Wash Lane ownership – provide procedure and any possible costs   | GT.   |
| 18/5/23            | Motor Cycling rallies – speeding A140  | CM to contact PCC T Passmore  |
| 18/5/23            | Preparation of Village Welcome Pack  | VL  |
| 18/5/23            | Neighbourhood Watch – inform Thorndon of SA&T changed rep  | VL  |

### **County Cllr A Stringer report – May 2023**

#### **Support for Ukrainian refugees moving to private rented accommodation.**

Suffolk County Council has announced a one-off £2,000 support grant for Ukrainian refugees moving on from their host into their own accommodation.

The Independent Living Payment will be available to Ukrainian Refugees, who are moving into private rented accommodation after 1 April 2023. Guests must have been living in Suffolk for a minimum of two months and be registered on the Suffolk Homes for Ukraine scheme to be eligible for the payment.

The funding can be used for any associated housing costs, including furniture, moving costs or travel to work. The support can be used towards accommodation which is furnished or unfurnished, and accommodation can be in Suffolk or out of county.

Ukrainian guests can apply for the Independent Living Payment by visiting <https://www.suffolk.gov.uk/community-and-safety/communities/community-engagement/support-for-refugees/support-for-ukraine/ukraine-information-for-guests> and completing the application form. Application forms can also be requested by emailing [refugeesupport@suffolk.gov.uk](mailto:refugeesupport@suffolk.gov.uk)

Please note that applicants must provide a copy of their tenancy agreement for the property they are claiming for, in order to receive the support.

### **Cassius Digital Service**

Cassius, Suffolk County Council's digital care programme, has released figures for its first 18 months in action. Since its launch in July '21 Cassius has:

- reached 3,000 people with the installation of over 4,000 devices;
- saved residents of Suffolk a collective 67,825 days in care homes;
- avoided 400 ambulance call outs;
- prevented hospital admissions and amounting to a saving of 500 hospital days, freeing up beds for those most in need;
- saved £8.8 million of social care funding and £480,000 for the local NHS;
- achieved a happiness rating of 98.45% among Cassius users.

Cassius has also been recognised with a hat-trick of awards from leading health technology publications. Last month, Cassius was awarded 'Best Innovation Project of the Year' in the Health Tech Digital Awards 2023 and 'Best New Assistive Technology Solution of the Year' at the Assistive Technology Awards 2023. Meanwhile, Cassius+, which is being trialled in West Suffolk and introduces additional health monitoring and assessment tools, such as blood pressure monitors, oximeters, scales, and thermometers alongside the established care technology offered by Cassius, has won 'Best Innovation Project of the Year'.

As the UK's leading digital care technology service, Cassius delivers more safety, independence and confidence to Suffolk people and their families. A range of care technologies – video carephones, smart watches, monitoring sensors and falls wearables – support users to live their normal lives around their home and makes it simpler for loved ones to check in with them. The devices also give care professionals valuable insights into people's habits and vulnerabilities, helping build more personalised, empowering and less intrusive care packages that also reduce costly interventions and deteriorations in wellbeing.

Crucially, Cassius relieves worry and increases wellbeing at a time that can be fraught with anxieties for more vulnerable people and their families. Increased face-to-face connectivity via the video smartphones, and peace-of-mind delivered by wearable devices and sensors that enable carers and families to check their loved one is up and about, bring huge benefits to people's lived experiences. The user happiness rating (98.45%) sits alongside endless user and family testimonies to show how Cassius really can be life enhancing.

If you think that someone would benefit from this service please look it up on the SCC website.

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