

**STANSFIELD PARISH COUNCIL**  
**Minutes of the meeting held on Monday 18<sup>th</sup> November 2019**

**Councillors present: Sarah Hopkins (Chairman), Julie Ghirardani, Fran Brown, Robert Dennis and Fay Gridley.**

**Also present: Joanne Kirk (Clerk), District and County Councillor Mary Evans and 46 members of the public**

**Open Forum**

The main issues raised during the Open Forum were:

- One resident spoke about the SHELAA and voiced their fear that Stansfield would end up having a large amount of development compared to other rural villages and the belief that Stansfield cannot cope with large amounts of development.
- Mary Evans explained the process of the SHELAA. In the past parish councils weren't consulted at this stage of the process. She explained that just because sites have been put forward, does not mean that they will be included in the Local Plan. All the sites which have got through the first stage will be put out to open consultation at the next stage (Issues and options). At the end of 2020 West Suffolk Council will publish a final list of sites which will be included in the Local Plan (preferred options). The current stage is purely to check the accuracy of the information in the site.

She explained the settlement hierarchy for development – towns, key service centres, local service centres, infill villages and countryside. Towns and key service centres are allocated most of the development. Stansfield is currently an infill village. This means the scope for new building is very limited.

- One resident presented a petition on behalf of 28 residents in Stansfield.
  - A question was asked about when the Pippin Post Close application will be decided.
  - One resident expressed disappointment about the confrontational nature of the petition and said it did not reflect the views of all Stansfield residents.
- 1. Acceptance of apologies for absence**  
Apologies were received from Ed Cardozo and John Underdown.
  - 2. Declaration of Interest in items on the agenda and dispensation requests**  
Sarah Hopkins declared a non-pecuniary interest in one of the sites listed in the SHELAA as she has access rights over it and in the planning application for Pippin Post Close. Robert Dennis declared a pecuniary interest in items 9a and 9b on the agenda. He submitted a dispensation request to allow him to take part in the SHELAA debate but not to take part in the vote. It was resolved that the request would be accepted.
  - 3. Approval of minutes of the meeting held on Monday 16<sup>th</sup> September 2019**  
It was resolved that the minutes were correct. The chairman then signed them.
  - 4. District Councillor's Report by District Councillor Mary Evans**
    - The Office for National Statistics has published figures about the population in Suffolk
    - A planning application to transform the former Cornhill Post Office in Bury St Edmunds town centre has been passed by the Development Control Committee. The plans will turn 17-18 Cornhill into 12 flats, two commercial units and widen Market Thoroughfare. Much of the existing structure will be demolished but the historic façade will be retained.
    - Next year is the 1000<sup>th</sup> anniversary of the Abbey of St Edmunds.
    - There are a number of homeless people in West Suffolk. The Homelessness Team works hard to support them. The Bury Drop In charity asks people not to give money directly to the homeless but to donate to the charity instead so that they can provide appropriate support.
  - 5. County Councillor's Report**  
Mary Evans spoke about the following:
    - A new and improved recycling centre will open in Bury St Edmunds at the end of November. The flagship site in Fornham Road will replace the current recycling centre at Rougham Hill, Bury St Edmunds.

The new centre will be the first open air site in Suffolk where all containers can be accessed by the public from ground level, removing the need for struggling up steps. Visitors will be able to recycle the same wide range of materials currently available at the Rougham Hill Recycling Centre.

A charity Reuse shop, which will take materials suitable for reuse from recycling centres, will also be opening on the site towards the end of the year.

- Suffolk's care homes have improved markedly in recent years so that the Care Quality Commission now rates more than 87% of our care homes as good or outstanding.
- The local government boundary commission for England is reviewing Suffolk County Council to bring the divisions into line as the population size can vary from just over 5,000 to nearly 9,000. Currently there are 75 County Councillors. The number will be cut to 70. The decision to reduce to 70 means division sizes will be about the size of the existing Clare division but she expects there will be changes in the make-up of the division.
- Suffolk Trading Standards are warning people not to participate in sharing an Argos giveaway post claiming that everyone who shares and takes part will have a chance to win £1000 in vouchers. The post is currently circulating on Facebook. This post is fraudulent and has no connection to Argos.
- She is no longer portfolio holder for Highway. She has now taken over the role of cabinet Member for Children's Services, Education and Skills. She has launched a review of the implementation of the new home to school transport policy which is being led by Suffolk's Fire Chief Officer Mark Hardingham. She is also focussing on children's mental health, improvements to the support we provide to the young people leaving care and provision for more school places for children with SEND.

#### 6. Police issues

No police issues were raised.

#### 7. Update on list of actions agreed at the last meeting

There were no outstanding councillor actions.

#### 8. Finance

##### a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- J P Kirk - expenses – LGA 1972, s111 – **£27.91**

Robert Dennis and Fay Gridley signed the Schedule of Payments. The Chairman countersigned it.

##### b) Approval of payments authorised between meetings

One payment was authorised between meetings – West Suffolk Council – election costs – Representation of the People Act 1983, s36 - **£21.34**. It was resolved that the payment would be approved.

##### c) Receipts and Payments (including online payments) made since the last meeting

Receipts			Details	Amount
Payments	Minute reference	Method		Amount
11/09/19	306/9a	J P Kirk - expenses	Online	£14.08
11/09/19	306/9a	McGregor Services - grass cutting	Online	£60.00
11/09/19	306/9a	Risby PC - 1/6 of cost of print cartridge	Online	£6.24
11/09/19	306/9a	Risby PC - phone costs	Online	£21.61
11/09/19	306/9a	Business Services at CAS Ltd - insurance	Online	£356.72
11/09/19	293/8g	Risby PC - pension payment	S/O	£15.00
30/09/19	293/8f	Staff costs	S/O	
01/10/19	298/8f	Eon - electricity St Barnabas	D/D	£44.51
01/10/19	Authorisation slip 001	West Suffolk Council - election costs	Online	£21.34
02/10/19	297/8f	McGregor Services - grass and hedge cutting	Online	£132.00

03/10/19	306/9g	Royal British Legion - donation	Chq no 000530	£40.00
10/10/19	293/8g	Risby PC - pension payment	S/O	£15.00
30/10/19	293/8f	Staff costs	S/O	

It was resolved that the statement of receipts and payments would be approved.

**d) Bank balances as of 30<sup>th</sup> October 2019:**

**Current account:** £2,425.55

**Reserve account:** £3,000

Robert Dennis verified and signed the bank statements.

**e) Signatory to complete the checklist of Internal Controls**

Robert Dennis completed and signed the checklist of internal controls.

**f) Possible subscription to Scribe for new accounting software.**

It was resolved that the Council would subscribe to Scribe's accounting software for parish councils for one year initially. It will be a single user licence shared between the clerk's six parish councils. The cost will be £56.16 including VAT (LGA 1972, s111).

**g) Update on the bank mandate change**

The Bank mandate has been updated to allow the clerk to make payments authorised by the Council.

**h) Budget 2020/21 and budget report**

It was resolved that the draft budget for 2020/21 would be approved. The precept request, which forms part of the Council Tax, will be £5,111. This is an increase of 3.29% which equates to £1.85 per annum per band D household. The parish council element for a band D household will be £58.03 per annum an increase from £56.18.

**9. Planning**

**a) DC/19/1329/FUL - Land off Pippin Post Close, Stansfield - (i) 5 no. dwellings (ii) public open space (iii) community orchard (iv) associated access and parking (2 of 5 dwellings provided as affordable units)**

The Parish Council confirmed its previous response to this application, namely that it would only support the application if the local connection criteria are guaranteed by an S106 agreement.

**b) West Suffolk Council's Strategic Housing and Economic Land Availability Assessment (SHELAA)**

Six sites have been put forward Stansfield totaling 5.6 hectares at the following locations:

- WS162 - Land east of High Street
- WS163 - Land north west of Lower Street and north of High St
- WS164 - land north east of High St
- WS165 - land at Bayment's Farm
- WS166 - Land north of Pippin Post Close and Lower Street
- WS167 - land south of Pippin Post Close

There is **one** excluded site in Stansfield which has been superseded by WSE3 and WSE7.

There are **two** deferred sites in Stansfield:

West of Upper Street - deferred because not adjacent to the settlement boundary.

Land east of Upper St - deferred because not adjacent to the settlement boundary.

The Parish Council has been asked to comment on the factual accuracy of the draft document, in particular to the availability, suitability, achievability and viability of the sites. A more detailed response will be submitted when the sites are open to public consultation in the New Year.

It was resolved that the following comments would be submitted

- WS163 – the boundary line is inaccurate
- WS165 – the boundary line is inaccurate and there are existing rights of access over the site
- WS167 – there is currently a live planning application for the N/E section of this site, therefore future availability will depend on the outcome of the current application.

It was also resolved that a general comment would be submitted stating that the Parish Council believes that Stansfield is not a suitable village for six sites to be put forward into the Local Plan, because of its size. The Parish Council also believes that including six sites could potentially lead to a disproportionate amount of development in comparison to other infill villages.

**10. West Suffolk Local Plan: 2019 sustainable settlements review**

WSC is inviting all parishes to comment on this matrix in respect of the factual accuracy of the sustainability criteria recorded for settlements in their parish. It lists Stansfield as having a pub and a play area. It was resolved that no response would be submitted because this information is correct.

**11. New access at 1 Thatch Cottage**

The owner rang the clerk on 4<sup>th</sup> November about the new entrance being built to the property. He has spoken to planning who referred him to the planning portal which shows that planning permission is not required as it is an existing entrance which has just become overgrown over the years. The entrance does not cross a pavement, so no dropped kerb is needed, therefore planning permission not required. The owner is keen to work with the Parish Council and Planning and ensure that things are done properly.

**12. Highways/Rights of Way issues/tree/transport issues**

**a) Possible locations for VAS posts**

It was resolved that this item would be postponed until the next meeting.

**b) Possibility of a 20mph zone in Stansfield**

It was resolved that this item would be postponed until the next meeting.

**13. Complaint and petition from residents about the Parish Council's handling of the planning application for the land off Pippin Post Close and about the SHELAA**

It was resolved that the clerk would be authorised to draft a response on behalf of the Parish Council based on the comments made by parish councillors at the meeting and circulate it to councillors for checking before emailing it to the resident.

The key points to include in the response are:

- The Parish Council understands the concerns of residents and has made every effort to ensure that they are transparent and that residents are kept up to date with current planning issues. Flyers were delivered notifying residents of the planning application for Pippin Post Close and the planning meeting on 12<sup>th</sup> August. With regard to the SHELAA residents were made aware of its existence but at this stage it is a stakeholder consultation only.
- At the meeting on 12<sup>th</sup> August the Parish Council as a body did not state that additional sites had been put forward. At that stage the landowner did not know either if any of the sites submitted in West Suffolk Council's call for sites would be included in the first draft of the SHELAA, particularly as historically none of the sites have made it into the SHELAA.
- There will be an opportunity for the Parish Council and residents to comment more fully about the proposed sites put forward in SHELAA when the public consultation takes place in the New Year. Putting sites forward does not mean that they will definitely be developed. Once the consultations have taken place in 2020, West Suffolk Council will decide which sites in Stansfield, if any, will be included in the Local Plan. If sites are included, the landowner will need to go through the normal planning process if any development is planned.
- The Parish Council used a range of information with regard to assessing whether they felt there was a need for affordable housing in Stansfield. The document quoted in the petition was a Parish Plan, not a Housing Needs Survey. The Parish Plan considered a wide range of issues affecting Stansfield.
- Residents will be notified once the public consultation for the SHELAA begins and a public meeting will be held to give residents an opportunity to ask questions and give their views. The Parish Council will listen to all comments and decide on its own response at a separate meeting.

**14. Village issues**

**a) Defibrillator checks**

Fran Brown agreed to carry out the defibrillator checks. The clerk agreed to send her the WEBNOS login details.

**b) Defibrillator training**

Sarah Hopkins explained that defibrillator training will take place on Saturday 30<sup>th</sup> November from 10am – 12pm.

**c) Setting up a VETS system in Stansfield**

It was resolved that a VETS system would be set up and the payment of £45 for the initial set-up fee would be approved. The Parish Council’s application for a grant of £400 has been successful, which means that the costs to run the V.E.T.S scheme will be covered for the next four years.

**d) Emptying of dog bin by West Suffolk Council**

The dog bin on Lower Street seems to be filling up quickly. West Suffolk Council has confirmed that it is definitely on the schedule to be emptied fortnightly and says it is possible that it is being filled with mess cleared from someone’s garden. Mary Evans agreed to look into this as several residents said that they did not believe the dog bin was being emptied fortnightly.

**15. Correspondence**

**a) Local Government Boundary Commission for England review of Suffolk County Council boundaries.**

It was resolved that a response would be submitted to the Local Government Boundary Commission for England asking for the current links between Stansfield, Denston, Hawkedon, Poslingford and Assington Green to be maintained.

**b) Email from Suffolk Police about partner funded PCSOs**

It was resolved that the Parish Council would not pursue this option as the cost would be too high.

**There being no further business the meeting closed at 8.45 pm.**

Signed ..... (Chairman) Dated .....