

**DRAFT**



**PARISH COUNCIL**

**MEETING**

**LAXFIELD PARISH COUNCIL MEETING MINUTES**  
**Monday 11 November 2024 at 7 pm in the Parish Room**  
[www.laxfield-pc.gov.uk](http://www.laxfield-pc.gov.uk)

**OPEN FORUM**

No members of the public attended the meeting.

Cllr Lloyd and Cllr Linder attended. Reports had been received from Cllr Linder, Cllr Lloyd and MSDC and these are available to view on the website.

Cllr Lloyd highlighted the issue of grit bins. It was confirmed that two grit bins were now available in the parish, one behind the Guildhall and one at the village hall. The need for an additional grit bin at the bottom of Noyes Avenue was highlighted. This had been explored a few years ago but it was agreed that the clerk would try to progress again.

A resident raised a query about the ownership of a horse chestnut tree outside the Royal Oak and on Church Plain. It was diseased and needed to be pollarded. The clerk to investigate ownership.

A resident raised an issue regarding a horse and its owner using Church Walk. It was confirmed that Church Walk was not a bridleway and, under the Highways Act, it was not permissible to lead or ride a horse on a footpath. Anyone doing so would be reported to the relevant authority.

**MINUTES**

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

**1. Apologies and approval of absences**

S Innes.

**2. Declarations of interest**

None.

**3. Approval of minutes**

- a. 24/11/01 The minutes from Parish Council meeting held on 14 October 2024 were approved. Proposed L Sharman, seconded D Martindale, AIF.

**4. Planning**

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

**PERMISSION DC/24/04003**

Proposal & Location of Development: Application for works to a tree in a Conservation Area - Fell 1 No Ash tree as it failed to come in to leaf across 90% of the crown and appears to be in decline. White House, Bickers Hill Road, Laxfield, Woodbridge Suffolk IP13 8DP

**PLANNING PERMISSION DC/24/03103**

Proposal & Location of Development: Application under Section 73 of The Town and Country Planning Act 1990 (as amended) for DC/22/06378 dated 12/09/2023 -Erection of 1 no. single-storey dwelling attached to a current outbuilding, with access from Flatman's Lane. To vary Condition 2 (Approved Plans and Documents) to allow design changes. Orchard Cottage, High Street, Laxfield, Woodbridge Suffolk IP13 8DX

### **PLANNING PERMISSION DC/21/01842**

Proposal & Location of Development: Full Planning Application - Change of Use of land and siting 6No holiday lets, sauna pod and maintenance storage building (retention of) Holiday Let Site, Chestnut Tree Farm, Station Road, Laxfield Woodbridge Suffolk IP13 8HD

### **REFUSAL OF PLANNING PERMISSION DC/24/03881**

Proposal & Location of Development: Full Planning Application - Erection of 4 No. bungalows with associated landscaping and infrastructure. Phase 2 Land To The East Of, Mill Road, Laxfield, Suffolk

- b. **The comments submitted to Mid Suffolk District Council regarding the following applications are available on the MSDC and Laxfield parish council website were noted:**

#### **APPLICATION FOR PRIOR APPROVAL - AGRICULTURAL TO DWELLING - DC/24/04468**

Proposal: Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 3, Class Q - Conversion of 2no poultry houses to form 5no dwellings. Location: Poultry Houses, Cratfield Lane, Laxfield, IP13 8EU  
*See full comments on the planning committee meeting minutes on website*

#### **APPLICATION FOR PLANNING PERMISSION DC/24/03881**

Proposal & Location of Development: Full Planning Application - Erection of 4 No. bungalows with associated landscaping and infrastructure. Phase 2 Land To The East Of, Mill Road, Laxfield, Suffolk  
*No objections*

#### **APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/24/04621**

**Proposal:** Notification of Works to Trees in a Conservation Area - Reduce lateral limbs of 1 No. Beech by 2.5m and top canopy by 3m. **Location:** Rose Cottage, High Street, Laxfield, Woodbridge Suffolk IP13 8DX  
*No objections.*

- c. **Update on the following planning issues:**

- a. building development on the East side of Bickers Hill and correspondence with MSDC regarding the matters raised – the clerk was awaiting a further response from planning, MSDC. The item was also raised at the open forum and Cllr Linder was asked for his support in progressing all the issues raised. The clerk had copied Cllr Linder in to all correspondence.
- b. Blacksmith's Way development:
  - a) Mill Close connecting footpath – Cllr Linder confirmed that he had continued to try to progress this matter with little success. However he would continue to pursue
  - b) Footpath on bend and progress regarding issues raised about circular footpath – the clerk was awaiting a response from her follow up email about these issues.

## **5. Finance**

- a. 24/11/02 BACs payments, direct debits and receipts as listed in Register of Payments for October 2024 were authorised. Proposed S Ellis, seconded D Martindale, AIF.
- b. 24/11/03 Bank reconciliations for October 2024 were agreed. Proposed D Alchin, seconded S Sutton, AIF.
- c. 24/11/04 Performance v budget and monthly accounts for October 2024 were reviewed.
- d. 24/11/05 Following the publication of NALC's agreed new salary scales, it was agreed to increase the clerk's salary as per the new NALC salary scales and backdated to April 2024. Proposed P Bicheno, seconded S Ellis, AIF.
- e. 24/11/06 It was noted that the finance committee budget setting 2025 – 2026 meeting would be held on Wednesday 11 December at 9 am.

## **6. Neighbourhood Plan**

- a. 24/11/07 Update on draft Laxfield Design Guide and agree details of the public event to be held early in 2025 – carried over to January 2025.

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

- a. 24/11/08 The footpath report was noted.
  - i. footpath 12 update - R Sutton was investigating who owned the land and therefore the ownership of the hedgerow. Once this was confirmed, work could be progressed on the footpath.

- ii. planks/sleepers across ditch on permissive path update – it was confirmed that the green spaces group would put together a working group to progress this.
- b. 24/11/09 The clerk had requested the monthly update on tank pond conveyancing and nothing had progressed. A response from the Land Registry was still awaited.
- c. 24/11/10 Following a meeting with SCC, it had been agreed not to progress the opportunity to take on the PROW annual cutting programme as it was not economically viable. This would be reviewed in future years should the situation change.
- d. 24/11/11 The clerk was progressing the deep water sign, depth gauge and costs of solar powered aerator.
- e. 24/11/12 It was noted that the little owl box had been purchased.
- f. 24/11/13 It was noted that an expression of interest form for Laxfield PC to be considered for EV chargers had been submitted.
- g. 24/11/14 A meeting had been held with a contractor regarding linking new cemetery with footpath. The revised specification for the job would include a footbridge and a low barrier. A quote was awaited and this would be discussed at the January meeting.
- h. 24/11/15 It was noted that fruit trees had been requested from MSDC and an acknowledgement of request had been received.
- i. 24/11/16 It was noted that insurance for volunteers working on projects around the parish was included in the general parish council insurance. Risk assessments should be completed on all jobs. The green spaces group to progress.

#### 8. Correspondence and other issues

- a. 24/11/17 It was confirmed that the playground refurbishment was nearing completion and should be finished by December 2024. Cllr Linder had awarded the parish £4 000 from his locality award and thanks were extended to him. Responses from other funding applications had not been received thus far. The clerk would follow up as appropriate.
- b. 24/11/18 It was noted that the PIIP review document had been distributed for comments. Feedback to be sent to the clerk by end December latest in readiness for final review sign off in January 2025.
- c. 24/11/19 It was noted that the Good Neighbour Scheme was now up and running and a number of requests for services had already been made.
- d. 24/11/20 Second defibrillator update and progress of the listed building consent application – the clerk to follow up with S Innes.
- e. 24/11/21 It was noted that the Laxfield Autumn litter pick date would take place on 23 November and MSDC had confirmed that the litter will be picked up on Monday 25 November.
- f. 24/11/22 Discuss progress on the village trail sign outside the Royal Oak – to be carried over to January 2025 meeting.
- g. 24/11/23 It was agreed that the clerk would contact the acting chair of the village hall regarding storing the old village hall chairs gifted to the PC.
- h. 24/11/24 It was agreed to advance £1000 from the Snook Bequest account to fund the Christmas lunch. The clerk to progress. Proposed S Sutton, seconded S Ellis, AIF.
- i. 24/11/25 It was agreed to make a donation of £100 to East Anglian Air Ambulance (EAAA). Proposed R Sutton, seconded O Hackett, AIF.
- j. 24/11/26 Motion under the Public Bodies (admission to meetings) Act 1960 to exclude the public for discussions regarding personnel where publicity might be prejudicial to the special nature of the business. The clerk confirmed that she intended to retire in April 2024. She would complete this financial year and ensure that audit documentation was submitted during April 2025 and the APM preparation was in place. The recruitment process for a new clerk would be started during December.

#### 9. Date of next meeting – **Monday 13 January 2025 at 7 pm in the parish room.**

MEETING FINISHED at 8 10 pm.

If you would like to attend a parish council meeting, please come along. Alternatively, if you would like to raise a matter of concern, please do not hesitate to contact the parish clerk or a member of the council.

**Karen Gregory (Parish Clerk), Hill Farm Barn, Framlingham Road, Badingham, Suffolk IP13 8JL**

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