

# GREAT WRATTING PARISH COUNCIL

Minutes of a meeting of Great Wratting Parish Council held in Withersfield Village Hall  
on Thursday 12<sup>th</sup> May 2022 at 7.30 pm

## **Councillors present:**

Cllrs Terry Holloway (Chair), Dawn Fisk, Tim Hayes and Barry Judge

## **Councillors absent:**

Cllrs Margaret May (Vice-Chair)

## **In attendance:**

Richard Bowler (Parish Clerk)

## **Public forum**

No members of the public were present.

## MINUTES

### **1. Election of Chair and Vice-Chair**

- a) To elect Chair and to receive his/her declaration of acceptance of office

Cllr Terry Holloway was unanimously re-elected as Chair. (prop DF, 2nd BJ)

- b) To elect Vice-Chair (optional)

Cllr Margaret May was unanimously re-elected as Vice-Chair. (prop THo, 2nd DF)

### **2. Apologies for absence**

Apologies were received from Cllr May (out of parish).

### **3. Members' declarations of interest**

None

### **4. Minutes of previous meeting(s)**

To approve the minutes of the Parish Council meeting held on 16<sup>th</sup> March 2022

The minutes of the meeting held on 16<sup>th</sup> March 2022 were approved. (prop THa, 2nd DF. BJ abst.)

### **5. Matters arising**

- a) Defibrillator: Cllr Hayes reported that the defibrillator was due to be installed in the decommissioned phone box in School Road on 23<sup>rd</sup> May. The electrician who is installing it (free of charge) will also repair the light. Cllrs Fisk and Hayes will clean the phone box.

DF/THa

Cllr Hayes is to buy paint which is needed for part of the exterior.

THa

- b) Heritage Trail: To be discussed at the Annual Parish Meeting. Cllrs Hayes, Holloway and May have not yet met to discuss the project.

THo/THa  
/MM

- c) 2021-22 AGAR: The Clerk said this was due to be completed within the next four weeks.

Clerk

- d) Training: The Clerk had attended a SALC finance training course.

- e) Queen's Platinum Jubilee: Cllr Holloway will draft a note for the e-mail tree to remind residents about plans for the beacon-lighting. Etienne Egloff was making the beacon, which would be erected in the field opposite the church. Residents are being invited to the lighting of the beacon on Thursday 2<sup>nd</sup> June. Refreshments will be served from 8 p.m., with the Red Lion pub running a bar. The beacon will be lit at 9 p.m.

THo

- f) Quiet Lanes project: Cllr May had submitted a report. Cllrs Judge and May will put up "Quiet Lane" signage provided by the County Council.

MM/BJ

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- |  |       |
|--|-------|
| g) <u>Road-sweeping</u> : A response is awaited from District Cllr Stevens.  | PS    |
| h) <u>Parking on verges</u> : The Clerk was asked not to contact residents about this as the problem appeared to have been resolved. A response is awaited from District Cllr Stevens as to whether the District Council can take action if residents park on verges in the Moor Pasture Way area. | PS    |
| i) <u>Water treatment works</u> : It was felt that screening of this new site at Little Wratting was still inadequate, partly because some of the trees planted to screen it had died. The Clerk is to raise this issue with District Cllr Stevens.  | Clerk |
| j) <u>Storm damage</u> (trees and branches in ditch): It was reported that Thurlow Estate was considering what could be done about this issue.   |       |
| k) <u>Litter-pick</u> : Four people took part in the litter-pick on 2 <sup>nd</sup> April.   |       |
| l) <u>E-mail tree</u> : Cllr Fisk had not yet drafted guidelines on terms of reference for the e-mail tree.<br>The Clerk had asked whether data on the number of 'hits' on the Parish Council website was available; a response is awaited.  | DF    |
| m) <u>Annual Parish Meeting</u> : To be discussed at Item 17.  |       |

## 6. Annual business

- |   |               |
|---|---------------|
| a) Review of policies etc   |               |
| (i) <u>To review Standing Orders, Financial Regulations and other policies</u><br>All the Council's policies had been reviewed and it was agreed that no changes were needed.   |               |
| (ii) <u>To consider adoption of Local Government Association's new model Code of Conduct</u><br>The Clerk reported that Parish Councils were being encouraged to adopt the LGA's new model Code of Conduct. This will be considered at a future date.   |               |
| b) <u>To arrange for annual risk assessment and maintenance inspection to be carried out</u><br>AGREED that Cllr Hayes will review items to be included in the risk assessment and draw up a schedule. The Clerk is to provide him with the Asset Register.   | THa/<br>Clerk |
| c) <u>To review asset register</u><br>Deferred to July meeting.   |               |
| d) <u>To review arrangements for insurance cover</u><br>The Clerk reported that the Parish Council was still in a 3-year agreement.   |               |
| e) <u>To set the dates, times and place of meetings of the Council for the year ahead</u><br>AGREED that Parish Council meetings would be held at 7.30 p.m. on the 3 <sup>rd</sup> Wednesday of alternate months (July, September, November, January, March and May). Venue to be Thurlow Village Hall (if available), with Withersfield Village Hall as a back-up. |               |
| f) <u>To set the date, time and place of the 2023 Annual Parish Meeting</u><br>AGREED that the 2023 Annual Parish Meeting would be held at 7.30 for 8 p.m. on Wednesday 24 <sup>th</sup> May 2023 in St Mary's Church, Great Wratting (subject to the agreement of the PCC).  |               |

## 7. Local authority reports

- a) Suffolk County Council

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County Cllr Bobby Bennett was not able to attend but had submitted a report.

b) West Suffolk District Council

District Cllr Peter Stevens was unable to attend and had sent his apologies.

## 8. Planning applications

To consider planning applications, District Council decisions, and appeals

a) **Planning applications**

(i) DC/22/0434/HH

Weathercock Cottage, The Street, Great Wrating CB9 7HQ

Householder planning application

(a) single-storey extensions (demolition of existing lean-to and porch)

(b) detached car port (demolition of existing garage and greenhouse)

(c) replacement timber windows

(d) removal of render

Applicants: Mr and Mrs Richardson, Weathercock Cottage

AGREED unanimously that the Parish Council supported the application. (prop THo, 2nd THa)

(ii) DC/22/0534/LB

Weathercock Cottage, The Street, Great Wrating CB9 7HQ

Application for listed building consent

(a) single-storey extensions (demolition of existing lean-to and porch)

(b) detached car port (demolition of existing garage and greenhouse)

(c) replacement timber windows

(d) removal of render

Applicants: Mr and Mrs Richardson, Weathercock Cottage

AGREED unanimously that the Parish Council supported the application. (prop THo, 2nd THa)

b) **Planning decisions** (*for information only*)

(i) NMA(A)/21/1336

Foxfield House, School Road, Great Wrating CB9 7HA

Non-material amendment to DC/21/1336/VAR – change of previously proposed clay roof tile to slate-style roof tile

District Council decision: Approved

Noted

(ii) DC/22/0421/FUL

Foxfield House, School Road, Great Wrating CB9 7HA

Detached two-storey cart lodge

District Council decision: Refused

Noted

## 9. Tree-planting scheme

To discuss plans for planting commemorative trees

Cllr Judge reported on tree-planting plans, suggesting that the Parish Council should accept the Woodland Trust's offer of trees. He is to discuss siting with Thurlow Estate. It was agreed that it would be best to plant the trees in roadside avenues, as suggested by residents.

Cllr Judge will inform the original suppliers that the trees ordered previously are no longer required.

BJ

BJ

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## 10. SALC Chairperson/Mayor Forum

Invitation to attend Chair/Mayor Forum (online), Wed 15<sup>th</sup> June 2022, 12 noon

No one is available to attend.

## 11. SALC Climate Forum

Invitation to attend SALC Climate Forum, Thurs 16<sup>th</sup> June, 1pm

No one is available to attend.

## 12. Highways

Quiet Lanes project: to receive written report from Cllr May

This was discussed earlier (Item 5f). Cllr May was thanked for her work on this project.

HGVs

Cllr Holloway reported that a resident was raising a petition asking for HGVs to be banned from the village.

## 13. AONB Sustainable Development Fund

To consider possibility of application for grant funding

This will be considered again in relation to the proposed Heritage Trail once details of that project have been worked out.

## 14. Clothing bank

To consider offer to install clothing bank in the village

AGREED that there was no suitable site in the village.

## 15. Additional waste bin

To consider ordering waste bin to be sited near Moor Pasture Way junction with Withersfield Road

The Clerk reported that the District Council no longer paid for new waste bins; instead the cost of a new bin would have to be borne by the Parish Council, which would also have to pay the District Council for emptying it. He is to confirm with District Cllr Peter Stevens that this is the case.

Clerk

## 16. Citizens Advice West Suffolk

a) Request for financial support

AGREED that as a small village Great Wrating was unable to help.

b) Invitation to meeting (either 30<sup>th</sup> June 2022 at 10 am, or 5<sup>th</sup> July 2022 at 2 pm)

No one was available to sit in on either of these meetings; it was suggested that the Clerk might like to.

Clerk

## 17. Annual Parish Meeting

To discuss arrangements for Annual Parish Meeting on Wednesday 25<sup>th</sup> May 2022

Cllr Holloway will open church at 7 p.m. and serve refreshments from 7.30 pm, with the meeting starting 8 p.m.

Invitees to include Clare Egloff (Neighbourhood Watch), Tim Barling (Thurlow Estate) and the Police. Agenda as in previous years.

THo

## 18. Finance

a) To note receipt of Locality Budget grants

The Clerk reported that two grants made from District Cllr Peter Stevens' Locality Budget had been received: £400 towards the cost of the new memorial bench in the churchyard and £500 towards the cost of the Village Sign repairs and re-painting.

b) To receive monthly financial reports<sup>(Clerk)</sup>

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Financial reports for March and April were received.

c) To authorise payment(s)

The following payments were authorised. (prop THo, 2nd THa)

	ref	payee	details	amount	
18(c)(i)	0326	Withersfield Village Hall	Hire of hall (12 <sup>th</sup> May 2022)	£30.00	
18(c)(ii)	0327	SALC	Membership subscription 2022-23	£144.28	
18(c)(iii)	0328	SALC	Clerk's 'End-of-year Accounts' training (6 Apr 2022)	£36.00	
18(c)(iv)	0329	Richard Bowler	Clerk's salary (Mar 2022)	£178.37	
18(c)(v)	0330	Richard Bowler	Clerk's salary (Apr 2022)	£178.57	
18(c)(vi)	0331	HMRC	PAYE (6 Jan – 5 Apr 2022)	£134.00	
18(c)(vii)	0332	CLlr Terry Holloway	Refreshments for Annual Parish Meeting (25 May 2022)	£50.35	

**19. Closure of meeting**

There being no further business the Chair closed the meeting at 9.19 pm.