



MINUTES

of the WEST ROW Parish Council meeting held on 15th June 2022 **at 7pm in THE CHURCH HALL, WEST ROW**

Present:

Cllr R Hamill
Cllr A Fisher
Cllr C Bebee
Cllr A Booth
Cllr T Gooch-Taylor-Balls
Cllr A Rolfe
Cllr A Goodenough
Cllr J Goodenough

In attendance: Sharon Vale - Parish Clerk
D/Cllr L Stanbury and 1 member of the public

1. Chairman's Welcome

Cllr R Hamill presided and welcomed all to the meeting. Cllr A Fisher was agreed as Vice Chair. Everyone present was informed that the meeting was being recorded under data protection policy.

2. Apologies for Absence

Apologies were received from Cllr M Peachey, Cllr A Booth, C/Cllr C Noble, D/Cllr D Waldron and Sqn Ldr Andy Bell.

3. Councillors' Declarations of Interest

- (a) To receive declarations of interest from Councillors on items on the agenda –
None.

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- (b) For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion - None.
- (c) To receive written requests for dispensations for disclosable pecuniary interests (if any) – None.
- (d) To grant any request for dispensation as appropriate – None.

4. Public Participation (10 minutes in total)

5. Approval of Minutes

- (a) To approve the minutes of the meeting on the 18th May 2022 (**Paper A**).
Change Item 10 – Cricks Road/Chapel Road to Cricks Road/Church Road. A motion to **APPROVE** the previous minutes was made and proposed by Cllr A Fisher and seconded by Cllr A Goodenough.

6. External Reports

- (a) To receive reports from both the County and District Councillors and RAF Mildenhall.
- (b) D/Cllr L Stanbury raised the UK Shared Prosperity Fund where WSC will be getting £1.9m funding over the next 3 years. It was suggested by Cllrs that we bid for a Youth Worker to take the lead on establishing activities for a range of age groups. It is our aim to join with other Parishes like Beck Row, where a Youth Worker would be shared amongst these Parishes. A meeting has been arranged on Monday 20th June at 10am to gauge interest and try and put a plan together. Cllr R Hamill will invite various people from across the village.

7. Planning

Household planning application – Gravel House, The Gravel, West Row IP28 8PE (**Paper B**) – **APPROVED** - Cllr Bebee proposed and Cllr A Fisher seconded.

Application for lawful development certificate for existing use or development – 85 Isleham Marina, Sandpiper, Fen Bank, West Row CB7 5SL (**Paper C**) – **APPROVED** - Cllr J Goodenough proposed and Cllr A Goodenough seconded.

Planning application – Change of use from paddock to dog training field with associated parking – Land adjacent to Rolfe Close, The Green, West Row (**Paper D**) – **APPROVED** - Cllr T Gooch-Taylor-Ball proposed and Cllr A Fisher seconded.

Two more planning applications added on the night: -

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Outline planning application - (means of access/landscaping/scale) to be considered) – one dwelling (following demolition of existing garage) – Windy Ridge, Bagsham Lane, West Row IP28 8PN. **APPROVED** Cllr A Goodenough proposed, and Cllr T Gooch-Taylor-Balls seconded.

Household planning application – single storey extension side and rear extension (following demolition of conservatory and lobby) – Windy Ridge, Bagsham Lane, West Row IP28 8PN. **APPROVED** – Cllr J Goodenough proposed and Cllr C Bebee seconded.

8. Matters Relating to Governance

Internal Control Statement reviewed and signed.

Policy Document Review – Documents and reports readopted are as follows:-

Documents - WRPC Responsibilities, WRPC Accessibility Statement December 2022, WRPC Street Naming Policy 2022, WRPC Subject Access Request 2022, WRPC Emergency Response Plan 2022, WRPC Travel and expenses Policy 2022, WRPC Reserves Policy 2022, WRPC Travel & Expenses Claim Form 2022, WRPC Policy for Granting of the Honorary Freedom of the Parish, WRPC Financial Regulations 2022, WRPC Privacy Notice 2022, WRPC Data Retention Disposal Policies 2022, WRPC Freedom of Information Policy 2022, WRPC Media Policy 2022, WRPC Members Code of Conduct 2022, WRPC Risk Management Strategy Policy 2022, WRPC Internal Control Policy 2022, WRPC grant application form 2022, WRPC Grant Awards Policy 2022, WRPC Grant Application Form 2022, WRPC Community Engagement Policy 2022 and WRPC Data Protection Policy 2022

Reports - WRPC Risk Assessment Report 2022 and WRPC Asset Register 2022

9. Financial Matters

- (a) Approval of Accounts – Payable – June 2022 (**Paper E**) – **APPROVED AND AGREED** Cllr Bebbe proposed, and Cllr J Goodenough seconded.

Accounts added on the night.

June Goodenough – Jubilee Cakes	£110
R Palmer & Sons – Brazier Base	£743.38
Gary Spencer – Pork Rolls Jubilee	£1400.00
Nigel Warin – Ice Cream Van Jubilee	£167.00
WSC – Lock Down Bin Frame	£100.00



10. Matters Relating to Street Furniture/Amenity Provision

- (a) Update on Footpaths/Bridleway Projects – Cllr M Peachey is still in contact with SCC regarding recording the Friday Street/Playing Fields route as a public footpath, and the documentation that the landowner will need to sign should be ready soon. SCC are still working on a plan to record the Mildenhall Internal Drainage Board drives and Cllr M Peachey should have an update in the next couple of months. The DMMO applications Cllr M Peachey submitted for West Row (to formally record both current and historic routes) have now gone through the initial assessment and prioritisations. It will probably be a couple of years before we hear anything.
- (b) Report on Speed Indicator Device Findings – No increase or reduction in speeds. Pott Hall SID now installed, and data will be produced next month.
- (c) Update on Litter and Waste Bin Relocations – The new bin along the path to Mildenhall near to the Staunch has now been installed. Cllr M Peachey will notify WSC so that they can add to their collection schedule.
- (d) Update on Cycle Hoops for Village Shop – We now have our licence. Cllr A Fisher will get a quote from Paul Gammon for installation.
- (e) Update on Footpath 30 along river at bottom of The Gravel – SCC had their contractors cut the overgrown section of the path west of Gravel House, which has greatly improved the situation, but the eroded parts of the riverbank remain hazardous. They have until August to put forward a plan to repair the bank at which point Cllr M Peachey will take further action.
- (f) Update on repair to Pott Hall Lane – It is on the list to be done. Closed.
- (g) Update on Footpath/Streetlighting for Crick Road into Church Road – Progress on the proposed new pavement remains slow. Cllr M Peachey will chase SCC Highways.

11. Other Working Party Updates/Reports

- (a) Update on the Quiet Lanes Initiative (Designated Lead Cllr R Hamill) – Awaiting installation of poles from SCC.
- (b) Update on Coat of Arms – No update. Cllr R Hamill to investigate costings.
- (c) Update on the Article for the Echo to explain the remit of the Parish Council and what services West Suffolk District Council and Suffolk County Council are responsible for. Cllr A Fisher has an updated article which will go into the next edition of the Echo and published onto the Parish Council website.
- (d) Neighbourhood Plan – Postcards for the drop in event on 29th June are to be distributed along with the Echo.

12. Inappropriate Parking

- (a) Cllr R Hamill to investigate signs. Defer to next month.



13. Code of Conduct

All Cllrs to attend Code of Conduct Webinar on 20th June 2022 at 7pm. Link has been sent to all Cllrs.

14. Allotment Matters

Chair of the Allotment Association reported that a plot has been let out to On Track Education. Complaint about 3 quad bikes racing around allotment. Cllr A Goodenough to speak to the people in question.

15. Parish Forum

Wednesday 29th June 2022 – 6:30pm to 8pm. Cllrs to think about what achievements have been made in the village and pass their thoughts onto Cllr R Hamill before the meeting.

16. Events 2022

Update on The Queen's Platinum Jubilee. A great turnout by the villagers and a big success. Lots of good comments have been received.

17. Chairman and Councillors' Reports/Suggestions (on the night)

SCC West Row development – the Environment Agency are making progress on reviewing our information but did not meet the end of May target they originally gave us. No update from SCC who are also awaiting the EA response. Once the EA report has been received, Cllr M Peachey will chase.

Cllr A Fisher reported that D/Cllr D Waldron has given us a grant for £500 for the cycle hoops.

Cllr C Bebee asked if the Parish Council could contribute to the purchase of new football posts for the Village Hall. Cllr R Hamill suggested that the Village Hall contact Community Action Suffolk to see if they could help

Cllr C Bebee advised that the Village Hall who currently maintain the defibrillator, have asked if the Parish Council could take this over and maintain. It was **APPROVED** and **AGREED** that this would not be a problem. Cllr C Bebee will speak to the Village Hall and to Gaynor Fisher who would be able to maintain the defibrillator.

Cllr A Rolfe asked if the Gravel could become a quiet lane. Clerk to ask Cllr M Peachey if he can find out what the status of the road is.



Cllr A Goodenough asked if the allotment could have speed signs. It was decided that the Allotment Association would write to people about speeding. It was also suggested that the Association produce some rules and regulations for the allotment holders.

18. Correspondence and Exchange of Additional Information (at the discretion of the Chairman)

WSC have advised us about damaged dog bins in the village. Cllr A Goodenough to investigate.

The meeting then closed at 8:45pm

A handwritten signature in blue ink, appearing to be 'SA', written over a horizontal line.