

# Stonham Aspal Parish Council

## Minutes of the Parish Council Meeting held at 7:30pm on Monday 26<sup>th</sup> September 2022 at the Village Hall,

Present: Cllr Emberson, Cllr Wright (Vice Chair), Cllr Mitson, Cllr Mullings, Cllr Stevenson, Cllr Betts, Cllr Tydeman

Attendance: Alison Green (Parish Clerk) Cllr Suzie Morley, Cllr Matthew Hicks, 7 members of the public

22.87	<b>Apologies and Approval of Absences</b> No apologies received
22.88	<b>Declarations of Pecuniary or Non-Pecuniary Interests by Members</b> There were no declarations of interest
22.89	<b>Approval of Minutes of the Previous Meetings on 19th July 2022 and 1<sup>st</sup> August 2022 and signing of copy of approved minutes from meeting on 21<sup>st</sup> June 2022</b> The minutes of the meetings held on 19 <sup>th</sup> July and 1 <sup>st</sup> August 2022 were unanimously approved as an accurate record of the meeting by the members who were present. The minutes were signed by the chair A copy of the minutes from the meeting on 21 <sup>st</sup> June, previously approved on 19 <sup>th</sup> July were signed by the Vice Chair
22.90	<b>Consideration of Reports by the District Councillor &amp; County Councillor</b>  District Councillor, Suzie Morley and County Councillor Matthew Hicks presented their reports to the meeting, full copies can be found on the Parish Council website <a href="https://www.welcome.tostonhamaspalparishcouncil.org.uk/">Welcome to Stonham Aspal Parish Council's Web Site » Stonham Aspal Parish Council (onesuffolk.net)</a>
22.91	<b>Contributions by Members of the Public</b> Three members of the public attended the meeting to discuss road safety in Mill Green, they reported nearly being knocked down and that a resident of Mill Green had been in touch with community speedwatch  Two attended to discuss the planning application at Ubbeston Hall which is no longer related to the property. Concerns over the changes in the plan and also lack of consultation to residents affected by the proposals.
22.92	<b>Governance – Feedback, policy and procedures</b>
22.92.1	<b>Review of general feedback from Nan Latta following co-option process and review of training.</b>

	<p>The Parish Council recognised that there were shortcomings in the process that need to be addressed (a revised policy has been written). The advice of SALC to keep all discussions open was contrary to how any recruitment would be held elsewhere and made for an uncomfortable situation for the candidates. In a commercial environment, discussions would take place privately and candidates scored in a way that demonstrates a fair decision (ability for councillors to exclude the public to discuss candidates has been added to the new process).</p> <p>With regard to the issue of equality, if the aim is to find a positive outcome, then protected characteristics can be discussed. This was the aim of the Parish Council and there was no intention by any member of the council to discriminate. However, the Parish Council can see that the timing of discussion regarding attracting younger members to the Parish Council could have been awkward and misconstrued by candidates as it was away from the topic of the co-option itself.</p> <p>The failure to co-opt at the meeting was not due to age but a misunderstanding of the rules whereby it was incorrectly understood that the co-option did not need to take place until the May 2023 elections. Once the error was pointed out it was rectified in an additional meeting of the Parish Council on 1<sup>st</sup> August where Reg Tydeman, one of the original candidates was duly co-opted.</p> <p>There was a feeling that going off topic onto attracting younger members during the co-option process was a contributing factor in the discomfort for the candidates. This has been noted and will be born in mind during future discussions.</p> <p>It was also felt that as members of the Parish Council if anyone disagrees or has a point to make, they should speak up during the meeting so that the whole voice of the Parish Council is recorded accurately.</p> <p>Members agreed to attend SALCs equality, diversity, and inclusion e-training and also to look at a policy for refresher training for councillors. The Clerk will seek SALCs advice regarding frequency and modules that should be refreshed.</p> <p>The Clerk will draft a formal response to Ms Latta for approval by all members before sending.</p> <p><b>22.92.2 Review and adoption of LGA model code of conduct</b> the full code of conduct had been forwarded to members much of which did not apply to the Parish Council. The general principles of councillor conduct, and application of the code 7 principles were highlighted as key elements. Clerk to cut out irrelevant sections and circulate to Members for adoption at the next meeting.</p> <p><b>22.92.3 Review and approval of complaints procedure</b> It was agreed that the Parish Council as a whole would deal with complaints and therefore reference to 'complaints committee' should be removed from the policy. On that basis Cllr Wright proposed the adoption of the procedure and Cllr Stevenson seconded the proposal and members unanimously agreed.</p> <p><b>22.92.4 Review and approval of co-option process</b> Cllr Emberson proposed the adoption of the co-option process, Cllr Betts seconded the proposal and members unanimously agreed to adopt the process.</p> <p><b>22.92.5 Review and approval of process for requesting funding</b> Cllr Stevenson proposed the adoption of the process for requesting funding, Cllr Mullings seconded the proposal and members unanimously agreed to adopt the process.</p> <p><b>22.92.6 Review of section 1 Rules of Debate at Meetings of the Parish Councils Standing Orders</b> to consider formality in meetings. Point U. 'where appropriate, and at the discretion of the Chairman debates may take a more informal and open format'</p>
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<p><b>22.92.7</b></p>	<p>Members of the Parish Council agreed that they gain a lot from the informal nature of meetings, allowing discussion to flow and information to be imparted and questions asked. It was therefore agreed that the default for debates should remain the informal approach. However any member of the Parish Council can ask for the formal process, as defined in the Standing Orders, to be implemented if it becomes apparent formality is required. If a request is made the Chair will halt the meeting and all members will vote on the action. The meeting will proceed with the majority decision. Revised wording for the Standing Orders will be approved at the next meeting</p> <p><b>Review of areas of responsibility since filling of vacancy</b></p> <p>It was unanimously agreed by Members that Cllr Tydeman would take joint responsibility with Cllr Emberson, for Stonham Barns, Cllr Tydeman liaising with Stonham Barns and Cllr Emberson MSDC. Cllr Tydeman would also have Safer Neighbourhood Team as an area of responsibility.</p>
<p><b>22.93</b></p>	<p><b>Planning</b></p> <p><b>Consideration of Planning Applications</b></p> <p><b>22.93.1</b> <a href="#">DC/22/02880   Full Planning Application - Conversion of former agricultural barn/workshop to form 1No residential dwelling.   Land And Buildings At Feoffee Farm Pettaugh Road Stonham Aspal Stowmarket Suffolk IP14 6AX</a> Members unanimously agreed that they were neutral to this application</p> <p><b>22.93.2</b> <a href="#">DC/22/04438   Householder Application - Erection of outbuilding (following demolition of garden store)   Impaugh Farm Mill Green Stonham Aspal Stowmarket Suffolk IP14 6DB</a> Members unanimously agreed that they were neutral to this application</p> <p><b>22.93.3</b> <a href="#">DC/22/04411   Listed Building Consent - Erection of outbuilding (following demolition of garden store)   Impaugh Farm Mill Green Stonham Aspal Stowmarket Suffolk IP14 6DB</a> Members unanimously agreed that they were neutral to this application</p> <p><b>22.93.4</b> <a href="#">DC/22/04474   Application under Section 73A of The Town and Country Planning Act 1990 for Planning Permission DC/22/01709 (Erection of 4no dwellings, creation of vehicular access, car parking and associated landscaping) for the variation of Condition 2 (Approved plans and documents) - minor changes to design and internal layout   Ubbeston Hall Stowmarket Road Stonham Aspal IP14 6AD</a> Members unanimously agreed to object to this application on the basis of lack of clarity in the information provided. There is reference to an increase in ridgeline and no detail on the plans showing how much the increase is it appears the footprint has also increased. The members felt it was impossible to make an informed decision as the changes to be made were not clear and therefore they could not assess the impact of them.</p> <p>It has also been brought to the Parish Councils notice that the neighbouring property, Ubbeston Hall was not listed as a consultee on this application or indeed previous applications made for this site which they were unaware of but would have challenges. Ubbeston Hall and the proposed site were sold separately c.2 years ago but it appears applications have still (incorrectly) stated Ubbeston Hall</p> <p><b>22.93.5</b> <b>Decision Notices 18/5 to 26/9/22</b> Members were made aware of the following decision notices DC/22/01513 Householder Application - Erection of a two storey detached cart lodge. Red House Farm , Mickfield Road, Stonham Aspal, Suffolk IP14 5LT GRANTED</p> <p>DC/22/01709 Application under S73 of the Town and Country Planning Act 1990 for variation of condition following grant of Planning Permission DC/19/05896 dated 10.02.2020- (Erection of 4no. dwellings, creation of vehicular access, car parking and associated landscaping). Vary</p>

	<p>Condition 2 - Minor Changes to design and internal layout Ubbeston Hall, Stowmarket Road, Stonham Aspal, Suffolk IP14 6AD GRANTED</p> <p>DC/22/00184 Application for Listed Building Consent - Erection of extension and alterations to existing garage structure to form new studio. Longlands Hall, East End Road, Stonham Aspal, Suffolk IP14 6AR GRANTED</p> <p>DC/22/00181 Householder Application - Erection of extension and alterations to existing garage structure to form new studio. Longlands Hall, East End Road, Stonham Aspal, Suffolk IP14 6AR GRANTED</p> <p>DC/22/00185 Householder Application - Erection of front porch extension. Longlands Hall, East End Road, Stonham Aspal, Suffolk IP14 6AR REFUSED</p> <p>DC/22/00186 Application for Listed Building Consent - Erection of front porch extension. Longlands Hall, East End Road, Stonham Aspal, Suffolk IP14 6AR REFUSED</p> <p>DC/22/02136 Application under S73 for Removal or Variation of a Condition following grant of permission DC/21/03648 dated 28/09/2021- Green Farm, Crowfield Road, Stonham Aspal, Suffolk GRANTED</p> <p>DC/22/02590 Planning Application - Siting for a 51.48kWp ground mounted solar PV system. Mill Green Farm, Debenham Road, Stonham Aspal, IP14 6BZ GRANTED</p> <p>DC/22/03164 Householder Application - Erection of a single storey front extension. Corner Cottage, Mill Green, Stonham Aspal, Stowmarket Suffolk IP14 6DA GRANTED</p> <p>DC/22/03565 Discharge of Conditions Application for DC/22/02136 - Condition 14 Approved</p> <p>DC/22/02920 Application for Listed Building Consent - Replacement of existing cement render on front elevation with lime render. Broughton Hall, Stowmarket Road, Stonham Aspal, Stowmarket Suffolk IP14 6AD GRANTED</p> <p>DC/22/03057 Householder Application - Erection of garden room / office outbuilding Fir Tree Lodge, The Street, Stonham Aspal, Stowmarket Suffolk IP14 6AL GRANTED</p> <p>DC/22/03252 Discharge of Conditions Application for DC/22/01709 - Condition 3 Condition 5 Condition 8), Condition 9 Condition 10 (Arboricultural Method Statement) Location: Ubbeston Hall, Stowmarket Road, Stonham Aspal, Stowmarket Suffolk IP14 6AD APPROVED</p> <p>DC/22/02727 Proposal &amp; Location of Development: Application under Section 73 of The Town and Country Planning Act 1990 - Variation of Condition 2, 10, 11,12 and 13 Permission DC/21/04275 dated 23/09/2021; Green Farm, Crowfield Road, Stonham Aspal, Suffolk GRANTED</p> <p>DC/20/01547 Full Planning Application - Change of use from livery and agricultural land to use as touring caravan and camping site and for storage of caravans, siting of caravan for use as reception/site office, erection of 4 No. toilet/shower blocks. Stonham Barns, Pettaugh Road, Stonham Aspal, Stowmarket Suffolk IP14 6AT REFUSED</p> <p><b>22.93.6 Stonham Barns update –</b> There was nothing to report as there has been no response from MSDC Hours of operation at Mickfield Business Park</p> <p><b>22.93.7</b> Members unanimously agreed to contact Planning enforcement regarding breaches to conditions regarding hours of operation at Mickfield Business Park.</p>
<b>22.94</b>	<b>Highways</b>

<p><b>22.94.1</b></p> <p><b>22.94.2</b></p> <p><b>22.94.3</b></p> <p><b>22.94.4</b></p>	<p><b>Bend on Scott’s Hill / Mill Green traffic</b> Members of the public had explained their concerns about traffic in Mill Green. The Parish Council suggested options such as white lines down the side of the road, unusual road markings or other signage warning of the blind bend and danger. It was agreed that residents of Mill Green liaise with SCC Highways and report back to them Parish Council with costed solution. The issue of signage and effectiveness of the 30mph speed limit at the junction were also raised and to be discussed with Highways. The Clerk has already requested a meeting with SCC Highways and will liaise with Mill Green Residents</p> <p><b>Update on SID position</b> There have been issues with the software which has meant the clerk has been unable to download data the sign will be moved as soon as this is resolved</p> <p><b>SID post for reduced speed limit on A1120 near Stonham Barns</b> members unanimously agreed to buy another bracket for the SID to have a third location near Broad Green Cottage Another d look at another post on the other side of the road with SCC Highways. It was noted that there was no additional signage so people were not slowing down as they left or entered the village. Clerk to ask SCC Highways about additional repeater signs and a road marking at the start of the new speed limit.</p> <p><b>Update on other highways issues –</b> With the extension of the 30 mph limit, the village sign has been moved and this has led to some confusion over whether the village has extended its boundary . The Parish Council unanimously agreed to ask for it to be moved back as the boundaries of the village envelope are something they have worked hard to keep so as to maintain the status of the village as a secondary/Hinterland village</p>
<p><b>22.94</b></p> <p><b>22.94.1</b></p> <p><b>22.94.2</b></p> <p><b>22.94.3</b></p>	<p><b>Recreation Ground</b></p> <p>Update by recreation ground representative on repairs, monthly report and other issues A requote is being sought on all repairs as the previous quote is out of date. Clerk raised Zip Wire service as of particular concern.</p> <p>Training for regular inspections – ROSPA training Cllr Betts is happy to do this and will organise soon. Clerk to send details</p> <p>Information request regarding access / permissive? path to recreation ground. It was recommended that the Clerk speak to previous PC members to see if any history was remembered.</p>
<p><b>22.95</b></p> <p><b>22.95.1</b></p> <p><b>22.95.2</b></p> <p><b>22.95.3</b></p> <p><b>22.95.4</b></p>	<p><b>Finance</b></p> <p><b>Review of internal Audit report</b> Members reviewed the internal audit report and unanimously agreed that reference to GDPR should be included in risk assessment, revised version to be brought back to next meeting. The recommendation to minute action taken against recommendations in the audit report has also been actioned.</p> <p><b>Review of income and expenditure against budget to 31<sup>st</sup> August 2022</b> Members had no comments on the budget review.</p> <p><b>Reconciliation to 31<sup>st</sup> August 2022</b> Members unanimously agreed and approved the bank reconciliation to 31<sup>st</sup> August 2022. Cllr Emberson and Cllr Mitson signed the documents.</p> <p><b>Review and approval of insurance quotes</b></p>

