



ERISWELL PARISH COUNCIL

Parish clerk: Nicola Glading

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MINUTES

of the ERISWELL PARISH COUNCIL MEETING held on 26th JANUARY 2021 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 R. Hall

Cllr B. Thomas

Wg. Cdr. J. Turnbull

C/Cllr C. Noble

D/Cllr S. Frost

N. Glading, parish clerk

G. Tolmie, footpath warden

B. Foster

One member of the public (audio only)

The Chairman congratulated Mrs Pearl Brunning, who has been awarded the British Empire Medal in the New Year Honours lists. She was a Parish Councillor for 45 years and Chair of the Council for 17 years, also serving on the Recreation Ground Committee and the Reading Rooms Committee.

The Councillors gave the announcement a round of applause and sent their sincere congratulations to Mrs Brunning.

2021/ 207	RECORDING OF MEETING	
	None	
2021/ 208	APOLOGIES FOR ABSENCE	
a.	Apologies for absence were received from Cllr J. Seaney and Cllr P. Seaney	
b.	The Councillors consented to accept the apologies received	
2021/ 209	DECLARATIONS OF INTEREST	
	None	
2021/ 210	PUBLIC PARTICIPATION	
	Members of the public may speak about specific items on this agenda or suggest future items: 1. Clerk had received an email informing of the sad death of a past Chairman, John Lawson, who died on 5th December 2020. The Councillors sent their commiserations to the family. 2. The Path down to Sparkes Farm: the hedge and vegetation are overgrown and making it dangerous for walking, the path is narrow. Clerk to write to Highways	clerk

2021/211	UPDATES FROM COUNTY and DISTRICT COUNCILLORS and RAF Officers	
b.	<p><u>Update from Wg. Cdr. Jamie Turnbull:</u> Lakenheath had featured on Look East (BBC) TV) It was reported that US schools on base re-opened yesterday, approximately 2.5 k children The Base vaccination programme opened in the last week December. Priority groups were given the American `Moderna` vaccine, which had been flown in from US. The aspiration is to vaccinate 80% of Americans by Independence date (July) The first round is completed and there is enough vaccine to do the second round Land adjacent to roundabout: still agreeing terms with Elveden Estates, confirmed that this will include Amazon lockers which may be used by Eriswell residents Wg. Cdr. Turnbull met with Cllr Hall and the clerk in December: it is confirmed street lighting on Radcliffe is not a US responsibility, it was signed over to Suffolk County Council. Arrival of F35`s: November schedule may have slipped, There will be an influx of new personnel but some staff will be going home or transferring to F35 duties. EPC and working with US volunteers: It may be that US manpower/ equipment could help with the inter village footpath: there is a large civil engineering department. The Councillors thanked A Vote of Thanks was given to Wg. Cdr. Turnbull: his support and efforts to alleviate EPC issues is much appreciated.</p>	Appendix A
c.	<u>Update from C/Cllr Colin Noble:</u> report had been sent to Councillors on 02/01/2021	
d.	<p><u>Update from West Suffolk D/Cllr S Frost:</u> matters of the District Council carry on, largely around COVID measures, businesses, grants. Pleased to see the bins are doing their job. Q: Lack of amenities on Lords Walk area, any progress? A: Got as far as Ian Gallagher, Chief executive. The COVID pandemic and associated essential work concerning pressing matters/ situations/ support has put things on pending. At some point we will get people round the table. At the present time the focus is necessarily on alleviating/ helping in this extraordinary pandemic situation. In terms of budget, the cost to the District is thought to be around £8.3 million, as there is a severe reduction in income e.g. car park charges, planning applications have dropped, leisure centres closed, there have been no markets therefore no stall holders fees. Reserves have been substantially used up. Q: Lighting meeting established ownership, who did the base pass them onto? A: County Council Radcliffe Road lights: clerk to pursue with SCC</p>	clerk
2021/ 212	MINUTES OF THE PARISH COUNCIL MEETING held on 24th NOVEMBER 2020	
a.	The minutes of the meeting held on 24 th November 2020 were unanimously AGREED	Appendix B
b.	It was AGREED that delegated authority be given to the Chair to sign the minutes outside of this meeting	
c.	Business remaining from previous meeting, not on this agenda: none	
2021/ 213	EPC PARISH COUNCIL NOMINATIONS and CO-OPTION (one vacancy)	
a.	There was one nomination, Mr Bryan Foster	

b.	Mr Foster had previously served as an Eriswell Parish Councillor and is willing to assist the new parish council. It was felt that his prior knowledge would be beneficial	
c.	The Councillors unanimously AGREED to co-opt Mr Bryan Foster on to Eriswell Parish Council	
d.	Not applicable as there was one candidate	
e.	It was AGREED that the Acceptance of Office form may be signed outside of the meeting	Clerk
2021/214	SUMMARY OF PROJECTS and ASPIRATIONS 2021	
a.	The clerk had drafted a summary of projects/ aspirations/ priorities for 2021 to be commented on and added to by Councillors at the February meeting. It was NOTED that the clerk had invited all residents to contribute (Notice on Noticeboard)	Appendix C
2021/ 215	MATTERS RELATING TO PLANNING FOR ERISWELL	
a.	NOTED Eriswell Parish Council comment on DC/20/0122/FUL expiring 4th January 2021 Consultation was by email because of the imminent expiry date	Appendix D
b.	Application No. DC/20/0122/FUL (Parish Re-Consultation) was discussed Consultation Period Expires: 29 January 2021 Proposal: Planning Application - 1 no. office (Class B1) with associated servicing space Location: Shopping Centre , Earls Field, Raf Lakenheath, IP27 9RX Applicant: Mr M Ballard. It was AGREED to submit a COMMENT only: Eriswell Councillors agree that the additional parking covers the new building, but wider, historical parking issues that encompass the entire site need to be addressed. If there is another change of use this will require scrutiny in the future; conversion of an office to a fast-food outlet demands more parking spaces and it is difficult to envisage how this will be achieved. West Suffolk Council should ensure adherence to its own published guidelines on parking. Photographs of the consequence of the inadequacy of the car park at the shops, that is, the significant build-up of cars along the Earlsfield Road of cars, vans and delivery vehicles were sent to Olivia Lockhurst, Planning Officer, to illustrate the road hazard this created.	Sent to WSDC planning 29/01/2021
c.	Application no: DC/20/2232/FUL was discussed Consultation Expiry: 29 January 2021 Proposal: Planning application - a. one dwelling b. vehicular access Location: Plot Rear Of 8 Dogwood Walk Raf Lakenheath Suffolk Applicant: Mrs Foster It was AGREED to submit an OBJECTION : 1. Eriswell Councillors are concerned that approval of the application will effectively set a precedent on the Earlsfield estate, leading to other properties attempting to shoehorn another dwelling into their gardens.	Sent to WSDC

	2. Access and parking: the small shared single width driveway services three houses. Lack of a turning circle will mean that vehicle/s will need to back onto this narrow, shared driveway which may prove hazardous.	planning 29/01/2021
2021/216	CLERKS REPORT	
	<p>1. The <u>Notes from Earlsfield Open Spaces</u> zoom meeting held on 14th December 2020 were RECEIVED</p> <p>2. <u>The clerk has put up a Notice</u> asking for parish volunteers. There has been no response so far</p> <p>3. <u>The cost of Earlsfield grass cutting 2021</u> was confirmed (information) as:</p> <p>a. For all the areas including the smaller one - £350.00 per cut</p> <p>b. For just the bigger areas that as original request - £175.00 per cut as last year</p> <p>4. <u>Update on SID device posts</u></p> <p>a. The sites of the posts for the mobile SID have been agreed with Suffolk County Council</p> <p>b. The clerk has obtained three of the four permissions from neighbouring properties required at each site. Site 4 (Roebeck) will be chased by clerk.</p> <p>c. Purchase of a SID unit: The clerk has forwarded various quotations and some are pending. A working party will decide on the supplier, type (solar/ battery power), maintenance and cost, reporting back to the next meeting.</p> <p>5. <u>Update on Community Speedwatch initiative</u> (speed gun) Training for this remains closed due to COVID pandemic restrictions.</p> <p>6. <u>Second bus shelter at Earlsfield</u> The clerk had circulated concerns that the existing structure was not wearing well, given the short space of time since erection. Clerk to ascertain a ballpark figure for a quote for modest, plain brick-built shelter</p> <p>7. <u>Open space landowners contact.</u> The clerk has verified current details of the landowners from a Land Registry search and has now heard back from the landowner. Clerk instructed to invite to next meeting to introduce to Councillors and establish a good working relationship, with the aim of identifying a way forward.</p> <p>8. <u>Liability on hazardous trees</u> The need for a tree survey and remedial work to remain on the agenda</p> <p>9. <u>Update on meeting 1st December 2020</u>: Earlsfield street lighting units: covered previously (211b.) Other matters: clerk to obtain a definitive map of TPOs at Eriswell</p> <p>10. <u>Potential path/walkway across grass to the existing bus stop</u> i.e. rubber matting (Earlsfield): methodology to be established, possible volunteer project involving community and USAF volunteers. Cllr Hall reported cost at £16 a mat (one square metre) Clerk to establish total cost</p>	<p>Appendix E</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>11. <u>Planters to alleviate cars driving on grass at Earlsfield</u> deferred to next agenda. Also include potential planters at Earlsfield shops</p> <p>12. <u>Noticeboards</u>:</p> <ol style="list-style-type: none"> The new noticeboard at Earlsfield shops requires finishing improvements i.e. "Eriswell Parish Council" as a title on the front, and a map to be put on the rear, Cllr Hall will progress and Mr Tolmie offered to supply a map. The old noticeboards at Sparkes Farm and just before the Base roundabout: clerk has purchased a staple remover and will remove all the staples when the weather improves. However, some sort of perspex cover is needed as any notices quickly degrade. Clerk has laminated signs, but this is not the answer and is not eco friendly. Clerk to source new noticeboards and report back to next meeting. It was noted that the noticeboard at Little London is also deteriorating. Cllr Foster offered to put up any notices at Sparkes farm. <p>13. <u>Item of furniture left on verge at 30 Sycamore Walk Earlsfield</u> This has been reported by the clerk as fly tipping (email to cllrs 18/01/2021 and 20/01/2021) Cllr hall reported another dumped sofa at the entrance to the garages at the top of little Eriswell: clerk to report</p>	<p>Clerk</p> <p>Clerk</p>
2021/217	CHAIRS ITINERARY and REPORTS (on the night)	
a.	<u>Chairs report</u> Nothing further to report	
b.	<u>Report from Mr G Tolmie, EPC Footpath warden</u> The Report from Mr G Tolmie was NOTED It was further reported that a windstorm blew a tree down (footpath 5) onto bridge/ reported Environmental Agency which has now been cleared by SCC The pile of logs between little Eriswell and footpath 5 create a dangerous situation Environment agency have been doing a lot of work (walked 1, 5 2 and 9) Plans for Spring: a. paint over poles b. refresh way markers (will price up for next meeting) c. Auger and post hole maker: will obtain price for next agenda	Appendix F
c.	Councillors reports: <ol style="list-style-type: none"> <u>Update on Eriswell Reading Room</u>: (Cllr Bibbey) Cllr Bibbey is awaiting contact from Bob Shimmon about a Poors meeting Update from Eriswell Playing Field Committee meeting 11th January 2021 (Cllr Jane Seaney) Deferred Inspection of alleyways etc for litter- (Cllr P Seaney) Deferred Other reports from councillors: None 	
2021/218	GOVERNANCE	
a.	Eriswell Parish Council Standing Orders were reviewed and unanimously APPROVED	
b.	Eriswell Parish Council Media Policy was reviewed and unanimously APPROVED	

c.	Eriswell Parish Council Financial Regulations were reviewed and unanimously APPROVED	
d.	Eriswell Parish Council Internal Financial Control procedures were reviewed and unanimously APPROVED . Cllr B Foster will undertake the review at year end.	Cllr Foster
e.	Eriswell Parish Council Freedom of Information Policy was reviewed and unanimously APPROVED	
f.	Eriswell Parish Council Data Protection Policy was reviewed and unanimously APPROVED	
g.	Eriswell Parish Council Risk Assessment was reviewed and unanimously APPROVED	
h.	The review of Eriswell Parish Council Code of Conduct was DEFERRED pending the new NALC version It was NOTED that the current version remains applicable pro tem	
i.	The Councillors AGREED to hold an Eriswell Parish Council Annual Meeting 2021	
2021/219	FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS	
a.	The itemised expenditure/ invoices for December 2020/ January 2021 were unanimously APPROVED . Cllrs Hall and Bibbey were authorised to sign the same outside of the meeting	Appendix G
b.	The notification of increase to bin emptying charges from WSC was NOTED	
2021/220	EPC BUDGET AND PRECEPT 2021 to 2022	
a.	The impact of the Local Council Tax Support Grant (notified to clerk in early January 2021) was discussed and it was unanimously AGREED that a Precept request of £14,215 should be sent to West Suffolk Council	Appendix H
b.	The Precept on Charging Authority form 2021-2022 was unanimously AGREED and it was further AGREED to that the Chairman and clerk may sign outside the meeting. It was NOTED that the clerk has written permission from the WSC financial systems administrator to return completed form two days late, due to the date of this meeting	
2021/221	EXCHANGE OF INFORMATION	
	a) To exchange any relevant information at the discretion of the Chairman (i) SARS letter sent to cllrs 01/12/2020	
2021/222	EXCLUDED ITEM	
	To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed at item 2021/223 (not applicable as one candidate)	
2021/223	There were therefore no exempt matters	

Date of next scheduled meeting
2nd March 2021

The meeting closed at 9.34 pm

Appendix A

Subject: Radcliff Road Boundary

Squadron Leader Turnbull,

Good morning Sir.

Below is information from DIO regarding the boundary of RAF Lakenheath and Radcliff Road, Eriswell. As you can see this land was divested in April 2018 and is now maintained by Suffolk County Council.

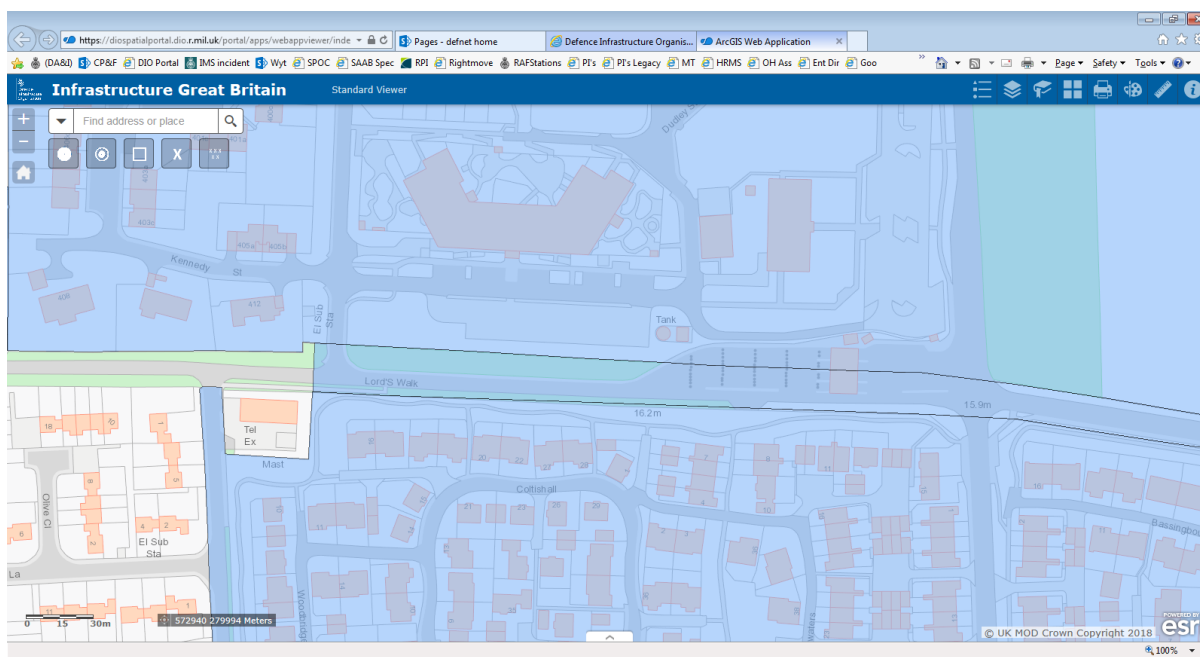
If you require any further information or clarification then please feel free to contact me and I will do my best to help.

Please see attached plan which shows the limit of the leasehold area on Lords Walk. This is a little clearer than that previously sent as it shows the extent of MoD's interest (highlighted blue) and detail of the buildings etc. I would mention that the road between Liberty Village and the private housing, Radcliffe Road, whilst within MoD ownership is a publicly adopted highway. MoD own the sub-soil and Suffolk County Council maintain the surface. The land that was leased from the Suffolk County Council until recently (boundary changed due to Lords Walk Housing was divested April 2018).

Regards,

Ross M.Jack, S13, Civ

Operations Flight Deputy Commander, 48 CES/CEO



Appendix B



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MINUTES **of the ERISWELL PARISH COUNCIL MEETING held on** **24th NOVEMBER 2020**

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

In attendance: Wg. Cdr. Jamie Turnbull, D/Cllr S Frost, C/Cllr C Noble, N Glading, parish clerk and one member of the public

2020/ 193	RECORDING OF MEETING	
	None	
2020/ 194	APOLOGIES FOR ABSENCE	
a.	Apologies for absence were received from Cllr P Seaney (internet failure)	
b.	The Council consented to accept the apology received	
2020/ 195	DECLARATIONS OF INTEREST	
	None	
2020/ 196	PUBLIC PARTICIPATION	
a.	The email from a resident about cycle/footway to Mildenhall and clerks reply was NOTED	
b.	The email from a resident about a link Earlsfield/ Eriswell village and clerks reply was NOTED	
c.	The email from a resident about the Church car park was NOTED Clerk to reply: "The land belongs to the Elveden Estate, who allow the Church to use it when there is a wedding/ funeral, Eriswell Parish Council have no say whatsoever regarding usage. Perhaps the resident should contact the Diocese. It is also not within our gift to enforce householders gate security"	
2020/ 197	UPDATES FROM COUNTY and DISTRICT COUNCILLORS	
a.	<u>Update from Wg. Cdr. Jamie Turnbull</u> A 3 day week has been imposed: Americans trying to get 5 days work into 3 Road use: RAF have drawing up contracts to implement a one-way system Street lights: The Americans deny any responsibility: a meeting has been arranged at 9.30am next week to discuss (Chair and clerk to attend) Q: Please would Wg. Cdr. Turnbull ask if US personnel be informed that switching on car lights earlier is obligatory? A: Yes, this is a cultural issue and I will reinforce with US road safety personnel	

b	<p><u>Update from C/Cllr Colin Noble (Report was emailed to cllrs 13/11/2020)</u></p> <p>The County Council are starting the budget process</p> <p>Settlements will be known by tomorrow</p> <p>A lot of money going to PPE for social care</p> <p>There is a freeze on public pay</p> <p>Earlsfield Streetlights are now on an adopted road therefore should be under the control of SCC. The lighting units may be substandard as the estate did not come with planning as is usual</p> <p>Footpaths: C/Cllr Noble regularly receives requests about footpaths: in all his years as a councillor he has only had success with one (at Tuddenham) The process takes 10 to 12 years</p> <p>We are working on footpath going toward Lakenheath</p> <p>Q: Facilities in area are lacking</p> <p>A: The way in which scheme came forward does not qualify for any available funds</p> <p>Q: Would the County Council purchase a parcel of land for community facilities?</p> <p>A: SCC are unlikely to buy, but might take if land was offered</p>	
c.	<p><u>Update from West Suffolk D/Cllr Frost</u></p> <p>On the issue of purchase/ acquisition of a parcel of community land, the Chief Executive of West Suffolk Council is very aware of the issue, no answer as yet. If something pops up WSDC will act on. Matt Hancock is also aware</p> <p>If an opportunity ever arises WSDC will look at</p> <p>This year has been extraordinary: with increasing COVID in costs for West Suffolk</p> <p>Next year WSDC will be ahead year budget wise</p> <p>The bins at Earlsfield will be from next Tuesday</p> <p>The last council meeting was postponed</p> <p>The Chairman thanked D/Cllr Frost for his help with the bin placement at Earlsfield</p>	
2020/ 198	MINUTES OF THE PARISH COUNCIL MEETING held on 27th October	
a.	<p>The minutes of the Eriswell Parish Council meeting held on 27th October 2020 were unanimously APPROVED.</p> <p>It was further AGREED that the Chair is authorised the Chair to sign the same outside of the meeting</p>	
b.	It was unanimously AGREED that the Chair is authorised to sign the same outside of the meeting	
c.	No Business remaining from previous meeting, not on this agenda	
2020/ 199	EPC CASUAL VACANCY	
a.	Update on the casual vacancy: The Notice has been displayed. If by 19th November 2020 (14 days excluding Dies Non, after the date of the notice) a request for an election to fill the vacancy is made in writing to the Returning Officer at the address below by TEN electors for the said Parish, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.	
2020/200	MATTERS RELATING TO THE SQUARE (from October meeting)	
a.	<p>Update on:</p> <p>(i) Noticeboard at the Square: this has been repaired, the putty has been renewed. Thanks to Cllr Bibbey</p> <p>(ii) Village sign at the Square: the flints at the base have been re-pointed. Thanks to Cllr Bibbey</p>	

	(iii) Noticeboards to go on next agenda	
2020/ 201	MATTERS RELATING TO PLANNING FOR ERISWELL	
a.	At the October meeting, it was noted that the consultation period for the Local Plan is now open. Posters are on the noticeboards, clerk has sent copies individually to parish councillors, and to web master to put on EPC website. EPC response deferred to November meeting Lords Walk and Eriswell are listed as two separate 'villages', clerk to correct No other comment	
c.	To discuss Application no: DC/20/1865/HH Consultation Expiry: 26 November 2020 Proposal: Householder planning application - front porch Location 43 Radcliffe Road Raf Lakenheath IP27 9RG NO OBJECTION (unanimous)	To Planning dept 26/11/20
d.	The EPC response to the Housing Needs Survey proposed at the October meeting Was discussed It was unanimously AGREED not to pursue a Housing Needs survey at this time	Clerk
2020/202	CLERKS REPORT	
a.	<ul style="list-style-type: none"> (i) Confirmation has been received in writing from Michelle Rolls, System Administrator at WSDC, that US personnel do not pay Council Tax despite receiving all services (ii) SID device to be purchased: Clerk suggests that the working party to meet in December/ January (iii) Update on Community Speedwatch initiative (speed gun) The clerk has only received one completed form, to be re-sent to all. (iv) Recreation Ground Management Committee: loan of the tractor/ mower may not be possible (v) The owner of the shops at Earlsfield has been identified, the clerk has spoken to him and he will examine the outside of the shop area (vi) The Chairman and Clerk to report back to the next meeting. (vii) Clerk to chase WSDC Planning regarding meeting about land use of Earlsfield open spaces /chase. (viii) The potential path/walkway across grass to the existing bus stop (rubber matting) was discussed. Chairman and clerk to discuss and bring to next meeting (ix) Update on street and pathway lighting unit maintenance (Earlsfield): meeting next week as at 220/197 a. (x) Liability on hazardous trees/ need for tree survey and remedial work by Landowners: clerk to contact landowners (xi) Clerk to contact West Row PC and ask to borrow their litter pick equipment 	Clerk Chair/clerk Clerk Chair/clerk Clerk Clerk
2020/203	CHAIRS ITINERARY and REPORTS (on the night)	
a.	Chairs report, to include <ul style="list-style-type: none"> (i) Three bins have been installed at Earlsfield. It was recognised that more are to be installed, but at this time the District Council could only allow the accommodation of 3 on their schedule. (ii) Cars driving are still driving on the grass at Earlsfield, Chairman is waiting for ben to come back. Clerk to write to Elveden Estates. 	Chair/clerk

	<p>Chairman and clerk to investigate flower planters made from used tyres as a deterrent</p> <p>(iii) The new noticeboard at Earlsfield: the door has been re-hung and it is now much safer. Awaiting installation of name "Eriswell Parish Council", map on rear of board: in hand, Chair is chasing</p>	
b.	<p>Councillors reports, to include</p> <p>(i) Update on Eriswell Reading Room- (Cllr Bibbey) a meeting with the Poors Committee is envisaged to look at</p> <p>a. aims for the future of the Reading Room Status</p> <p>b. Relationship between todays villagers and Elveden is not clear in terms of the control of the hall.</p> <p>c. Plans to renovate the building which could be helping to bind the small village of Eriswell together as we go into the challenges of the 21st century.</p> <p>Meeting with Bob Shimmon (Poors) on site Wednesday</p> <p>(ii) Update from Eriswell Playing Field Committee - (Cllr Seaney) Water bill – Cllr Bibbey will investigate soakaways as a sewerage refund may be possible, once this has been established, ask them to additionally write off £400 for late payment fees</p> <p>The new Lease is in hand, Cllr Bibbey has been advised that the fee is not unreasonable</p> <p>The orchard has been trimmed, and play area repairs are being done</p> <p>(iii) Cllr Bibbey reported that the bridleway gate latch query will be dealt with by the estate when time permits, at the moment they are busy with Xmas trees and some staff are on furlough</p> <p>(iv) Cllr Seaney had supplied Earlsfield sales information previously supplied to purchasers</p>	
2020/204	FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS	
a.	The November itemised expenditure/ invoices list was unanimously AGREED and it was RESOLVED that the signatories were authorised to sign cheques outside of the meeting.	Appendix 1
b.	<p><u>Quarter Two 2020-2021 Financial Report</u></p> <p>The Quarter Two 2020-2021 Financial Report was RECEIVED and AGREED</p> <p>a. Cashbook</p> <p>b. Income</p> <p>c. Bank Reconciliation</p> <p>d. Budget / Expenditure at the end of Quarter 2</p> <p>e. Bank Statements</p>	
c.	<p><u>Reserves</u></p> <p>The allocation of Reserve monies was unanimously AGREED</p>	Appendix 2
2020/205	EPC BUDGET AND PRECEPT 2021 to 2022	
a.	The clerk explained that, for the current year, the impact of the COVID-19 pandemic has had an adverse effect on the West Suffolk tax base provisional figures <p>This is primarily because of a national increase in the number of individuals entitled to Local Council Tax Support (LCTS) which reduces the households available to pay council tax. LCTS numbers have already increased by 15% cent from March 2020 to September 2020.</p>	

	For the purpose of estimating the tax base for 2021 to 2022 WSDC have assumed that LCTS numbers will continue to increase throughout the remainder of the financial year, and at a faster pace given the planned changes to the current government job retention (furlough) scheme (beyond the recent extension period). Representations have been made to government for support but at this stage it has been assumed that no support will be given, and the provisional tax base has been calculated on that basis. It may be necessary to revisit the tax base figures in the light of any government announcements in the coming months.	
b.	The Budget and Precept Request 2021-22 was discussed It was unanimously AGREED to increase the precept by 3.5% at £14,215 Clerk to re-distribute the paper to councillors for completeness	Appendix 3 Clerk
2020/206	EXCHANGE OF INFORMATION	
	a) To exchange any relevant information at the discretion of the Chairman (i) The Speed Restriction Signage Study from Mr Tolmie had been distributed (SCC to be made aware of the report- clerk to send on to SCC)	Appendix 4

Date of next scheduled meeting
Tuesday 26/01/2021
The meeting closed at 20.51

Appendix 1
ERISWELL PARISH COUNCIL
ACCOUNTS PAYABLE NOVEMBER 2020 MEETING

<u>Payable to</u>	<u>Amount</u>	<u>VAT</u>
Clerk - salary (November 2020)	£389.16	
Expenses office July Aug Sept 2020 (Quarter 2)	£ 78.00	
EPC commemorative wreath and donation	£25.00	
Re-imburse Cllr E Hall for purchase of materials to instal 3 rubbish bins	£43.00	7.16

Appendix 2
ERISWELL PARISH COUNCIL DRAFT RESERVES

Reserves (Agreed at November 2020 meeting)

Running costs	6,000
Environmental projects	4,500
Village Projects	4,000
Bus shelter (Earlsfield)	5,000
Pathways (Earlsfield)	1,500
Purchase of land (Earlsfield)	4,000
	25,000

How West Suffolk calculate the tax base (for information)

What is the Tax base?

Council tax is the way that an area's residents contribute towards the cost of local services. There needs to be a mechanism for sharing this cost equitably across residents, in order to determine the level of their council tax bills. This mechanism is the total number of properties in the area, adjusted to reflect:

- relative property values (by allocating each property to one of 8 valuation Bands, A – H); and
- estimates for any exemptions from council tax or discounts that those properties may attract, as well as any Local Council Tax Reduction Support awarded to the occupants.

The resultant figure is called the Tax base, and it is expressed in terms of the total number of "Band D Equivalent" properties in each area.

How we calculate the Tax base

The way that the Tax base is calculated is set out by legislation, so is the same process for all councils. Billing authorities are statutorily responsible for setting the Tax base in their areas, so this is done by West Suffolk Council. The starting point is the annual government "CTB return" completed by ARP (Anglia Revenues Partnership), who are responsible for raising the bills and collecting the council tax on our behalf. They begin with information on the Valuation List as at 9 September 2019 which lists the actual number of properties in each Parish or Town by valuation band. Subsequent lines on the return adjust these figures for all the various exemptions, discounts and council tax reduction support that apply as at 7 October 2019.

The resulting total properties in each valuation band are then converted to a band D equivalent by applying factors that are set to ensure that a band A property will pay 2/3 of a band D property bill, whilst a band H property will pay twice as much as a band D (and 3 times that of a band A). These "band D equivalents" are then added together to give the Tax base for the purpose of the CTB return.

In order to set the final Tax base for the purpose of determining council tax levels, there are some further statutory adjustments that we then have to apply to the ARP figures above. We take the CTB figures (which are at a fixed point in time – October 2019) and amend them for the following:-

- any planned changes to the Local Council Tax Reduction Support Scheme;
- any planned technical changes to discounts and exemptions such as empty properties, second homes etc.;
- estimated potential growth in the property base during 2021/22 taken from an *average* of the housing delivery numbers for those sites within the local plan and those that have planning permission, adjusted for an assumed level of discounts/exemptions and banding; and
- an assumed district wide in-year collection rate.

Once these have been calculated and signed off by the CFO, they are then applied to each Parish or Town and advised on the Precept application form. Final Member approval will be sought from Full Council on 17 December 2019.

How is the Tax base used to set the Council Tax?

The total amount of council tax needed by each authority to support its services (its Precept), is divided by the relevant Tax base for its area to give a Band D Council Tax. We have included this calculation on the precept application form to assist you in understanding the impact of your precept on council tax levels.

The council tax bill has to show the percentage increase or decrease in the gross bill since the previous year by each class of authority (Suffolk County Council, Suffolk Police, West Suffolk Council and the Town or Parish council). We have also included this percentage increase on the precept application form, as well as what the increase is in cash terms.

ARP will determine the exact bill a household will receive by taking the relevant band D figure, adjusting it to reflect the valuation band that the property is in and applying any discounts, exemptions or Local Council Tax Reduction Support that the household is entitled to.

What happens if ARP collect more or less Council Tax than the amount of Precepts?

Clearly the Tax base is an estimate based on various assumptions at a point in time, any of which can and will change across the 18 month period from when the Tax base is set to the end of the financial year to which it relates. As a result, ARP will collect more or less council tax than is needed to pay the precepts. The legislation places this risk with the major precepting authorities (Suffolk County Council, Suffolk Police and West Suffolk Council) who also need to budget for this surplus or deficit, as well as the cost of billing, collection and enforcement through ARP.

Appendix 4

Background

Following various complaints raised at parish council meetings by the Eriswell Parish community about speeding through Eriswell Village (The Street), various calming measures have been proposed over the last year.

This study covers the past and present speed restriction signage. Furthermore, this study will also propose possible areas for improvement.

Study

A section of B1112 (inclusive of The Street) under study, is subject to a speed restriction of 30 mph.

The speed restricted section of roadway is coloured green (see Annexure A) and is 5200ft (1580m) in length. This section is characterized by twisty, narrow sections at each end and joined partway along by the busy Eriswell Road.

This study takes into account the currently existing conditions (drive/walk through village) and previously existing conditions (Google Street view 2016).

Between the start and end of a speed restricted zone, smaller repeater signs are usually located on both the left and right sides of the road at regular intervals. A speed repeater post has a two small signs affixed that serves both directions of traffic.

The conditions seen in 2016 offered **FAR MORE** guidance with regard to speed repeater signage. At this time, **13 sign posts** were spaced at regular intervals along the speed restricted section of road. (See annexures B, C and D)

Today, **ONLY 5** signposts remain, 4 of which are located at the south entrance (B1065) to the village and 1 outside the Volvo garage.

Of the 5 remaining signposts, 3 have signs affixed which are so badly faded as to make them no longer fit for purpose. 4 signposts cover the first 840ft (256m).

The 5th sign post, at the Volvo garage, serves the remaining 4360ft (1324m) of roadway.

At both ends of the speed restricted area (labelled "Start" and "End" – Annexure A), a "30" has been painted on the road surface as additional guidance. There are no other places along this section of road where painted speed restrictions appear on the road surface. Repeat speed reminders are thus fully reliant on posts and affixed signs.

The busy Eriswell Road (to/from Mildenhall) joins the B1112.

There is no speed reminder for motorists turning left from Eriswell Road in the direction of Lakenheath.

Eriswell Village
Speed Restriction Signage Study

G. Tolmie - 07 November 2020

Background

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The busy Eriswell Road (to/from Mildenhall) joins the B1112.

There is no speed reminder for motorists turning left from Eriswell Road in the direction of Lakenheath.

After turning right at this same intersection, direction Eriswell village, the first speed reminder is 1410ft (430m) at the Volvo Garage. Thereafter, the next reminder is after exiting the village some 2100ft (640m) later - after the narrow twisting section bypassing the church and reading room.

Recommendations

1. Policing authorities be approached regarding the reinstatement of posts and signs that were present in 2016. Some posts have remained today, but speed repeater signs no longer exist.
2. Existing poor signage must be replaced.
3. Road surface signage, although more costly in the long run as they require more maintenance, could be considered at the points where one exits Eriswell road and heads off North and South along the B1112.



Annexure A

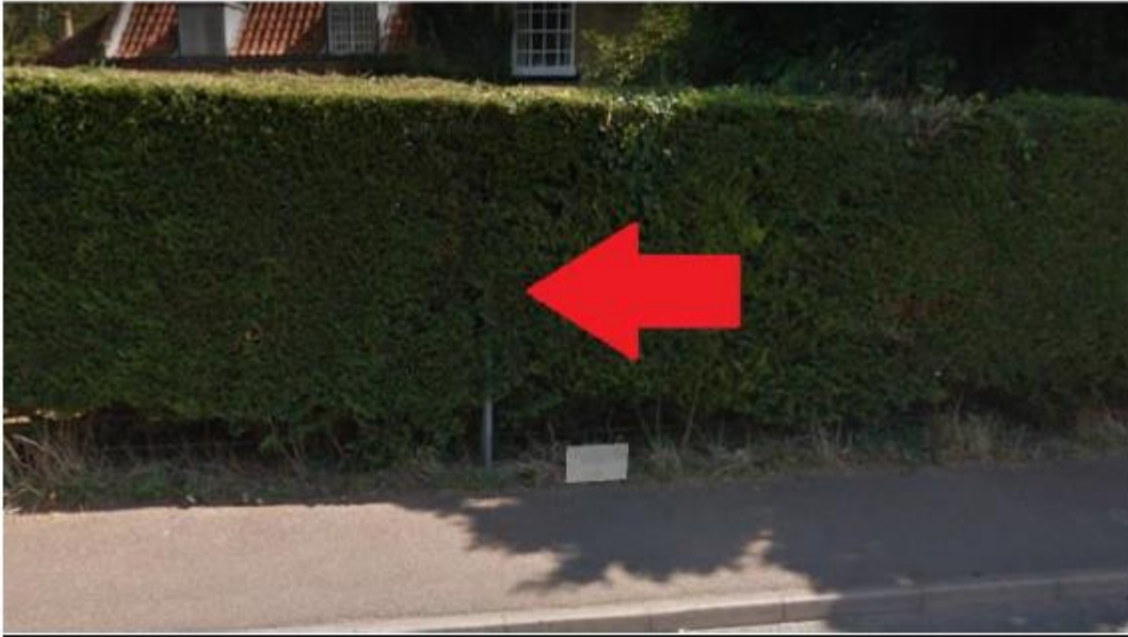


Point 1 - Coming into the village



Point 2 - Small green area outside church gate

Annexure B



Point 3 – Post in hedge at 51 The Street



Point 4 – Posts on both sides of the road at Volvo Garage

Annexure C



Point 5 – Both sides of the road at road narrows sign



Point 6 – Both sides of the road after Eriswell Road

Annexure D

Appendix C

Summary projects and aspirations 2021

1. Earlsfield Grass cutting 2021

Devolved to separate entity?

2. Verge cutting 2021

SCC resumption?

3. Footpaths

Bridleway sign

Gate at bridleway

Painting of footpath signs

Landowners maintenance of footpaths

Footpath between Eriswell and Earlsfield

Damaged lighting outside the shops at Earlsfield (hazard)

4. Highways

Parking/ deliveries at Earlsfield shops

Repeater signs

Highways report

5. Street furniture

Litter signs

Recycled flower tubs / alleviate driving on grass

6. SID

Community Speedwatch

Sign warning danger to walkers (new bungalow area -Little Eriswell)

7. Projects

Litter picks

Painting of tyre tubs

Appendix D

Consensus: Eriswell Parish Council comment on DC/20/0122/FUL expiring 4th January 2021

OBJECTION

The persistent use of the Earlsfield Road as a delivery and collection point, leading to congestion/ blockages, causes a dangerous situation on several occasions throughout the week.

Eriswell Parish Councillors feel that it is inappropriate that the shopping centre is expanded until such time as this safety issue has been addressed.

Furthermore, Eriswell Parish Councillors believe that for a B1 planned office usage of 48.97m² , 2 disabled parking spaces are required (only 1 is shown) and there are no EV equipped bays (2 are required). Clear allocation of usage must be evidenced before approval.

Comments received from cllrs:

Cllr Thomas

Due to the continued use of Earlsfield as a delivery and collection point and the associated congestion caused by deliveries being made to airbase residents,

This is still causing a dangerous situation by these shops with vans and cars blocking the road at times. I cannot see that it is appropriate for expansion of the shopping site at this time until these safety issues have been resolved.

Cllr P Seaney

until the parking issues are sorted with the opening of the land the other side of the roundabout for the use of base parcel exchange and all base pickups that happen on Earlsfield, we should not agree on looking at anything that puts pressure on parking at the shops.

Cllr A Bibbey

Agree with above

G Tolmie (information)

Planned office usage = B1

Office Floor area (5.9 x 8.3) = 48.97m²

Parking Bays required:

Employee = 2

PTW = 2

Disabled = 2 (Only 1 shown on plan)

Cycle bays = 2 (6 shown)

Visitors = ? (2 possible are available)

EV equipped bays 20% = 2 (None shown)

EV contingency bays 20% = 2 (none shown)

As the plan show an additional 10 bays, it looks like there is sufficient new parking bays if plan is adhered to. Clear allocation of usage must be shown before approval

Appendix E

1. Introductions

Cllr L Hall, EPC Chairman, Cllr A Bibbey EPC Vice Chair, Cllr R Hall,
Appendix Gareth Durrant (West Suffolk Principal Planning Officer - Major Projects), Damien Parker (Service Manager Operations, Leisure and Cultural) and
N Glading, Parish clerk

2. History since US relinquished ownership

GD met with the company that first purchased the land, an investment company somewhere in Europe. They put forward several applications, which ended when Natural England started expressing concern regarding increasing population in a protected area.

The large front area- development was refused under the environmental impact act

The first company then put the land up for auction.

(Garth Tolmie attended the auction: one person bought all the open spaces)

West Suffolk are still awaiting contact from new current owners. We don't know yet what the new owners intentions are, no plan has been put forward.

What we do know is that they are taking advice from architect same as first landowner

Planning applications lapse after 3 years

Given that negotiation with the previous landowners last time met with objections from Natural England, it may be that the current owners will go for smaller applications.

If the new owners went into liquidation it would fall on new owners to meet any imposed conditions

There are old applications still live (see under Information at end)

Aspirations of developer, important to find out

GD is not sure of WS budget for TPO. Direct negotiation best and quickest in the long run.

3. Issues

- (i) Grass cutting- EPC cannot keep cutting the large and small areas/ GD: there are Powers under Planning Act if the area becomes 'unsightly' if is a public amenity. WS can take action if there is impact on a visual amenity. Once a complaint has been made, WS investigate then decide whether to serve a formal Notice on the Landowner, which gives them a limited time to act.
- (ii) Footpaths: confirmed that Highways have control a metre in from road. The C Cllr has a Highways budget
- (iii) No planning permission is required for flower tubs
- (iv) GP will look at the driving across the grass issue,
- (v) GP will look at the state of the trees on the large front area
- (vi) It may be possible, since highways own land one metre in as above, to have a footpath around the front open space, rather than go through it.

4. Current ownership

GD will give clerk the contacts for architects so EPC can write and seek to find out the owners aspirations

5. Planning and land conveyance to Eriswell Parish Council/ planning gain

Once EPC know what the developers are applying for, can discuss negotiation

6. Going forward

Thanks to Damien and Gareth for their really useful advice, next meeting tbc

For information

- A. These planning applications are being held in abeyance, and have been so held for a while now, whilst the applicant considers how to address concerns relating to potential impacts to the Breckland Special Protection Area.

DC/17/1599/FUL	Land Off Fir Walk - 2 Dwellings
DC/17/1600/FUL	Land Off Earls Field - 1 Dwelling
DC/17/1601/FUL	Land West Of Radcliffe Road - 1 Dwelling
DC/17/1606/FUL	Land To The South West Of Rosewood Close - 3 Dwellings
DC/17//FUL	Land At Lords Walk Estate Spruce Close - 3 Dwellings
DC/17/16071608/FUL	Land Off Spruce Close - 3 Dwellings
DC/17/1609/FUL	Land Off Sycamore Walk - 1 Dwelling
DC/17/1830/FUL	Land Off Myrtle Close - 3 Dwellings
DC/17/1831/FUL	Land Off Sycamore Walk - 1 Dwelling
DC/17/1834/FUL	Land Off Cherry Lane - 3 Dwellings
DC/17/1835/FUL	Land Off Whitewood Walk - 1 Dwellings
DC/17/1836/FUL	Land Off Whitewood Walk - 2 Dwellings
DC/17/1837/FUL	Land Off Whitewood Walk - 3 Dwellings

Appendix F

January 2021 Report from Mr G Tolmie, EPC Footpath warden

1. Can the council please follow up with SCC as to why the problem regarding the pile of tree residue on the pavement on B1112 still has not been removed. Their reference number is SCC 276507. It was reported by PC on 09/09/2020 and has since mysteriously disappeared from their online database with no action being taken. It is still an **unsafe condition** for those from Lords Walk who access/use Bridleway 5.

(refer to C/Cllr Noble)

2. Reported Tree fallen on bridge over cut off channel for Bridleway 5 (SCC 300482) has since been removed. Very prompt action here.

(send appreciation to owner)

3. Can EPC approve, in principle, the purchase of Waymark Posts and Waymark route markers. Communications with SCC on this matter have no outcome to date. My intention is to start an effort to redress years of neglect by refreshing each of the 10 paths in turn starting this Spring.

(Motion to be proposed: Define approximate cost and send to cllrs)

4. Can EPC approve the purchase of white paint and brushes to freshen up those few waymark posts remaining that are still in good order.

(Motion to be proposed: Purchase of white paint and brushes)

5. Footpath 1, at the cut off channel, channel banks are currently being 'tidied up' by Environmental Affairs (owner/operator of channel) to improve water movement and safety. Heavy machinery being used and not to be approached.

(To be Noted)

6. All along cut off channel, Environmental Affairs have added or replaced existing guard barriers to improve safety or further restrict access.

Appendix G

ERISWELL PC ACCOUNTS PAYABLE January 2021			
PAYMENTS			
Payee	Item	Amount	VAT
N Glading	Salary December 2020	£410.16	
N Glading	Salary January 2021	£391.56	
N Glading	Office expenses Oct, Nov, Dec 2020	£78.00	
N Glading re-imburse	Land registry fee	£3.00	
N Glading re-imburse	Var items see below	£85.55	£14.27
West Suffolk Council	Bin collection 01.12.2020 to 28.03.2020	£154.02	na
RH Landscapes	Grass cutting Earlsfield 03/11/2020	£444.00	£74.00

Appendix H

The government has now released the provisional finance settlement for 2021 to 2022 (17 December 2020), announcing a one off **Local Council Tax Support Grant**. This grant is specifically to compensate councils for the impact of increased LCTS claims, driven by the pandemic, and has been allocated based on 2020 to 2021 council tax levels.

Please note that our overall allocation is not sufficient to cover the full impact (of what our tax base would have looked like in a normal year but it does go some way and I am sure will still be well received.

ERISWELL PRECEPT DEMAND 2021/22

Inclusive Local Council Support Grant

	2020/21	2021/22
Expenditure	£14,125.00	£14,215.00
From Reserves	£0.00	£0.00
LCS Grant		£74.00
tax base	335.79	326.57
Band D property	£335.79	£326.57
Increase in £		£1.24
Percentage increase		2.95%