

Little Waldingfield Parish Council

Approved Minutes of the Council Meeting held on Thursday 8 February 2018 at 7.30pm at the Parish Room, Little Waldingfield

Present: Cllr Andy Sheppard (Chair), Cllr Matt Foster, Cllr Allan Wells and Cllr Chris White

Attendance: John Moxom and Joy Barker (Brandeston Hall Soper Project Members), Simon Ashton (Parish Clerk) and five Members of the Public

1. Apologies and Approval of Absences

Apologies were received from Cllr Barbara Campbell (Vice-Chair), Cllr Stewart Braybrook and Cllr Tim Sheppard and their absences were approved.

2. Declarations of Pecuniary or Non-Pecuniary Interests by Members

There were no interests declared by any of the Members.

3. Approval of Minutes of the Previous Meeting on 11 January 2018

Minutes of the previous meeting of the Parish Council on 11 January 2018 were received and approved as a true record and signed by the Chair.

4. Presentation of Brandeston Hall Soper Project Report by Project Members

Members of the Brandeston Hall "Soper Project" gave an illustrated presentation on the proposed conversion of Brandeston Hall Farm, in the parish of Great Waldingfield, and the potential display of artwork by the Soper family, as collected over more than 25 years by Joy and her husband. The project is subject to the necessary funding being obtained to purchase the property from Suffolk County Council and to build/convert existing barns/sheds as necessary. The Chair extended the Council's appreciation of their visit and presentation of this project and wished them all future success.

5. Contributions by Members of the Public

The subject of a written enquiry received relating to the Council's meeting in January 2018 was discussed with a member of the public and discussed further at Item 11a).

6. Consideration of Planning Applications & Decision Notices

- (a) BDC DC/18/00281: Application Received (Comments Due 13 February 2018)
Former Piggery, High Street Farm, Church Road, Little Waldingfield, CO10 0SS
Members agreed to support this planning application.
- (b) BDC DC/18/00407: Application Received (Comments Due 20 February 2018)
The Priory, Church Road, Little Waldingfield, CO10 0SW
Members agreed to support this planning application.

7. Neighbourhood Plan

(a) Cllr White confirmed that a lot of data had been collected from residents following the receipt of completed questionnaires and that final conclusions would be presented to Members at the Council's next meeting.

(b) Cllr White confirmed that members of the Neighbourhood Plan Steering Group had the benefit of access to Ordnance Survey mapping resources.

(c) Cllr White gave an update on the work considered by the Neighbourhood Plan Steering Group at its meeting on 27 January 2018. This included the consideration of the next stream of funding, the engagement of parishioners in a photography completion and the need to establish a relationship with the new lead at Babergh District Council. The next meeting of the Steering Group was due to take place on 10 February 2018.

8. Finance

(a) Payments were authorised in favour of the Parish Clerk's wages, office and personal expenses (£241.88). Approval of this payment was proposed by Cllr Foster, seconded by Cllr White and agreed by Members.

9. Governance

(a) Members agreed to consider the Council's GDPR responsibilities and objectives. Cllr A Sheppard and Cllr Wells then agreed to meet with Cllr Campbell, subject to her acceptance as Chair of the GDPR Working Group, and to provide an update at the next meeting.

10. Date of Litter Pick for Consideration

Members agreed for the village's annual litter pick to take place on 24 March 2018. The Parish Clerk agreed to arrange for the delivery of litterpicks, refuse bags, high-visibility jackets and men at work signs with the Chair as the contact, and the subsequent collection of rubbish.

11. Correspondence Received

(a) The Chair confirmed that feedback had been received from a parishioner concerning the Council's meeting on 11 January 2018. The Chair confirmed that minutes of the meeting are a matter for agreement by Members of the Council only and that members of the public have the opportunity to raise any issues during the public forum section of the Council's meeting. The Chair confirmed that the chronology of events affecting the Joint Local Plan consultation process had been discussed at the meeting on 8 February 2018 which had also been included at the end of the related minutes for information purposes.

(b) The Chair confirmed that a complaint had been received from a parishioner concerning the Council's previous submission of its consultee comments in connection with the Babergh Mid Suffolk Joint Local Plan. The Chair confirmed that a complaint had also been received by Babergh District Council which had been shared with the Council. By arrangement, the Chair read out the response submitted to the complainant by the district council. In conclusion, the Chair confirmed that its contents and the previous response given by the parish council at its meeting on 8 February 2018 had fully addressed the issues raised by the complainant. A copy of the BDC response has been made available at the end of these minutes for information.

12. Questions to the Chair

Cllr Foster asked about the development of the village pub. The Chair agreed to draft a letter and make appropriate contact following receipt of the points Members wished to be made. On this basis, the Chair agreed to provide an update at the next meeting.

13. Matters for Future Consideration

- (a) Review of (i) Cashbook (ii) Income (iii) Expenditure & Budget to End of January 2018
- (b) Approval of Bank Reconciliation to End of January 2018 by Non-Cheque Signatories
- (c) Review of Implementation of Internal & External Audit Recommendations 2016/17
- (d) Confirmation of the Booking of the Internal Audit by Heelis & Lodge in April 2018
- (e) Review & Approval of the Parish's Asset Register 2017/18 Prior to Internal Audit
- (f) Approval of Council's Proposed External Audit 2017/18 Reporting Exemption Status
- (g) Consideration of Council's GDPR Working Group's Conclusions & Recommendations
- (h) Consideration of Public's Feedback Following the Upgrade to the Village's Web Site
- (i) Consideration of the Web Site Availability of Agenda Supporting Documentation
- (j) Consideration of Agenda Items, Invited Speakers & Reports at Annual Parish Meeting
- (k) Consideration of Haymarket Traffic Calming Measures SCC Highways Work Update
- (l) Consideration of the Progress of Various Footpath Issues in the Village Update

14. Dates of the Next Meetings

The Parish Clerk raised the importance of due dates shared with Members to facilitate agenda preparation and the availability and sharing of supporting documents for future meetings:

- (a) 8 March 2018 (Agenda Items & Documents Received by 28 February 2018)
- (b) 12 April 2018 (Annual Parish Meeting & Urgent Items Only or Cancellation)
- (c) 10 May 2018 (Annual General Meeting)
- (d) The meeting finished at 8.45pm.

Simon Ashton, Parish Clerk
clerk.littlewoldingfieldpc@hotmail.co.uk
8 March 2018

To the Complainant

Further to my email below, I have now discussed this matter with colleagues and offer the following thoughts.

As previously advised in an email to you from my colleague Matt Deakin (dated 28th November 2017), the Strategic Housing and Employment Land Availability Assessment (SHELAA) is a draft document and has no planning status as such. It is produced as part of an emerging evidence base for the Babergh and Mid Suffolk Joint Local Plan. Therefore, the draft SHELAA will have no bearing upon the determination of any current or future planning applications. Ultimately, the planning application process is separate to that of producing the Babergh and Mid Suffolk Joint Local Plan. The Council is duty bound to consider the determination of planning applications which are registered in the area. Any specific planning applications are considered in detail on their own merits, which will include full consideration of impacts upon all relevant historic assets such as conservation areas, listed buildings, etc.

Further iterations to the Joint Local Plan and the draft SHELAA will be undertaken by the Council following all comments received during the consultation between 21st August 2017 and 10th November 2017. A new consultation document is expected for publication later in the year where everyone will be invited to make further public comments upon the document. Please be assured that your comments and concerns are duly noted.

At this stage, broad site assessments have been undertaken in accordance with the methodology presented in the early chapters of the draft SHELAA. The assessment outcomes published in the draft SHELAA present summary information relating to the three key planning tests; suitability, availability and achievability. Your comments regarding the identification of listed buildings and the conservation area are noted and I understand your concern that there is some inconsistency in the language that has been used on different site assessments. This is essentially down to the way that different officers dealing with these things have articulated things, with some comments being more specific than others.

I accept that this inconsistency has caused you concern and apologise for this. I will ensure there is more editorial oversight of future iterations to provide greater consistency and

hopefully avoid a reoccurrence of this situation. However, in the case of sites SS0874, SS0875 and SS0545 the draft SHELAA summary assessment does state that further consideration of any impact upon the historic environment will need to be investigated. I can confirm that the Council is therefore aware of the relevant listed buildings and conservation area, and that further detailed consideration of matters concerning these will be undertaken before any final proposals are made through the emerging Joint Local Plan process.

Ultimately, we have strategic priorities that require us to protect and preserve the historic environment; we also have a statutory duty. As Local Planning Authority we are aware that section 66 of the Planning (Listed Bldgs and Cons. Areas) Act 1990 requires, among other things, the decision maker to have special regard to the desirability of preserving the setting of a listed building. This statutory duty has been considered in a number of recent reported cases, including East Northants DC–v-Sec of State 2014. Here, the Court of appeal affirmed the High Court’s conclusion that it is not enough for the decision maker to give careful consideration to this factor; it should be given considerable weight and importance. Any future planning applications that affect the setting of the Church, or the Conservation Area, will be considered on this basis.

As well as including your Ward Councillors I have copied this email to the Chairman of the Parish Council, Andy Sheppard, to ensure that the Parish Council is also aware of this matter.

Regards,

Tom Barker

Assistant Director - Planning for Growth