ERISWELL PARISH COUNCIL
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MINUTES of the
ERISWELL PARISH COUNCIL MEETING held on 27th October 2020 at 7.00pm

This meeting was held by virtue of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 These Regulations came into force 4th April 2020 UK Statutory Instruments 2020 No. 392 PART 2 Regulation 5

Present:
Cllr L Hall (Chairman)
Cllr A Bibbey (Vice Chairman)
Cllr J Seaney
Cllr B Thomas
Cllr R Hall

Cllr P Seaney did not attend the meeting (internet failure).
In attendance: Wg. Cdr. Jamie Turnbull, D/Cllr Frost, Ms S Osborn CAS, N Glading, parish clerk
And two members of the public

Councillor A Bibbey took the Chair as Cllr Hall was unwell

2020/ 175	**RECORDING OF MEETING**	
	no	
2020/ 176	**APOLOGIES FOR ABSENCE**	
	Council to receive apologies for absence: The member of the public due to speak at 2020/178 could not attend due to work commitments The Council to consented to accept apologies received	
2020/ 177	**DECLARATIONS OF INTEREST**	
	None	
2020/ 178	**PUBLIC PARTICIPATION**	
	Members of the public may speak about specific items on this agenda or suggest future items. The clerk read out the following email received from resident 9th October 2020: *"My name is (removed) and live at (The Street Eriswell) I'm seeking permission to erect a single garage by means of a temporary structure in my back garden just as the chapel have erected to keep it in keeping with the area.* *The garage will be used simply to house my classic vehicle and motorcycle, Suffolk council have replied already with no issue with the building of the garage as its within minimum sizing which requires planning.* *Look forward to your reply and please feel free to attend at any time to have a look."* (name and address removed for confidentiality reasons) Councillors discussed the matter. The building is to be situated in the back garden and will not be visible. Councillors have no objection but seek clarification on vehicular access to the garage.	Clerk

2020/ 179	**UPDATES FROM COUNTY and DISTRICT COUNCILLORS**	
a.	Ms S Osborne (CAS) gave a presentation on a potential Eriswell Housing Needs survey Ms S Osborne is a CDO specialising in rural housing and has achieved a qualification in accredited community led housing advice A HNS may be able to bring forward rural exception sites, i.e. abutting development land which could remain in perpetuity for local people with established needs There are many options e.g. self-build (not just rented) The Housing Needs survey has been in existence since 2002 It captures all information and evidences housing need 1. Existing housing/ opinion on HN/ assess level of support in parish from local people 2. Anyone who is currently living in the parish that needs housing/ capture all information / all anonymous 3. Looks at returners to the parish who have a local connection Parish Council needs to work on a good run of publicity prior to survey happening/ reasons/ benefits (several months) Q: Land belongs to Elveden Estates and is not available for sale A: We work very closely with landowners, would approach about selling a small piece of land Q: There is a disproportionate number of US personnel renting at Earlsfield would this skew the survey? A: Will take into consideration Q How will you gather data? A. Process- every household will have a survey paper. Ms Osborn has software for online returns and physical returns to CAS. There is a generic code for each, no chance of being individuals being identified It is recommended that a small working group is set up. Ms Osborn would work with re. timeframe, expectations. Final report is the intellectual property of CAS, not the parish council. WSDC have agreed to pay for Ms Osborn's report and services (this might not be the case in 12 months' time) Cost approx. £1.75 each household printing and stationery / no cost for data input online Q. How does this fit with West Suffolks Local Plan that is being discussed at the moment? A. Will get back to you Q. Landowners at Earlsfield would this be a way of getting through to the absentee landowners? Q. How long is this offer on the table? New Year? Spring? A. Suggest you discuss as soon as possible and let me know before the end of the year It was agreed that EPC Councillors would discuss the matter and whether EPC would want to progress the project at the November meeting. Chair to notify Ms Osborn of the outcome. The Chairman thanked Ms Osbourn for attending the meeting Clerk to send Ms Osbourn a copy of the relevant minute	Clerk
b.	<u>Update from Wg. Cdr. Jamie Turnbull</u> Wg. Cdr. Jamie Turnbull apologised for the lengthy update, he has been away over the Summer (COVID-19 duties) It was confirmed that US service personnel have to follow all the UK rules, unless US policy is more stringent: an exception has been that active servicemen were allowed to use the gym to maintain fitness levels The Base has had less than 100 cases since March The US numbers appear in the County figures Squadrons coming back into the country have to isolate for 2 weeks At the end of November, a road transport survey will be carried out following on from the tragic event of last year	

	Additionally, F Wg. Cdr. Turnbull has noted the collision on 1065 and he will point the surveyors in that direction The survey is backed by central Government money Should ERP Councillors have specific issues in regard to traffic movement, these should be reported to Wg. Cdr. Turnbull Noise levels: looking at mitigation Construction works have continued. New F35 aircraft are arriving next year The Wangford road extension will not be fully utilised There has been a large increase in aircraft spotters: in a joint venture with SCC Highways, the base are looking at ways of mitigating dangers Several billion US dollars are to be spent on infrastructure The letter from the Chairman flagging up the problems with deliveries and the subsequent traffic congestion at Earlsfield arrived at the right time as the new Commander prioritises community relations. It is proposed that a planning application in consultation with Elveden Estates will allow for an area for deliveries. The re-instatement of Amazon lockers is a possibility Q. Is there enough space at the designated area? A. Commercial deliveries should not go to Gate 2, Councillors are asked to individually evidence by photo and Wg. Cdr. Turnbull will follow up (e.g. tyres) case by case Gate 8 has a third lane to address the speed issue Q. Sound survey - did this include F35s A. To a certain extent sound was forecasted will re do the survey in two years time, primarily based on current noise levels Q. Aircraft spotters, there are only 36 bays will they be extended? A. The area has is constrained by Elveden Estates and the triple SIs status, but we are looking at the amount of car parking Q. Electricity of streetlights on Radcliff A. Will come back to you Q. Methodology of aircraft increases noise can this be looked at? A. Depends on mission they are practising and payload Q. Will the top of the road be opened? A. We have been in negotiation with Elveden Estates and are looking to acquire a lease for limited access for construction vehicles The Chairman thanked Wg. Cdr. Turnbull for his report, particularly in terms of his efforts to address the delivery congestion issues.	
c.	Update from C/Cllr Colin Noble: ***C/Cllr Noble was not present***	
d.	Update from West Suffolk D/Cllr Frost Bin collection positioning and collection- progress at last: D/Cllr Frost, Andrew Harvey and the clerk have met, despite WSDC already having a full allocation of collections, it was agreed to collect at 3 sites from Earlsfield (The Chair thanked D/Cllr Frost) Local Plan West Suffolk: will have to find sites for thousands of house sites. There are concerns regarding some aspects, for example, climate change (rainwater runoff) Consultation is open on the West Suffolk pages suggest the PC and residents look at web pages and take part.	
2020/ 180	**MINUTES OF THE PARISH COUNCIL MEETING held on 29th September 2020**	
a.	The minutes of the meeting held on 29th September 2020 were unanimously **AGREED**.	
b.	It was **AGREED** that delegated authority be given to the Chair to sign the minutes outside of the meeting	
c.	There was no business remaining from previous meeting	

2020/ 181	**RESIGNATION OF COUNCIL MEMBER**	
a.	The clerk confirmed that Cllr Keles has resigned. It was **RESOLVED** that the Clerk will contact Monitoring Officer at West Suffolk District Council and commence the procedure required to fill a casual vacancy Councillors **NOTED** the paper from clerk summarising the legal procedures	
2020/182	**MATTERS RELATING TO THE SQUARE** (from September meeting)	
a.	Update on: (i) Noticeboard at the Square: a member of the public reported that water is getting into the bottom corner of the noticeboard Putty has gone, Cllr Bibbey will fix at same time as the schedule (changes to dining room window) on his own house allows (ii) Village sign at the Square: a member of the public reported that the flints at the base need repointing, and a flint has fallen out. Cllr Bibbey will ask his bricklayer to do the work	
2020/ 183	**MATTERS RELATING TO PLANNING FOR ERISWELL** https://planning.westsuffolk.gov.uk/onlineapplications/	
a.	DC/20/0958/HH: Householder Planning Application - Dropped Kerb Location 12 The Street Eriswell Suffolk IP27 9BH. This was scheduled to be discussed at the meeting, but the WSDC Planning officer and EPC clerk have deemed it prudent to await further information The above application can be viewed by downloading it from the planning section of the website: https://planning.westsuffolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=QBSXU4PDLUH0	
c.	To discuss the Sunnica Energy Farm: statutory consultation (email sent to cllrs 23/09/2020) Clerk has re-sent the consultation to Councillors (sent 29/09/2020 and 29/09/2020) (deferred from last meeting) It was **AGREED** that no further action is to be taken	
2020/ 184	**MATTERS RELATING TO EARLSFIELD**	
a.	Grass cutting and funding of the work Cllr L Hall reported that there was a fundraising group paying for the grass cutting last year: The Parish Council have done all we can, and it would be prudent to hand back to this group. Clerk to send bill for grass cutting to landowners Cllr L Hall further reported that US citizens do not pay council tax: clerk to look into, should the landlord pay the council tax? The Housing Needs survey might reveal how many US people there are in residence, but there is the right not to reply The grass at the recreation ground and play area is cut by volunteers, using a tractor/ mower that is on loan from Elveden estates. Clerk to ask the Recreation Ground Management Committee if loan of the tractor would be feasible. Item for next meeting	Clerk Clerk Clerk
b.	Blocking of access to open areas at Earlsfield via dropped kerbs : it was **AGREED** that appropriately positioned tree trunks to stop cars driving on grassed areas would be a solution which would be cost effective and not unsightly. to stop cars driving on grassed areas. Cllr Bibbey reported that he has asked Mr Sansom, who is looking at the situation, and will report back to the next meeting	
c.	Totem style sign at the shopping area It was **AGREED** that the shops should source and pay for the sign: it is not within the remit of the parish to provide	
d.	Deliveries/ parking on the entrance road Discussed at 2020/179 b.	
e.	New noticeboard is installed although needs more work. The door will be replaced by two doors hinged at the sides	
f.	Opening of road at Earlsfield to alleviate issues Wg. Cdr. Turnbull had already reported that the top road will not be open to ordinary traffic	

	It was noted that the Lakenheath recent traffic survey showed that traffic is already well over capacity	
g.	Shops at Earlsfield: responsibility for the maintenance of exterior and of the surrounding grounds The Chairman will write to the landlord and explain that this needs attention	Clerk
h.	Planning meeting about land use of Earlsfield open spaces: the clerk is in the process of arranging a meeting with Gareth Durrant West Suffolk District Council Principal Planning Officer - Major Projects and Damien Parker, WSDC Service Manager for Operations, Leisure and Culture	
i.	Cllr L Hall reported that (i) A second bus shelter (on other side of road for children) is required, the tarmac base already exists. Clerk to look at costs (ii) The should be a pathway walk across grass to the existing bus stop (rubber matting) Clerk to look at costs (iii) Street and path lighting units: not all are working, more are needed for safety, particularly in the alleyways. Clerk to contact Suffolk County Council Highways (iv) Foot path/bridle path: riders have to get off their horse to open the gate which is not comfortable for riders. Cllr Bibbey will contact Sarah Shepherd to complain and Mr Tolmie will send a map.	Clerk Clerk Clerk Cllr Bibbey
2020/185	**LIABILITY FOR HAZARDOUS TREES**	
a.	The clerks report on Liability for Hazardous Trees was **NOTED**. Liability rests with the landowners and they should be looking at remedial work. Clerk to write to landowners	Clerk
2020/186	**MATTERS RELATING TO SPEEDING DETERRENTS**	
a.	(i) The placement of the posts for the Speed indicator device were unanimously **AGREED** (ii) SID device to be purchased ready after the posts are installed. Working party to be formed to discuss purchase, possibly comprising Cllr Thomas, Cllr Libby Hall and any other Councillor who wishes to come forward	Appendix 1 Clerk
b.	Update on Community Speedwatch initiative (speed gun) Clerk reported that Mr David May has had to withdraw from the Eriswell scheme: Mr Barry Flowerdew had attended the meeting and volunteered to join; therefore EPC will still have the required six volunteers	
2020/187	**CONSULTATIONS**	
a.	It was **NOTED** that the consultation period for the Local Plan is now open. Posters are on the noticeboards, clerk to send individually to parish councillors, and to web master to put on EPC website. EPC response to be discussed at the November meeting	Clerk
2020/188	**CHAIRS ITINERARY and REPORTS (on the night)**	
a.	Chairs report, to include (i) Update on delivery issues: See 2020/179 b. (ii) The clerk had met with D/Cllr Frost and the WSDC officer responsible for refuse collection. The WSDC schedule is completely full but the District were persuaded to agree to collection of the contents of 3 bins, see map. The proposed sitings were: a. the bus shelter b. Londis shop c. the `play area` The sitings were unanimously **AGREED.** Clerk to inform WSDC of decision (iii) It was unanimously **RESOLVED** that the clerk contacts the contractor, RH landscapes, to complete a 2020 final cut of all areas (large open areas and smaller verges as identified in the map) at Earlsfield	Appendix 2 Clerk Clerk Appendix 3
b.	Councillors reports, to include (i) Update on Eriswell Reading Room	

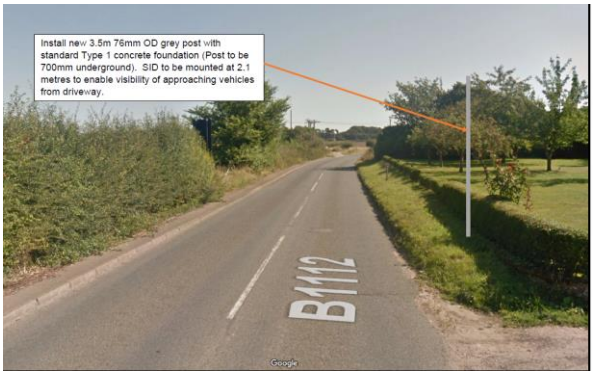
	Cllr Bibey reported that the Reading Rooms Committee is in discussion with the Poors Land Trustees, awaiting confirmation of a meeting from Mr Shimmon. Clerk to contact Mr Shimmon for an update (ii) <u>Update on Eriswell Playing Field Committee</u> A meeting had been held to discuss maintenance and other items. Mr B Sansom and Mr D King were thanked for their wonderful work. The grass is cut by volunteers. (iii) Other reports from Councillors: None	Clerk
2020/189	**FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS**	
a.	The itemised expenditure/ invoices for payment was unanimously **AGREED** It was further **AGREED** that the signatories are authorised to sign outside of the meeting	Appendix 4
b.	The Quarter Two 2020-2021 Cashbook, Income, Bank Reconciliation and Budget against Expenditure spreadsheets were unanimously **APPROVED**	
c.	The clerk's paper on the allocation of Reserve monies was discussed To include bus shelter, pathways and HN survey To de discussed further at the November meeting	
d.	The clerk's paper on the draft 2021/22 Budget/ Precept request, in anticipation of the November 2020 meeting was **NOTED** To de discussed further at the November meeting	
2020/190	**APPOINTMENT OF INTERNAL AUDITORS 2020-2021**	
a.	(i) The appointment of SALC as internal auditor for the EPC accounts 2020-2021 was unanimously **AGREED**	
b.	(ii) The letter to confirm appointment of internal auditor was unanimously **AGREED**	
2020/191	**MEETINGS SCHEDULE 2021**	
a.	To discuss the dates of meetings for 2021 suggested by the clerk were unanimously **AGREED** as: Tuesday 26/01/2021 Tuesday 02/03/2021 Tuesday 30/03/2021 Tuesday 27/04/2021 Tuesday 25/05/2021 Tuesday 29/06/2021 Tuesday 27/07/2021 No meeting August Tuesday 28/09/2021 Tuesday 26/10/2021 Tuesday 30/11/2021 No meeting in December	
2020/192	**EXCHANGE OF INFORMATION**	
	a) To exchange any relevant information at the discretion of the Chairman; None	

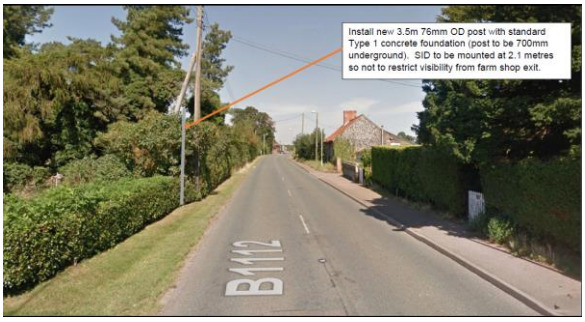
Date of next scheduled meeting: NOVEMBER 24th 2020

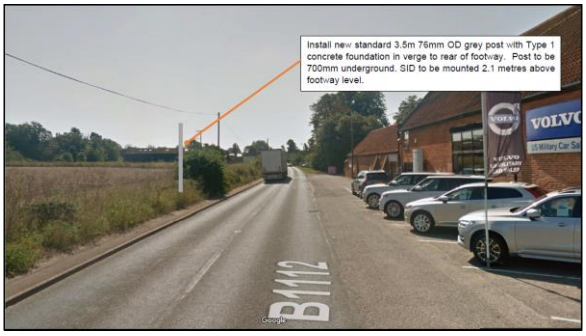
The meeting closed at 9.44 pm

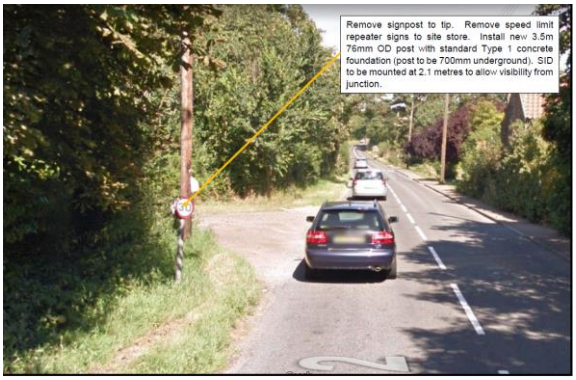
Agreed at November 24th 2020 meeting

Appendix 1


Install new 3.5m 76mm OD grey post with standard Type 1 concrete foundation (Post to be 700mm underground). SID to be mounted at 2.1 metres to enable visibility of approaching vehicles from driveway.
B1112


Install new 3.5m 76mm OD post with standard Type 1 concrete foundation (post to be 700mm underground). SID to be mounted at 2.1 metres so not to restrict visibility from farm shop exit.
B1112

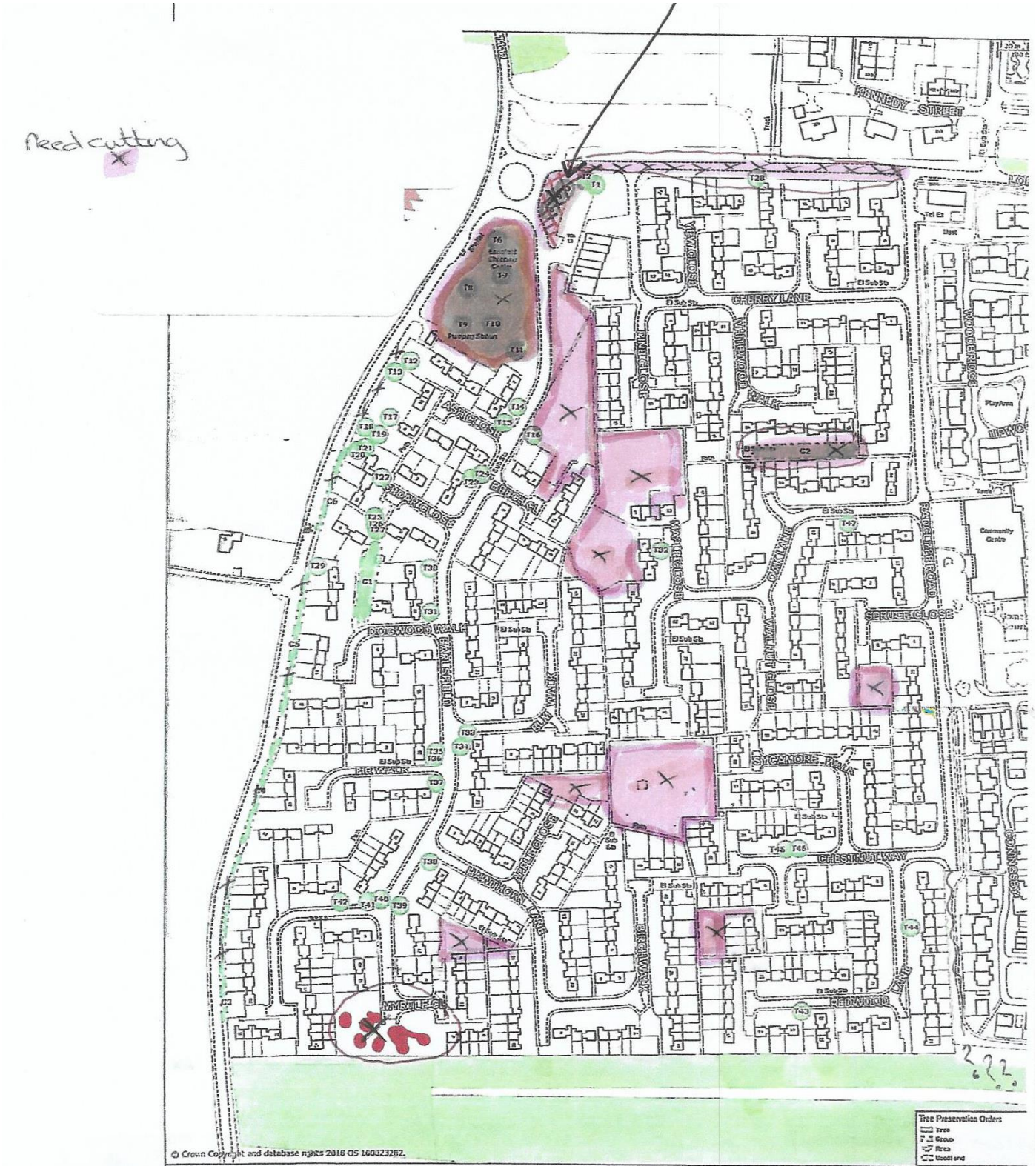

Install new standard 3.5m 76mm OD grey post with Type 1 concrete foundation in verge to rear of footway. Post to be 700mm underground. SID to be mounted 2.1 metres above footway level.
B1112


Remove signpost to tip. Remove speed limit repeater signs to site store. Install new 3.5m 76mm OD post with standard Type 1 concrete foundation (post to be 700mm underground). SID to be mounted at 2.1 metres to allow visibility from junction.

Appendix 2


CHERRY LANE
WHITEWOOD WALK
PINE CLOSE
ASH CLOSE
BEECH CL
OAK LANE
MAPLE CLOSE
WALNUT CLOSE
RATCLIFFE ROAD
SPRUCE CLOSE
DOGWOOD WALK
HAZELMERE
ELM WALK
FIR WALK
SYCAMORE WALK
CHESTNUT WAY
APPLE CLOSE
HAWTHORN LANE
BIRCH WALK
MYRTLE CL
REDWOOD LANE
El Sub Sta
Path

Appendix 3


Need cutting
MANNERS STREET
CHERRY LANE
WOODGER ROSE
PLAYARM
ASHCROFT
HOLLY CLOSE
HOLLYWOOD WALK
HAWTHORN CLOSE
SYCAMORE WALK
CHESTNUT WAY
BIRCH WALK
ELDERWOOD
Community Centre
Tree Preservation Orders
Tree
Group
Area
Woodland
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Appendix 4

Clerk : Salary (October 2020)	£705.36
SALC (Provision of Payroll services 6 month period ending 30th September 2020)	£ 54.00
Cllr L Hall (Purchase of materials to install new noticeboard at Earlsfield)	£19.00

Appendix 5

Additional information supplied by Ms Osborn on Housing Needs survey
A HNS may be able to bring forward rural exception sites, i.e. abutting development land which could remain in perpetuity for local people with established needs
There are many options e.g. self-build (not just rented)
The Housing Needs survey has been in existence since 2002
It captures all information and evidences housing need

1. Existing housing/ opinion on HN/ assess level of support in parish from local people
2. Anyone who is currently living in the parish that needs housing/ capture all information / all anonymous
3. Looks at returners to the parish who have a local connection

Parish Council needs to work on a good run of publicity prior to survey happening/ reasons/ benefits (several months) This is really important to advise households why the HNS is being undertaken and the benefits it could have on the future sustainability of the PC. Part of the publicity should encourage households to complete the HNS even if they are not in need, it is important to seek their view on opinions of future developments in the Parish,
Q: Land belongs to Elveden Estates and is not available for sale
A: We work very closely with landowners, would approach about selling a small piece of land
Q: There is a disproportionate number of US personnel renting at Earlsfield would this skew the survey?
A: Will take into consideration The HNS will capture details of those households in rented accommodation. This will provide the PC of numbers in rented properties and can compare this to how long households have lived in PC.
Q How will you gather data?
A. Process- every household will have a survey paper. Ms Osborn has software for online returns and physical returns to CAS. There is a generic code for each, no chance of being individuals being identified The HNS is anonymous and households have the option to answer all questions. It is not mandatory
It is recommended that a small working group is set up. Ms Osborn would work with re. timeframe, expectations. Final report is the intellectual property of CAS, not the parish council. There will be a CAS agreement with the PC and this includes details of not sharing the full report with third parties. The information is commercially sensitive and should not be shared. An executive summary is provided for sharing with the community. This will keep people updated of the outcome/findings of the HNS and what the PC's intentions are of progressing with a scheme.
WSDC have agreed to pay for Ms Osborn's report and services (this might not be the case in 12 months' time) The funding from WS may not be available in the future and this would mean that the PC would have to fund themselves or apply through appropriate funding sources
Cost approx. £1.75 each household printing and stationery / no cost for data input online
Q. How does this fit with West Suffolk's Local Plan that is being discussed at the moment?
A. Will get back to you
Q. Landowners at Earlsfield ? Eriswell? would this be a way of getting through to the absentee landowners? All potential sites in Parish (land abutting or adjoining the Parish boundary) would need to be considered
Q. How long is this offer on the table? New Year? Spring?
A. Suggest you discuss as soon as possible and let me know before the end of the year If the PC could confirm of their intentions by the end of 2020 and the work can then be included in the pipeline of work. PC confirmed this would be included on the next PC meeting agenda and would advise CAS by end of November 2020