



# PARISH COUNCIL MEETING

## LAXFIELD PARISH COUNCIL MEETING MINUTES

Monday 8 July 2024 at 7 30 pm in the Parish Room

[www.laxfield-pc.gov.uk](http://www.laxfield-pc.gov.uk)

### OPEN FORUM

Seven residents attended the meeting and the following issues were raised:

- A resident had sent an email outlining various concerns regarding the CLT and the Parish Council's responsibilities regarding the trust. Other residents voiced concerns about the lack of Laxfield CLT updates at recent PC meetings and also the transparency of the functioning of the CLT. Another resident raised concerns about two members of the parish council being directors of the CLT. Further, a resident expressed concern about whether additional housing was actually required in Laxfield and the lack of infrastructure to support any new development.  
The chair confirmed that the establishment of a CLT had been identified as a priority in the neighbourhood plan and was supported in principle by the parish council. However, Laxfield CLT existed as a completely separate organisation, had its own board and made its own decisions. It was not governed by the same rules as the parish council or other local government organisations and was not required to have open meetings. Residents would however be welcome to attend the Laxfield CLT AGM and the clerk agreed to find out when this would take place and make it known. In addition, the date of the AGM would be advertised around Laxfield. The chair also confirmed that there was no conflict of interest between being both a parish councillor and a member of the Laxfield CLT Ltd. As with all items raised on the agenda, councillors would have to declare an interest and then would not be able to contribute or vote on that particular item. The chair also confirmed that a housing needs survey had been completed and this had shown that there was a need for affordable housing for people in the parish. The chair also emphasised that most of the current affordable housing in Laxfield is open to people from outside the parish and some is for purchase rather than to rent. The CLT's stated aim for affordable housing for which it is responsible is that it should be for rent and remain as affordable housing in perpetuity, and that it should be restricted to people who have strong connections with Laxfield in terms of family or jobs.
- A resident requested support and funding to re-establish the cricket team(s) within Laxfield. The resident outlined potential start up costs and it was agreed that a decision would be made when discussing item 8i 24/07/22.
- A resident requested support from the Snook Bequest fund for a senior citizens' Christmas lunch and village hall hire. This item was discussed further at item 8j 24/07/23.

Cllr Rout did not attend the meeting. A report had been received from Cllr Linder. Cllr Linder attended and also gave a verbal update. Subsequent to the meeting, an MSDC report was received by the clerk and both these documents are available on the website.

### MINUTES

Attendees: D Alchin, P Bicheno, S Clarke, S Ellis, O Hackett, S Innes (Chair), D Martindale, L Sharman, R Smith, R Sutton, S Sutton, K Gregory (clerk)

#### **1. Apologies and approval of absences**

None.

#### **2. Declarations of interest**

None.

### 3. Approval of minutes

- a. 24/07/01 Minutes from Parish Council meeting held on 10 June 2024 were approved. Proposed S Innes, seconded O Hackett, AIF.

### 4. Planning

- a. **The following decisions made by Mid Suffolk District Council were noted:**

**DC/24/01758 PLANNING PERMISSION GRANTED**

**Proposal & Location of Development:** Householder Application - Erection of single storey rear extensions (following demolition of shared outbuilding and conservatory at No.2); Erection of boundary wall, replacement windows and insertion of door to side of No.2. 1 And 2 Church Walk, Laxfield, Woodbridge, Suffolk IP13 8DL

- b. **The following comments submitted to Mid Suffolk District Council were noted:**

**APPLICATION FOR PLANNING PERMISSION - DC/24/02435**

Proposal: Householder Application - Erection of a Garden Room/Conservatory to replace existing out-building

Location: Corner Farm Barn, Banyards Green, Laxfield, Woodbridge Suffolk IP13 8ES

*Only objection submitted was UPVC windows were not in keeping with the rest of the building.*

- c. **The following planning issues were discussed:**

- a. building development on the East side of Bickers Hill – the clerk had followed up with MSDC three times since the last meeting and was still awaiting a response about the issues highlighted. An additional issue had been raised by a resident about the fact that that it appeared that a commercial storage facility had been established on the land.
- b. Blacksmith's Way development:
  - a) Mill Close connecting footpath – Cllr Linder confirmed at the open forum that he was still progressing this issue
  - b) footpath on 'bend' on Framlingham Road – a meeting had taken place with Suffolk Highways and concerns expressed. It was confirmed that, as yet, the safety audit had not taken place on the site and the safety of the footpath would be covered within the audit.

Additional issues were highlighted for the clerk to progress with planning as follows:

    - a. the network of paths around the site had not been created
    - b. as the school holidays were approaching, a barrier should be placed at the footpath on bend as a matter of urgency, even if this is only as a temporary measure pending the safety audit
- c. Pump Lane development – DC/20/05953. It had been confirmed by MSDC that this planning permission had now lapsed. In consultation with the landowner, it was agreed that a survey should be carried out on the trees in this area.

### 5. Finance

- a. 24/07/02 BACs payments, direct debits and receipts as listed in Register of Payments for June 2024 were agreed. Proposed D Martindale, seconded D Alchin, AIF.
- b. 24/07/03 Bank reconciliations for June 2024 were agreed. Proposed S Clarke, seconded L Sharman, AIF.
- c. 24/07/04 Performance v budget and monthly accounts for June 2024 were reviewed.

### 6. Neighbourhood Plan

- a. 24/07/05 S Innes had distributed the draft Laxfield Design Guide. It was agreed that a working group should be established to review the document. S Innes, S Clarke, D Alchin and D Martindale would meet on 5 August at 7 30 pm.

### 7. Roads, Footpaths, Infrastructure, Green Areas

- a. 24/07/06 The following highways and green spaces issues were discussed:
  - i. Market Street pavement issue – a meeting had been held with Suffolk Highways and it was suggested that in the first instance the overhanging vegetation should be cut back. The clerk to contact the surrounding landowners to arrange for this to happen.
  - ii. It was noted that the improvements to footpaths FP15 and FP34 were now completed. It was also noted that soil excavated from the footpaths had been spread near the adjacent allotment. Concerns had been raised that perhaps there was an intention to establish a parking space in this area, but councillors were reassured that this is not the case.

- iii. communication with Sustrans had halted due to a change in personnel but a meeting due to be held at the end of July would ensure this project was back on track and an update would be given in September
  - iv. footpath 12 update – carried over to the next meeting
  - v. planks/sleepers across ditch on permissive path – R Sutton had gained the agreement of the landowner to make the necessary repairs. A further update would be provided at the next meeting.
- b. 24/07/07 The updated footpath report was noted.
  - c. 24/07/08 The tank pond conveyancing was still outstanding but the clerk had received an update from the solicitor that it was one step nearer completion.
  - d. 24/07/09 D Alchin confirmed that the repairs on the potholes on Church Plain would be carried out within the next four weeks.
  - e. 24/07/10 Update on parking outside the village hall along The Link would be carried over to the next meeting.
  - f. 24/07/11 D Alchin updated the meeting about the white lining proposals agreed at a previous meeting. Costs for the work to be carried out would be distributed to the parish councillors separately for approval.
  - g. 24/07/12 Discussion on centrepiece bowl costs and labour for the contemplation garden in the new cemetery – the clerk would distribute costs for approval following the meeting.
  - h. 24/07/13 It was noted that final work on the war memorial refurbishment would take place within the next eight weeks.

## 8. Correspondence and other issues

- a. 24/07/14 It was confirmed that all councillors are now using their new email addresses. A few teething problems still existed and R Sutton/D Martindale would follow this up with the individual councillors and Suffolk Cloud.
- b. 24/07/15 S Ellis updated the meeting regarding the proposed playground refurbishments. Feedback had been received from the consultation and requests had been included, where practical, in the proposals. Quotes were now being sought from three playground specialists to carry out the work. It was also noted that some additional signage should be updated immediately. The clerk to progress in consultation with S Ellis.
- c. 24/07/16 O Hackett updated the meeting about the Good Neighbour Scheme (GNS). A co-ordinator had been agreed, a phone had been purchased and volunteers would now be contacted so that the scheme can start.
- d. 24/07/17 O Hackett confirmed that a meeting had been held with some of the committee to discuss sketch proposals for the development of the pavilion. These would be progressed and a full pavilion committee meeting would be held once the proposals had been drawn up.
- e. 24/07/18 It was noted that the issue raised by a resident regarding the car park at Blacksmith's Way was resolved.
- f. 24/07/19 It was agreed to fund the request from a resident for a fundraising piano recital at 50% of the total cost. Proposed S Clarke, seconded O Hackett, AIF.
- g. 24/07/20 It was noted that S Innes had almost completed the listed building application for the second defibrillator. An update would be given at the next meeting.
- h. 24/07/21 R Smith confirmed that the scrap metal collection 2024 had raised a grand total of £1 040. The clerk to contact local groups to encourage local groups and organisations to apply for a part of the fund. Applications would then be discussed at the September meeting.
- i. 24/07/22 A request from a number of residents to re-establish Laxfield's cricket team had been discussed at the Open Forum. It was agreed in principle to support this endeavour. Before any parish council funding is considered, residents should make enquiries about the previous cricket team's remaining funds and also establish an action plan.
- j. 24/07/23 It was agreed to fund the senior citizens' Christmas lunch and fund the hire of the village hall from the Snook Bequest fund.
- k. 24/07/24 It was noted that the Parish Infrastructure Investment Plan (PIIP) review would be carried out during the summer and signed off at the September meeting.

## 9. Date of next meeting – **Monday 9 September 2024 at 7 30 pm in the parish room.**

MEETING FINISHED 9 20 pm.