

**MINUTES OF THE CAPEL ST MARY PARISH COUNCIL MEETING
MONDAY 11TH MARCH 2024**

Meeting commenced 19:30hrs in the library

PRESENT: Cllrs Bishop, Dimond, Gaughan, Hole, C. Holton, R. Holton, Matthews (Chair), O’Galligan, Ross, D.Cllr Whyman, C.Cllr Hall and Julie Lawes (Clerk).

27.03.24 Apologies for absence (Chair)

Cllrs Millar & Thomas – valid reasons given.

PROPOSAL: That the council approve the apologies.

Proposed: Cllr Hole

Seconded: Cllr O’Galligan

PASSED

28.03.24 Casual Vacancies (Chair)

No applicants

29.03.24 Declarations of Interest and to consider Dispensation Requests (Clerk)

None

30.03.24 To approve minutes of the Parish Council meeting 12th February 2024

PROPOSAL: That the minutes be signed as a true record of the meeting held.

Proposed: Cllr Dimond

Seconded: Cllr Hole

PASSED

31.03.24 Clerks Report

The SALC internal audit is booked for week commencing 3rd June.

The Allotment Association has confirmed they have now signed a 3-year contract agreement with EDF Energy for electricity to the site.

32.03.24 Correspondence: received and noted (Clerk)

A survey has been received from Babergh District Council for a services and facilities audit across the two districts as part of the evidence base for the Joint Local Plan – Part 2, to identify the services and facilities.

33.03.24 Half Hour Open Forum – (Residents)

1) D.Cllr Whyman reported – details attached.

2) Cllr O’Galligan queried if the nature reserve lease agreement would include some form of peppercorn rent. D.Cllr Whyman confirmed this would be correct.

3) D.Cllr Whyman suggested the Parish Council look to impose a weight restriction in the village. Cllr O’Galligan advised he believed this had been considered before but had implications with traffic movement to and from the Notley Enterprise Park. Clerk to investigate.

4) D.Cllr Whyman reported Babergh and Mid-Suffolk were delighted to have been named UK Council of the Year having received the Public Transformation Award 2024.

C.Cllr Hall arrived

5) C.Cllr Hall reported – details attached.

6) Cllr Matthews informed C.Cllr Hall that a complaint has been made regarding the lack of communication from Helen Beresford at Suffolk Highways and a significant delay in receiving any information from Milestone, in regard to the proposed zebra crossing and 20mph zones. Following a recent call to Helen Beresford, Cllr Matthews advised the call was suddenly disconnected and on trying to call her again, she was no longer available. No communication has been received from

Helen since this, so we do not know what is happening or who to speak with. C.Cllr Hall advised this was not acceptable and that she would investigate further.

34.03.24 Planning Applications (Cllr Hole)

DC/24/	Address	Detail	Recommendation
00814	Shurland London Road	Application for Outline Planning Permission (Access Points to be considered, all other Matters Reserved) Town and Country Planning Act 1990 (as amended) -Erection of 1No detached dwelling and formation of new vehicular access.	APPROVAL
Proposed: Cllr Matthews			Seconded: Cllr Holton
			PASSED 4 For, 4 Against, 1 Abstention
The Chair had the casting vote, with this application being recommended for approval.			

DC/24/	Address	Detail	Recommendation
01141	Grove Farm Grove Lane Wenham Parva (Part In The Parish Of Capel St Mary)	Application for Listed Building Consent - Erection of front boot room extension (following removal of existing); Replace cellar skylight and raising the brick plinth; Removal of existing render South gable wall and application of lime render to both North and South walls.	NO COMMENT
As a listed building the Parish Council has opted to make no comment			

DC/24/	Address	Detail	Recommendation
01140	Grove Farm Grove Lane Wenham Parva (Part In The Parish Of Capel St Mary)	Householder application - Erection of front boot room extension (following removal of existing); Replace cellar skylight and raising the brick plinth; Removal of existing render South gable wall and application of lime render to both North and South walls.	NO COMMENT
As a listed building the Parish Council has opted to make no comment			

35.03.24 Planning: Correspondence (Chair)

A Committee Meeting to discuss the application for Brockley Wood is to be held Tuesday 19th March at Endeavour House. D.Cllr Whyman will be in attendance.

36.03.24 Village Survey (Cllr R. Holton)

Consideration was given to a new up to date survey detailing village demographics, well-being, safety, activities, amenities, infrastructure etc. These would be anonymous and available online and paper and could include a separate survey for those in the younger age brackets under 11 years and 12-18 years. The survey could be designed to also allow us to update our Parish Investment Infrastructure Plan (PIIP). Following recent developments there are many new residents who have not yet had the opportunity to express their views on village life. It was agreed work would commence on the survey, but this would not go live until after the submission of the draft Neighbourhood Plan to the Examiner.

37.03.24 Memorial Plaques (Chair)

It was agreed council would not adopt a policy on the provision of memorial plaques and will instead determine each application on its own merits.

It was decided the recent application for Maxine Apperley be refused due to the applicant not residing in the country.

38.03.24 Neighbourhood Plan (Cllr Hole)

Report attached.

It is expected the Neighbourhood Plan will be submitted to Ian Poole from Places for People and Paul Bryant at Babergh District Council by the end of the week, with it intended to be submitted to the examiner by the end of April. Thanks were recorded for Cllr Millar's assistance in progressing this report.

39.03.24 Capel Community Trust Representative

Cllr O'Galligan has stepped down from the role of CCT Representative.

No councillors volunteered to fill this position which will remain vacant until the May APCM meeting at which roles are re-assigned. In the interim we will request monthly reports / copies of minutes.

40.03.24 D-Day Celebrations (Cllr Dimond)

A working group meeting is to take place 21st March 2024. Contact has been made with the Primary School, St Marys Church and various clubs and organisations, many of which seem keen to take part. The offer by a resident for the creation of the Village Recorder newspaper has now been withdrawn.

41.03.24 Nature Reserve (Working Group)

A successful work-in took place Saturday 24th February with many jobs completed.

We have not yet received a draft lease but have been advised Babergh District Council are looking at a term of 99 years.

42.03.24 Finance: Bills to be paid & Income received (Chair)

PROPOSAL: That the bills be approved, and income recorded.

Proposed: Cllr O'Galligan

Seconded: Cllr Hole

PASSED

Details at the end of this document.

43.03.24 Finance: Correspondence (Chair)

Barclays Bank Statements 28th February 2024

Community Account £5000; Business Saver Account £147,103.59; CIL Account £206,033.00.

44.03.24 Questions to Chairman (Councillors)

- 1) Cllr Hole queried if council are looking to set up direct email accounts. Confirmed this is being investigated.
- 2) Cllr Bishop queried when the Little Tufts road surface is to be reinstated – clerk to contact Persimmon.
- 3) Cllr C. Holton advised she will be on Suffolk Sound on 21st March representing the Parish Council if anyone had anything they would like to report.
- 4) Cllr Gaughan reported complaints had been received over the potholes in Thorney Road. Advised to inform residents to report them using the online tool at Suffolk Report It.
- 5) Cllr Ross requested investigation to be made in to the dangerous junction on The Old Street and London Road at the junction of the White Horse Pub following the incident last summer of a child being knocked off her bike. There is little visibility and no footpath on the corner making it very dangerous. C.Cllr Hall took details of the location.

45.03.24 Date of next meeting

Monday 8th April 2024 commencing 19.30hrs in the library.

Meeting closed 20:30hrs

Date	Name	Description	Method	Sub-Total	Total	VAT
12/03/2023	Allotments Association	Repairs to polytunnel	EP		£ 56.90	
	Barclaycard	Various	EP		£ 10.35	
	Capel Daisy Chain	2023/2024 Grant	EP		£ 200.00	
	AFS	CCT - Service to fire alarm system	EP		£ 84.00	£ 14.00
	Parish Online	Mapping System	EP		£ 180.00	£ 30.00
	Green Grass	Winter treatment to Parish Green	EP		£ 99.00	£ 16.50
	Glasdon	New Dog Bin	EP		£ 355.04	£ 53.62
	David Gulliver	Installation of dog bin Rylands	EP		£ 50.00	
	Staff	Salary	EP		£ 1,356.78	
	HMRC	NI	EP	£ 45.38		
		PC NI	EP	£ 102.64		
		TAX	EP	£ 90.60	£ 238.62	
	Staff	Salary	EP		£ 80.00	
	CCT	Support Grant	EP		£ 750.00	
	Darren Walsgrove	Office Rent	EP		£ 125.00	
	Nest	Staff Pension	DD		£ 109.50	
	Windows Etc	CCT - Pavilion	EP		£ 744.00	
					£ 4,439.19	

Paid between meetings

Date	Name	Description	Method	Sub-Total	Total	VAT
05/03/2024	Trend	Computer - anti virus - 2 year	CC		£ 77.95	£ 12.99
19/02/2024	Essex Industrial Doors	CCT - New doors at village hall	CC		£ 2,803.20	£ 467.20
	Phil Price	Items for Nature Reserve	EP		£ 107.95	
					£ 2,989.10	

Income Received

Name	Description	Total
Babergh District Council	Glass Recycling	£ 677.28
Babergh District Council	Street Cleanser Grant	£ 325.00
Barclays Bank	CIL Account Interest	£ 770.51

Barclays Bank	Business Saver Interest	£ 586.56
		£ 2,359.35

Barclaycard

Date	Name	Description	Method	Sub-Total	Total	VAT
29/01/2024	Land Registry	Property Search	CC		£ 3.00	£ -
01/02/2024	East of England Coop	Office Supplies	CC		£ 7.35	£ -
					£ 10.35	£ -

END