

STOKE ASH & THWAITE PARISH COUNCIL

Minutes of the Annual Parish Council meeting held Thursday 19 May 2022, 7.30pm at the Village Hall, Stoke Ash.

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

1. Election of Chairman

It was raised that it may be of value to consider a Chair from Thwaite, the previous Chairman had been a Thwaite councillor. In the absence of the current Thwaite vice chair, Cllr Kember proposed Cllr Morris as Chairman, seconded Cllr R Maisey and unanimously agreed. Cllr Morris confirmed he would be willing to continue as Chairman and thanked councillors for their support.

Cllr Morris went on to suggest the role of Chair could be alternated between Stoke Ash and Thwaite each year. The Council had currently lost its balance and cross section of councillors but was fortunate to currently have a good committed group of parish council members.

2. Election of Vice Chairman

The Chairman proposed Cllr Pulham as Vice Chairman, seconded Cllr Mrs Maisey – unanimously agreed.

3. Apologies for absence had been received from Cllr T Pulham.

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

5. PUBLIC FORUM: to receive the following reports:

Police – report available online at <http://suffolk.police.uk>

County Councillor – Cllr Stringer went through his report (copy attached to the Minutes)

A discussion took place regarding the proposed run of pylons north/south through Wickham Skeith through to Stowupland. Members and parishioners were encouraged to respond to the consultation via the following link:<https://www.nationalgrid.com/electricity-transmission/document/142446/download>

Cllr Stringer left at 8pm to attend another meeting.

District Councillor – Cllr Burn presented his report (copy attached to the Minutes). A discussion followed regarding Neighbourhood Plans and the weight these are given to parishes when setting out its aims for the future. It was agreed consideration of a Stoke Ash & Thwaite Neighbourhood Plan be included as an agenda item for discussion at the next meeting. In the meantime councillors were encouraged to view local neighbourhood plans, ie Mendlesham and Thorndon.

Cllr Burn left the meeting at 8.25pm

Parishioners and Public – none.

5. To consider for approval Minutes of the Parish Council meeting held 17 March 2022

Cllr Mrs Maisey proposed adoption of the Minutes, seconded Cllr Leggett – unanimously agreed.

6. Matters arising from the Minutes for report only

| | | |
|-------------|--|--|
| 1. May 2019 | Stoke Ash PC vacancies | Vacancies continued to be reported in the parish magazine. |
| 17.5.18 | Damaged road signs A140 | Reported via Suffolk CC Highways website reporting tool. No repairs as yet by Suffolk CC Highways. |
| 17.5.18 | Storage of PC documents at Ipswich Record Office | TP liaising with Record Office. |
| 17.5.18 | Thwaite Comm Projects St George's Hall St George's Bring & Buy Sale St George's Hall woodwork and quinquennial inspection | Questionnaire on future of Hall - response by 31.3.22 requested – Projects Group To be held over Platinum Jubilee - RK Deferred pending outcome of parishioner questionnaire |
| 15/7/21 | Grit Bins: Replace small bin at A140 junction opposite primary school with larger bin from PO. Small bin to be moved to PO. | TP/GL |

| | | |
|----------|---|---|
| 15/11/18 | PIIP's – identify items of community expenditure from Cil award. Parishioners views on joint village hall or retain separate halls Ditch clearance quotation– Church Lane, Thwaite Hardstanding at OSR Stoke Ash Village Sign circular Seat | Pending St George's survey RK obtaining additional quotations Quotation for £750 plus vat. TP would complete without charge GL/TP to report on alternative |
| 30.5.19 | Monitor road edge – The Street, SA | All councillors. Monitoring extended to both parishes. |
| 18.7.19 | Stoke Ash Play equipment/play surface grant funding Notice Board for information | Pursue grant funding with MSDC – Finance Group TP |
| 16.1.20 | Lunch Club Funding | GL pursuing with District Councillor |
| 18.6.20 | Review Emergency Plan | GL, TP & RK |
| 17.2..22 | Xmas Tree Festival Tags | GT to circulate Xmas Wish List via newsletter - complete |
| 17.3.22 | Letter to holiday lets owner Inform neighbouring residents of action and suggest they keep record of nuisance behaviour Contact Environmental Health for noise and unsociable behaviour advice | PM VL/GT RK |
| 17.3.22 | Pursue Quiet Lane scheme re. Huggins Lane | PM |
| 17.3.22 | Obtain Long Service Award for presentation | VL/GT |

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 P Morris

Website – Cllr G Tancred

Play Area, Stoke Ash – Cllr G Tancred

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

Parish Plan – Cllr G Leggett

Lunch Club – Cllrs G Leggett and Mrs C Maisey

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

Wash Lane – Cllr P Morris

To confirm RFO and Internal Auditor – the clerk was re-appointed Responsible Financial Officer and SALC re-appointed to carry out the 2022-23 internal audit.

Cllr Leggett proposed appointment of the above on block, seconded Cllr Kember – unanimously agreed.

9. To consider Planning Applications for recommendation to MSDC – none received

10. **Planning Decisions received from MSDC – none received**

11. **Planning correspondence – none.**

12. **Proposed Affordable Housing Scheme –** It was agreed this item was removed from the agenda for the time being and/or the possibility of suitable land becoming available.

13. Holiday Lets - Stoke Ash – report on correspondence received

A response had been received from the owner of the Stoke Ash holiday lets located in The Street following the parish council's letter raising parishioners' noise and disturbance complaints.

In summary the letter stated these were award winning luxury holiday lets. Guest requests were checked for their previous reviews. Guests with unsatisfactory reviews from other hosts were declined and those accepted were asked to provide Government ID. Guests agreed to cottage rules which included not unreasonably disturbing neighbours. The guest Welcome Pack included a reminder to respect the neighbourhood and polite signs to be mindful of neighbours. A highly experienced agent managed the

properties, Abode East Anglia. The agent was available to deal with any concerns from guests or neighbours at any time the contact no. being 07799 902663. The properties had been operating as holiday lets since 2016 and the owner was disappointed to hear of local residents concerns.

Following the Parish Council's decision to monitor further use of the lets, local residents had been asked to keep a record of any further incidents. Cllr Kember had been in contact with the Environmental Dept at MSDC. A template for complaints was available and complainants could be advised by an Environmental Officer on completion of the template should they wish to register a nuisance complaint. Cllrs Leggett and Kember would provide immediate neighbours with the agent's contact Details and details of the Environmental Dept complaints procedure. Cllr Kember agreed to contact the agent to enquire whether electrical work had been completed to the hot tubs.

14. **Neighbourhood Watch report** – Cllr Mrs Lane was pleased to report all was running smoothly.

15. **MSDC Cil Award:**

1. Play Equipment – To consider Parish Council contribution to Stoke Ash VH playing field equipment. This would be discussed at the next Village Hall Committee meeting.
2. Stoke Ash Village Sign – to consider alternative to circular seat – item left in abeyance.

16. **Thwaite Community Projects Group**

1. Ditch Clearance – Church Lane, Thwaite – to consider further quotation/s. Cllr Kember reported the specification had been sent out to further contractors for quotes. Deferred to next agenda. In the meantime it was agreed a letter of thanks drafted by Cllr Kember would be sent to the owner of The Rectory, Wickham Road for clearing the ditches adjoining the property towards the A140.
2. Hardstanding next Old School Room, Thwaite – report on work to date. Deferred until further quotes received and progressed.
3. St George's Hall village questionnaire report. Ten responses had been received. Deferred pending Projects Group meeting to discuss the responses.
4. St George's Hall inspection and woodwork report – deferred pending outcome of village questionnaire

17. **Lunch Club report** – Cllr Leggett stated the lunches continued to be enjoyed and well attended.

18. **Stoke Ash VH Play and Exercise equipment report**

1. Provision of Notice Board – to be installed.
2. Play Equipment checks – Cllr Tancred stated these were carried out weekly.

19. **Wash Lane report** – the Chairman stated a path would be cut after the wild flowers had finished flowering.

20. **Huggins Lane** – report on proposed Quiet Lanes Scheme

The Chairman reported the scheme had now closed. It could re-open in the future at which point it would be worth registering an interest for Huggins Lane.

21. **Platinum Celebrations 2022**

1. To consider Parish Council contribution and arrangements for payment and reimbursement of Working Group expenses including reimbursement for the cost of Platinum Mugs for each household in both villages

Cllr Kember reported 150 mugs plus packaging had been purchased at a cost of £762.60. It had already been agreed that a mugs would be made available to each household in both villages. Cllr Mrs Maisey proposed the cost of the mugs was reimbursed to Cllr Kember, seconded Cllr Tancred and unanimously agreed.

Cllr Tancred reported he had incurred costs to date of approximately £65 plus £21 for a temporary licence for the fete. Cllr Tancred was of the view a sum not exceeding £100 would cover expenses and the licence. Cllr Mrs Maisey proposed that sum was made available from Parish Council funds, seconded Cllr Tancred and unanimously agreed.

2. Report from the Working Group

Cllr Tancred reported arrangements were progressing well. To comply with insurance requirements a risk assessment of all events over the platinum weekend would be carried out by a resident professional risk assessor. No more than 500 people would be in attendance at events and no high risk equipment would be in use.

Cllr Tancred offered to be the contact for County Highways and the street closure arrangements.

22. **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. |
|---------|-------|------------------|---------|-----|---------|--------------|--------|
| 19/5/22 | SALC | Annual Sub | £190.81 | - | £190.81 | Agreed | 100522 |

| | | | | | | | |
|---------|---------------|---------------------------------------|---------|---------|---------|--------|--------|
| 19/5/22 | M Favager | CPR Training | £50.00 | - | £50.00 | Agreed | 100523 |
| 19/5/22 | Clerk | Sal-expen Mar – May 2022 | £509.45 | - | £509.45 | Agreed | 100524 |
| 19/5/22 | Cllr R Kember | Reimbursement – Platinum Jubilee Mugs | £635.50 | £127.10 | £762.60 | Agreed | 100525 |
| 19/5/22 | E.on | OSR electricity 4.4.22 – 3.5.221 | £15.11 | - | £15.11 | Agreed | 100287 |
| 19/5/22 | Clerk | Sal-expen 2021-22 | £162.24 | - | £162.24 | Agreed | 100288 |

Cllr Mrs Maisey proposed payment of the above accounts, seconded Cllr Leggett – unanimously agreed.

The bank reconciliation at 31.3.22 had been circulated. The Chairman verified the bank statements against the reconciliation statement.

3. Finance

1. To consider for adoption year end accounts 31.3.22

The year end accounts at 31.3.22 had been circulated prior to the meeting. These showed a year end balance of £14,361.99 and included allocated reserves of £5,774.77. No queries were raised.

Cllr Kember proposed adoption of the accounts, seconded Cllr Tancred – unanimously agreed.

2. To consider for approval Annual Governance and Accountability Return (AGAR) documents for year end 31.3.22

The AGAR documents comprising Certificate of Exemption for smaller Authorities (annual income and expenditure below £25,000), the Annual Governance Statement 21/22 (section 1) and Accounting Statements (section 2) had been circulated prior to the meeting.

Members went through questions 1 – 9 of the Annual Government Statement 21/22 and Yes was answered to all nine questions.

No questions were raised relating to the documents.

Cllr Tancred proposed adoption of the Certificate of Exemption, seconded Cllr Leggett – unanimously agreed.

Cllr Tancred proposed adoption of AGAR documents, sections 1 and 2, seconded Cllr R Maisey – unanimously agreed.

23. Clerk's report/correspondence – none.

24. Chairman's report

The Chairman stated he would be sending a letter of sympathy to the family of the late Mr D Roth, a former parish councillor.

25. Any other business for information exchange/agenda requests

A query was raised regarding the numerous Site Access signs that had appeared along the A140. It was understood these related to the current pylon consultation

26. Date of next meeting: Thursday 21 July 2022, 7.30pm at the Village Hall, Stoke Ash

27. To consider the temporary exclusion of press and public: *That pursuant to the Public Bodies (Admission at Meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed*

(i) Report on long service award and presentation.

The award had been obtained and would be presented by the Chairman at the Platinum Fete on Saturday 4 June 2022.

Meeting closed 9.50pm

Signed;

Chairman

Date:

Summary of Action Points

| | | |
|-------------|------------------------|--|
| 1. May 2019 | Stoke Ash PC vacancies | Vacancies continued to be reported in the parish magazine. |
|-------------|------------------------|--|

| | | |
|----------|--|--|
| 17.5.18 | Damaged road signs A140 | Reported via Suffolk CC Highways website reporting tool. No repairs as yet by Suffolk CC Highways. |
| 17.5.18 | Storage of PC documents at Ipswich Record Office | TP liaising with Record Office. |
| 17.5.18 | Thwaite Comm Projects St George's Hall St George's Bring & Buy Sale St George's Hall woodwork and quinquennial inspection | Questionnaire on future of Hall - response by 31.3.22 requested – Projects Group to discuss and report on responses. This would be held over Platinum Jubilee - RK Deferred pending outcome of parishioner questionnaire |
| 15/7/21 | Grit Bins: Replace small bin at A140 junction opposite primary school with larger bin from PO. Small bin to be moved to PO. | TP/GL |
| 15/11/18 | PIIP's – identify items of community expenditure from Cil award. Parishioners views on joint village hall or retain separate halls Ditch clearance quotations– Church Lane, Thwaite Hardstanding at OSR Stoke Ash Village Sign circular Seat | Pending St George's survey RK obtaining additional quotations Quotation for £750 plus vat. TP would complete without charge GL/TP to report on alternative. Left in abeyance. Remove from Agenda. |
| 30.5.19 | Monitor road edge – The Street, SA | All councillors. Monitoring extended to both parishes. |
| 18.7.19 | Stoke Ash Play equipment/play surface grant funding Notice Board for information | Pursue grant funding with MSDC – Finance Group TP |
| 16.1.20 | Lunch Club Funding | GL pursuing with District Councillor |
| 18.6.20 | Review Emergency Plan | GL, TP & RK |
| 17.3.22 | Letter to holiday lets owner Inform neighbouring residents of action and suggest they keep record of nuisance behaviour and inform of MSDC template. Contact Environmental Health for noise and unsociable behaviour advice | PM GL/RK RK in contact with MSDC Environmental Health |
| 17.3.22 | Pursue Quiet Lane scheme re. Huggins Lane when the scheme was re-introduced. | PM – complete. |
| 17.3.22 | Long Service Award – to be presented at the Village Fete on Saturday 4 June 2022 | PM/VL/GT – complete. |

County Councillor Report – May 2022

Cabinet 26th April

The Cabinet met to vote to accept the report from the Ofsted Focused Visit to Suffolk County Council Children's Services on the topic of Care Leavers, for once we had a very positive inspection.

The Cabinet endorsed an outline action plan to support continuous improvement of Suffolk County Council Leaving Care Services in light of the findings of the Ofsted Focused Visit, but did recognise the challenge of those leaving care that are not in education or training etc is still stubbornly high (48.5%)

Post-16 Travel Policy 2022/2023

The Cabinet agreed to maintain the 2021/2022 school year charges for Post-16 Travel and Spare Seats in the 2022/2023 school year as follows:

- a) A mainstream seat would cost £930 per year (£310 per term).
- b) A seat for a Post-16 student with special educational needs and disabilities (SEND) would cost £750 per year (£250 per term).

Ipswich Garden Suburb – Formal Response to Red House Farm, part of Ipswich Garden Suburb, Planning Application

The Cabinet agreed to notify Ipswich Borough Council that, owing to inadequate evidence, particularly in relation to transport and drainage, Suffolk County Council cannot support the outline planning application at this time and, therefore, the Borough Council should not determine the application until the concerns of Suffolk County Council were addressed.

Interesting that the cabinet of Suffolk County Council looked into circa 1000 new houses in Ipswich, yet 1000's have been approved in Mid Suffolk without the need for the County Council cabinet to formally consult.

Live Issues

There is a live consultation at present regarding a new run of pylons north south through the Wickham Skeith, Cotton, Mendlesham, Stonham and Stowupland etc, these pylons are 12 mtrs taller than the existing run, and cannot be located close to existing pylons, consultation details can be found in this link.

<https://www.nationalgrid.com/electricity-transmission/document/142446/download>

**DISTRICT COUNCILLOR'S REPORT for APRIL 2022
to STOKE ASH & THWAITE PARISH COUNCIL'S MEETING
on 19 MAY 2022**

Ground-breaking ceremony marks start of construction at Gateway 14

Construction is now officially underway at Gateway 14 – the multi-million pound business, innovation and logistics development in Stowmarket.

[Find out more](#) (25 April)

Playing our part to support Ukrainian refugees

Both Babergh and Mid Suffolk District Councils have pledged their full backing for the Ukrainian people, with support for refugees arriving in our districts as part of the Homes for Ukraine scheme.

Both councils are represented on Suffolk's Ukraine Task Group alongside representatives from the county's other local authorities, three Clinical Commissioning Groups, Health Outreach, Suffolk police, Suffolk Refugee Support, Anglia Care Trust and Community Action Suffolk.

Our officers are responsible for carrying out property inspections of homes once sponsors in Babergh and Mid Suffolk are matched with a Ukraine family or individual by the Home Office. We are working hard to ensure homes are appropriate and safe as quickly as possible. More information is available on our website, including how to sign up for a weekly email update. [Find out more](#)

Payments of council tax energy rebates now underway

Payments of the Government's £150 energy rebate are now well underway for eligible households across Babergh and Mid Suffolk. [Find out more](#)

Councils announce more accessible facilities

Four new Changing Places facilities will be created in key visitor locations in Babergh and Mid Suffolk following a successful bid for grant funding for almost £200,000.

[Find out more](#) (14 April)

Cllr David Burn