

MINUTES OF THE NAYLAND WITH WISSINGTON PARISH COUNCIL MEETING HELD ON WEDNESDAY, 11<sup>th</sup> SEPTEMBER 2024, AT 7.30 PM AT NAYLAND VILLAGE HALL AND BY VIDEO CONFERENCING.

Present: Cllr L Erith (Chair), Cllrs D Harris, G Batty, O Brown, T Leach and S Treharne attended in person. D Hattrell (Clerk) attended in person. L Brooks and 2 residents attended by Video link.

Before Commencement of the Meeting

a. **Public Forum:** Concern was expressed that amendments to Planning Applications were not always shared with the Parish Council (PC). It was agreed to remind the Chief Planning Officer – **Action Clerk**.

b. **District Council Report**

District Cllr Isabelle Reece was unable to attend.

c. **County Council Report**

County Cllr J Finch had sent his apologies.

**Parish Council Meeting**

1. **Declaration of Acceptance of Office – Chair**

This was duly signed by Cllr Laura Erith, the new PC Chair.

2. **Apologies:** were received and accepted from Cllrs A Birchweaver and P Fuller. County Cllr James Finch had sent his apologies. District Cllr I Reece was also unable to attend.

3. **Approval of Minutes of 17<sup>th</sup> July Meeting:** These were accepted as a true record.

4. **Declarations of Interest by Councillors:** Nothing was declared.

5. **Highways:** Concerns were shared about delays and the adequacy of some of the Highway Repairs. The listed items included the non-lit bollards which were promised at the Bear Street/A134 junction, state of the traffic island on A134, Harpers Hill verges, Harpers Hill trees, Harpers Hill wildlife reserve and the inadequate pothole repairs outside the Doctors Surgery. It was agreed for up-to-date reports to be made on the reporting tool. References are to be sent to the Clerk to attempt to escalate via County Highways Officers and our County Councillor – **Action All and Clerk**.

6. **Finance Report:**

i) The Chair read from the bank balances as of 29<sup>th</sup> August 2024 as £1000 in the Current Account, £32,046.40 in the linked Account and £65,000.00 in the Capital Investment Account, £4,400.73 in the National Savings Account making a total of £102,447.13.

ii) List of pre-agreed payments for the July and August period: -

**July**

Funds Transfer	Mortimer Contracts	£1525.20	Litter/Grass/Rec, Open spaces
Funds Transfer	Employment Costs totalled	£1540.64	Salary, NI and Pension
Funds Transfer	Tree & Lawn Company Ltd	£48.00	Horsewatering pesticide

**August**

Funds Transfer	Mortimer Contracts Ltd	£1088.40	Litter, Grass, Rec, Open spaces
Funds Transfer	Employment Costs totalled	£1481.77	Salary, NI and Pension
Funds Transfer	PKF Littlejohn LLP	£378.00	External Audit Fee
Funds Transfer	B D Hurren	£330.00	Asset/Bench Restoration

We currently have a refund due from HMRC due to change to Clerk's Tax Code – the net total after the refund is quoted above under employment costs.

iii) **Review of Effectiveness of Internal Audit and Appointment of Internal Auditors.**

All agreed the SALC Internal Audit was comprehensive and useful, so it was resolved to continue to appoint SALC as our Internal Audits going forward.

iv) **External Audit Report.**

This had been received with all matters approved and details are now on our website.

v) **Consider Annual Budget for Horse-watering** – a request had been circulated via email. This was discussed following the meeting and it was agreed for Finance Committee to make recommendations to the full PC for next years budget from 1<sup>st</sup> April 2025. In the meantime, up to £200 was agreed subject to direct Invoicing from the gardener for the period to the end of March 2025 – **Action Clerk to liaise.**

vi) **Review of Asset Register and Insurance Renewal** – The Clerk/RFO had reviewed the insurance cover and negotiated a discount. Therefore, the premium appeared reasonable, and the Clerk recommended we renew for a further year. This was resolved. The Asset Register is up to date for the current time and will be reviewed again adding asset purchases during this financial year up to 31<sup>st</sup> March 2025.

vii) **National Savings Account** – It was noted that a review is needed – **Action Clerk.**

viii) **Tailor Model Publication Scheme** – Cllr G Battye agreed to review the wording on our website and tailor to our circumstances – **Action Cllr G Battye.**

ix) **Any other urgent Finance Matters:** - It was agreed to include an Agenda item for the October Meeting to consider contributing around £1300 (50% of the cost of a new defibrillator) from the PC CIL reserves. If approved, the nearby household should be contacted to check they are happy with the siting of a Defibrillator near the noticeboard in Wiston – **Action Clerk.**

## 7. **Planning**

### 1. Decision from the Planning Authority: -

- a) Planning Permission was granted subject to conditions at Smokey Farm, Campions Hill for change of use and creation of fenced menage – **DC/24/02437.**
- b) The Planning Authority raised no objections to proposed reduction of willow at Lower Courtwood, 13A Court Street – **DC/24/02989.**
- c) Non-material amendment to re-locate proposed cart lodge was approved at The White House, 16 Church Lane – **DC/24/03076.**
- d) The Planning Authority raised No Objections to the notification of works to Conservation Area trees at The White House, 16 Church Lane – **DC/24/03085.**
- e) Conditions were approved for cladding, roofing materials, brickwork, eaves, rainwater goods and door & window detail at 52-54 Bear Street – **DC/24/03479.**
- f) Discharge of conditions were approved for backing materials and insulation at 52-54 Bear Street – **DC/24/03529.**
- g) Consent was granted to work on protected trees at Park House, Wissington Uplands – **DC/24/03472.**

### 2. There were No Objections from the PC and our Parish Tree Warden to tree applications at: -

- Park House, Wissington Uplands – **DC/24/03472**
- The White House, 16 Church Lane – **24/03666**
- The Cartlodge, Lower Courtwood, 13A Court Street – **24/03706**
- 9 Court Street – **24/03707**

### 3. **Full Planning Application – Storage Building with 6 separate secure spaces at Hill Farm Business Centre, Harpers Hill – DC/24/03661.**

The Clerk had sought an extension of time to consider this application at the meeting.

This PC reviewed this application against the previously withdrawn application and **still Objects** for the following reasons –

1. The last, withdrawn application, has been re-presented without enough evidence to answer concerns identified by consultees and a constructive positive response to this Council's comments.
2. As with that withdrawn application, this application lacks some detail and we therefore again, recommend refusal as the application stands.

3. The application site is located on former agricultural land in the AONB. It is a sensitive location and next to luxury holiday accommodation.
4. If compliance with the necessary Planning Policies was found, essential conditions must be incorporated.  
These should cover:
  - a. the specification and maintenance of screening,
  - b. restricting operating hours
  - c. minimising the environmental impact, all to the level expected in the AONB
  - d. light and noise pollution prevention should be in place both through the construction phase and thereafter.
  - e. Conditions should be in place to protect the amenity of neighbours and the neighbouring luxury holiday business

Enforcement and Planning were asked that a programme of robust monitoring is essential to ensure continued compliance in this sensitive location.

**4. Householder and Listed Building Applications at 72-78 Bear Street – DC/24/03738 & 39.**

The PC had **No Objections**, subject to a thorough inspection and advice from the heritage team.

This is an important riverside property in the village. The Heritage Report, from the Nayland Local List publication is thorough and detailed. The Planning Authority were asked to consider the following: -

- a. Please check all changes to windows and timber work has been approved by the heritage officer and appropriate conditions imposed, if necessary.
- b. Whether the raising of eastern wall is appropriate
- c. Internal post removal to be checked by heritage officer
- d. Internal walls adjacent to chimney - proposal to be checked by heritage officer on site,
- e. Western Gable work- again to be checked by Heritage Officer,
- f. The agent's own historical survey of the gable end to be checked by Heritage Officer.

Otherwise, the PC had no real objection. The drawings and documentation are commendably detailed.

The heritage features of this property though must not be compromised -these needs on-site checking by the heritage team.

**5. Application for double carport at 2 Gravel Hill – DC/24/03691.**

The PC agreed to write as soon as possible to the Planning Authority regarding the lack of display notice, neighbour consultation and important items missing from the site plan. We confirmed the PC may wish to add to these comments at a later stage – **Action Clerk**.

It was agreed for the PC to consider a further response ahead of the deadline, so Councillors were asked to review their comments on the shared document – **Action All**.

**6.** Any other urgent planning matters – including planning webinars. Cllrs D Harris, O Brown, S Treharne and T Leach agreed to facilitate the webinar training sessions. The first session will include the first 2 webinars. They will organise getting the screen to be set up and a date when most can make – **Action Cllrs Brown, Leach, Harris, and Treharne**. The Clerk will be kept informed with the arrangements and may attend, if possible.

**8. Street Lighting:** There was nothing to report.

**9. Community Led Housing:** Cllr O Brown explained the position so far. Community Action Suffolk (CAS) have done a desktop exercise identifying any land in and around the build up boundary of the Parish. The initial reaction of some Councillors is that there is little prospect of the locations identified being viable. Risk of flooding features at some locations. It was agreed for Cllr Brown to have further discussions with CAS to fully understand the process towards a potential Local Housing Needs Scheme and the benefits of a Housing Needs Survey (HNS). It was also agreed when the PC are together for the webinar planning training, they could look together at the locations identified with local knowledge and bring back any findings to a full PC Meeting. Cllr Brown felt that we already had an idea of what is needed locally, and an HNS would be costly and perhaps reinforce what we already know. It was

agreed to take further time to get this right. We are in a period of change with a new government and therefore the regime over Neighbourhood Planning may change – **Action All**.

10. **Recreation and Open Spaces:** The potential planting scheme for the Harpers shelter area was discussed and it was suggested that Councillors look again between meetings. However, the consensus at this stage is to keep it simple. The Bus Shelter itself needs maintenance, so it was agreed to include as an October Agenda item – **Action Clerk**. Our grounds maintenance contractors have cut back some of our hedge on Pop’s Piece that is overgrowing a neighbouring oil tank, however, the resident would like it to be cut back further. Our Chair agreed to investigate – **Action Chair**. Cllr D Harris agreed to monitor and if necessary, report the pile of tyres at the southern entrance to the sluice gates – **Action Cllr Harris**. The meeting was reminded about the process for approval of banners on Caley Green and that any banners without permission may be removed. Finally due to issues with BBQ’s the County Council (owners of Caley Green) are considering signs banning them on Caley Green. The PC are aware, however, have not been consulted.
11. **Village Hall:** including roof project. The Chair of the Village Hall Charity reported on the progress with the roof project following the meeting. The costs have gone up and the specification is being considered. Good progress is being made towards the Lottery Funding which will be made directly to the Village Hall Charity and the Lottery are happy to fund the VAT element. The Consultant Solicitor instructed by the Charity is working through the requirements of the Lottery funding. If all goes well, the project could be delivered in Summer 2025. The PC had received an email from a resident whose garden borders Webbs Meadow (Village Hall). It was agreed for Cllr D Harris and S Treharne to investigate with the resident concerned and identify the tree work that is required – **Action Cllrs Harris and Treharne**.
12. **Community Council:** The Minutes are regularly circulated and there was nothing to report.
13. **Allotments:** The Best Kept Allotment Presentation took place at the Flower Show and the Clerk thanked all involved – a real team effort when our usual judge was taken ill. Non-payment and reports on conditions of some plots were on-going. We have heard from those whose plots are in a poor condition and all have promised to tidy. Most payments have now been received following chase ups. Two half Allotment plots are being given up and it was agreed to offer the choice to the first on the waiting list and the 2<sup>nd</sup> waiting will get offered the remaining allotment – **Action Clerk and Cllr Birchweaver**. It was suggested that the Conservation Society Open Gardens could include the Allotments as some plots are kept in a great condition.
14. **Burial Ground:** Cllr O Brown had investigated concerns from our Grounds Maintenance Contractors between meetings in relation to dog mess and broken glass jars as potential health and safety hazards. It was agreed that it is reasonable to continue to ask visitors to the Burial Ground to keep their dogs on leads as people letting their dog’s poo, may ignore “dogs banned” signs and it would not be balanced to ban all dogs. Also, as a rural Burial Ground there is likely to be poo from foxes/deer etc. However, in relation to broken glass, it was agreed that an appropriate notice should be drawn up and displayed on the Burial Ground noticeboard and after the period specified glass should be disposed of – **Action Cllrs O Brown and D Harris**. The Clerk had already corresponded with the Contractors asking them not to stirm any part they consider a health and safety risk as safety is paramount. Cllr T Leach shared an idea of bringing Park Runs to the Parish. He will work on a suitable route, and it would be supported by the Park Run Organisation. It was accepted that when the route was under water, the run couldn’t take place. All were supportive of Cllr Leach progressing further – **Action Cllr Leach**.
15. **Footpaths:** There was nothing to report.
16. **Correspondence:** The correspondence report had been circulated ahead of the meeting. The items had been picked up under the various agenda items.

The meeting closed at **9.14 pm**.