

# **Bredfield Parish Council**

Minutes of the Bredfield Parish Council Meeting held on 26<sup>th</sup> July 2010, at Bredfield Village Hall at 7.00pm.

Meeting started at 7.06 pm.

## **Present**

Councillors – Mr G Taylor, Mr P Tilley, Mr T Richardson, Ms D Causier, Ms A Henderson.

10 members of the public were in attendance.

## **Chair.**

In light of both the chair and the vice – chair being absent Mr Tilley suggested that Ms Causier take the chair, Ms Henderson seconded the motion and it was carried unanimously.

## **Statement of Interest**

Ms Henderson stated that she had a personal interest in item 12 on the agenda Green Farm Caravan and Camping Club application.

## **Agenda**

Due to the large number of the public attending with an interest in the Green Farm Camping and Caravan Club (CCC) application, the chair agreed with members to move items 11) planning and 12) Village housing needs survey to the beginning of the meeting after item 5) County Councillors Report. It was also agreed that administrative items a) draft risk assessment b) emergency planning and c) financial regulations would be held over to a proposed planning meeting on the 9<sup>th</sup> August 2010.

## **1.0 Apologies received and reasons accepted by the Parish Council**

1.0 Mr Miller was on holiday and Mr Hepper was on holiday.

## **2.0 Confirm minutes of previous meeting.**

2.1 The minutes for 24<sup>th</sup> May 2010 were unanimously agreed and signed

## **3.0 Action Points from the meeting of the 24<sup>th</sup> May 2010.**

3.1 AP10/13 Clerk's discussions with the chair about the remuneration are still to be had.

3.2 AP10/21 No responses from planning or Cllr Bellfield have been received. Mr Tilley to follow up both the Scrutiny committee report and circulate AP10/22 and

discover if any provision for a progress report for budget changes and working practices had been agreed..

3.3 **10/17** New notice board – no action taken to date.

#### **4.0 Matters for the Community Police Team**

4.1 PC Vicky Gilmore sent her apologies and a report is attached in the minute book. Only one crime reported and the offender was now in jail.

4.2 PC Gilmore had informed the clerk that the 24 hour speed check system would be used on the Woodbridge Road during July. This has not happened and Mr Tilley will follow up. **AP 10/23**

#### **5.0 Report from the County / District Councillor**

5.1 Councillor Bellfield sent his apologies but had informed the clerk of some issues. Suffolk County Council (SCC) is seeking to save some £6.4 m from its budget during the current financial year and reduce its budget by a third over the following 3 years. At Suffolk Coastal District Council (SCDC), Cllr Green has left the cabinet and SCDC was not expecting further reductions in its central government funding this year.

5.2 The Clerk reported that Cllr Bellfield had agreed to support the planned speed / safety measures on the C309 through his locality budget. This matter is discussed further under Highways matters. Mr Tilley proposed a vote of thanks to Cllr Bellfield which was seconded by the Chair and unanimously supported.

#### **6.0 Planning (agenda item 11)**

6.1 LDF Interim Planning Policy documents have been circulated by SCDC (2 copies). Councillors were encouraged to review and circulate these documents and return them to the clerk. These together with saved local plan documents now represent current planning guidance within the local planning authority.

6.2 Scrutiny Response: The clerk read out and circulated a formal letter of thanks from the SCDC Scrutiny Committee for the Parish Council's "observations" on the work of the Planning Service of SCDC. Mr Richardson and Mr Tilley were unsure whether SCDC had discussed the report yet or released it for publication. The Clerk was asked to investigate **AP 10/24**.

6.3 Emergency Plan – draft: The Clerk informed the Council that Mr Richardson and he had completed a draft for review by the Council and this would be circulated before the meeting of the 9<sup>th</sup> August when it will now be an agenda item.

6.4 Village Development Limits Boundaries: SCDC had requested the Council to complete a series of maps to define any changes required to the Physical Limits Boundaries (PLB) of the community. The Clerk explained that as part of the Local Development Framework (LDF) consultation carried out by the Parish, new

PLB's were drawn up. These were mapped and forwarded to SCDC, the planning authority. He suggested that at this time without further consultation with the community as a whole the Parish Council's proposed PLB's should be adhered to and a map returned to SCDC with this clearly recorded in an accompanying letter. The Chair suggested that this should be the position and a vote was carried unanimously to return a map to SCDC marked up with the Parish's original proposals. The Clerk to write to SCDC on the matter **AP 10/25** .

6.5 Refusal of planning permission: The planning authority have informed the Council that planning application C10/1162 for a tennis court has been refused. The grounds for the refusal are that the plans are to the detriment of the historic visual link between Bredfield House and garden canal of the property, it being grade 2 listed.

6.6 Application to the Caravan and Camping Club for a certified site at Green Farm, Caters Road, Bredfield:

- First of all the Clerk made the point that a site of the size being suggested does not need planning permission and can be granted by a number of organisations with seemingly little or no right of appeal. However certain ancillary works will need both planning permission and other permission such as a licence for the removal of any part of the hedgerow. The Clerk then set out the position so far with regard to this application which had been brought to the attention of the Council by a number of parishioners;
- Letters were received by some close neighbours of Green Farm dated 14<sup>th</sup> June 2010, stating that the Caravan and Camping Club (CCC) had received an application for a certified Camping and Caravanning site. There had been no earlier consultation with neighbours about a proposed caravan site by the owners of Green Farm.
- Further to receiving a number of requests that the Parish Council contact the CCC, the Clerk wrote the CCC on 21 June 2010, highlighting the lack of consultation with all surrounding neighbours, the poor standard of the consultation, the current number of spaces already available to caravans and campers in the village.
- Members of the public also wrote to CCC to object to the proposed site on the grounds of traffic and access issues.
- Both the Clerk and the near neighbours requested that the application be withdrawn.
- After prompting the CCC by e-mail the Council received a response to its comments and request a letter was received on 5<sup>th</sup> July 2010. None of the responses received by either neighbours or the Council suggested that the application be withdrawn or fully recognised the concerns of neighbours.
- The Clerk was then asked by parishioners to discuss the matter with the planning authority, the County Councillor and the Landscape Officer at SCDC. The planning authority, Suffolk Coastal District Council (SCDC), first of all told the clerk they were unaware of the issue then at a later enquiry, the clerk was told that the authority had responded to the CCC saying they had no objection to the proposal. Cllr Bellfield, the Bredfield County Councillor then contacted both the planning authority and CCC

objecting to the proposal on highways and environmental grounds. Disappointingly SCDC services had failed to discuss this application with each other as it was discovered that the Landscape Officer at SCDC who manages environmental issues and the Hedgerow Regulations had not been consulted by her colleagues on this matter. The Landscape Officer subsequently wrote to CCC on 22 July 2010 highlighting the fact that the entrance to the proposed site was narrow and therefore if any part of the hedgerow is to be removed Hedgerow Regulations 1997 would apply. The Officer also expressed concern about any use that may “damage the integrity and character of the hedgerow (and field)”.

- The Clerk also wrote to the CCC asking if they were willing to set up a meeting between the client and the community. They have turned down this request.
- Councillors expressed concerns about the current circumstance as all parties in this dispute were members of the community and they felt that the issue could have resolved by some early communication. Members of the public were also asked their opinions at this time and were extremely concerned about the lack of recourse they had within the law about such a decision being made against the wishes of the community. There were also concerns about the need for communication within the community.
- Cllr Richardson asked that CCC be contacted again to discover the current position and that the applicant be contacted. It was suggested by Mr Tilley that a letter be sent to the applicant to discuss the issue further. Both of these requests for action were supported unanimously **AP 10/26**.
- Councillors also asked the Clerk to discover if any recourse / appeal was available against a decision. Also that he contact Dr D Poulter, MP over this site specific issue and the broader ramifications of these decisions nationally. These requests were again supported unanimously **AP10/27**.

## **7.0 Village Housing Needs Survey (Agenda Item 12)**

7.1 The Affordable Housing sub – committee met on 14<sup>th</sup> July 2010 to discuss the potential of carrying out a housing needs survey in Bredfield. The Clerk read out the notes of the meeting attended by the committee and Sunila Osborne from Suffolk Acre. The outcome of the meeting was to take forward an affordable housing survey and to act upon any subsequent results. The Council considered the notes of the meeting and fully supported its findings voting unanimously in favour on progressing with the survey.

## **8.0 Parish Plan (Agenda Item 6)**

8.1 Mr Hepper had informed the clerk that he had now completed a list of organisations in the village and their contact details and was going to discuss the circulation of this with Mr Miller **AP10/28**.

## **9.0 Finance (Agenda Item 7)**

9.1 The financial record to 30<sup>th</sup> June was signed by the Chair as a correct record of the financial position of the Council attached to the minutes.

## **10.0 Correspondence (Agenda Item 8)**

10.1 Dog Fouling leaflets are now available and the clerk circulated a list showing the proposed delivery route. Members were happy with the proposed distribution. The clerk was asked to ensure that bags were available for distribution with the leaflets **AP10/29**.

10.2 The 2011 Councillors Handbook was circulated for councillors to familiarise themselves with the census process.

10.3 A request for information about the Current Allotment Provision had been received from SCDC. This had been responded to, however the Clerk wished to know if the Council wished to consider any future provision as some requests for space. The councillors were unanimous in their view that there was no great demand at the current time.

10.4 SCDC Interim Planning Policy (IPP). Two items had been circulated to the Council recently. Firstly, two full colour copies of the Local Development Framework – Core Strategy & Development Management Policies, also a copy of the comparison document between saved local plan policies and the LDF policies. These have been circulated for councillors to familiarise themselves with them.

10.5 Two documents received from the police, Suffolk Constabulary Review of Property and office hours changes. No comment was made of the review of property. It was asked that the changes in office times be post in the village shop **AP10/30**

10.6 The Council received three (3) thank you notes from recipients of the annual grants.

## **11.0 Public Questions (formerly Item 9 on the agenda)**

11.1 10 members of the public attended the meeting and raised their individual concerns over the proposal for a new camping and caravan site in the village. The feeling of the meeting was that people were alarmed that they felt they had no right of redress against a decision made against the general wish of the community. Two members of the public raised the issue of traffic along such a narrow lane and neighbours were also concerned about waste disposal and noise. The Clerk reiterated that both hedge removal and waste disposal needed to be addressed and were covered by legislation for which the local planning authority were responsible.

11.2 A local landowner and parishioner expressed concern to any change of the proposed PLB for the village as her property had now been excluded by the SDCD proposal. The Clerk clarified the position that the council maintained, which was that the PLB previously agreed at public meetings would be the PLB once again forwarded to the District Council.

11.3 A resident also expressed concern that she had heard that planning had been applied for near her property on land that was liable to flood. The Clerk clarified the position about site specific allocations as part of the Local development Framework and assure the parishioners that the due planning process would still have to be followed.

## **12.0 Audit (formerly Item 10 on the agenda)**

12.1 Amendment of the annual return for 2009 / 10. The Council unanimously agreed the changes to the Audit Commission Annual Return made by the clerk and signed on the Councils behalf on June 10, 2010.

The clerk highlighted the need for an annual review of any risk the Council may have and that this should take place during the first full council meeting of each calendar year.

12.2 The Clerk read out the internal audit report highlighting the need for both proper financial regulations and a full risk assessment for the Parish Council. He told the Council that draft documents would be circulated prior to the next Council meeting , **AP 10/31** for councillors to review and that he would be seeking their approval of these documents at that meeting.

12.3 The Council discuss the external audit and it was again highlighted that there was a need for both a risk assessment and financial regulations.

## **13.0 Highways**

13.1 The Clerk reminded the Council that the C309 would be closed for repairs and resurfacing.

13.2 The Clerk informed the Council that road safety works on the C309 both sides of the Pump Junction on the C309 were to go ahead with the generous support of Cllr Bellfield. However this did leave a balance of £326.79 for the parish to meet. It was agreed unanimously to pay the balance of the cost of the works.

13.3 Tony Richardson presented a report of the current activities of SORR's (report is attached to minutes). This covered:

- The wider use of s106 agreements – Sizewell example
- SCDC Planning in the press
- Licences to be reconsidered – D Poulter MP is to take up the case to align O licence permissions with planning at a planning authority level.
- The outcome of Gressingham Foods, ombudsman case.

13.4 Speed Management Guidelines

Suffolk County Council has forwarded a copy of their new Speed Management Guidelines. This document highlights a range of ways in which traffic can be controlled. Councillors requested that the document be circulated.

## **14.0 Any other matters arising**

14.1 None

## **15.0 Future Meeting Dates**

15.1 The next meeting will be a planning meeting to include matters held over from this meeting. It will be held in the Village Hall on August 9<sup>th</sup> 2010. The next full Parish Council meeting will be held on September 27<sup>th</sup> in St Andrews Church Room at 7pm.

Meeting closed 9.22 pm

PT 02.08.10