



ERISWELL PARISH COUNCIL

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ERISWELL PARISH COUNCIL MEETING held on 26th OCTOBER 2021 at 7.00 pm

MINUTES

Present:

Cllr L Hall

Cllr R Hall

Cllr Bibbey

Cllr B Foster

In attendance:

Wg. Cdr. Stew Geary, D/Cllr S Frost, Garth Tolmie (Footpath Warden), Nicola Glading (Parish clerk)

And 3 members of the public

The meeting was chaired by Cllr Bibbey, EPC Vice Chairman

2021/ 79	RECORDING OF MEETING	
	None	
2021/ 80	APOLOGIES FOR ABSENCE	
a.	There were no apologies for absence	
b.	Not applicable.	
2021/ 81	DECLARATIONS OF INTEREST	
	None	
2021/82	MINUTES OF THE MEETING HELD ON 28th SEPTEMBER 2021	
	The minutes of the council meeting held on 28 th September 2021 were RECEIVED and unanimously AGREED ; Chair was authorised to sign the same	
	Business remaining from the meeting, not on this agenda: None	
2021/83	MINUTES OF THE EXTRAORDINARY MEETING HELD ON 15th OCTOBER 2021	
a.	The minutes of the Extraordinary Council meeting held on 15 th October 2021 were RECEIVED and unanimously AGREED ; the Vice Chair, Cllr Bibbey, was authorised to sign the same	
b.	Business remaining from the meeting, not on this agenda; None	
c.	Asset of Community Value/ Community Right to Bid submission – Land for sale at Earlsfield. The clerk reported that Puja Rawal at The Auction House London had confirmed on 29 th October 2021 that “The legal pack has now been amended by the vendors solicitor to notify bidders that the land is subject to a live ACV application” The clerk further reported that she had been contacted by John Barbuk of Red Door Architects that a bid from the community of £200k may be accepted. Councillors AGREED that this amount was not feasible. The clerk had distributed a draft Guide and Constitution on setting up a Residents Association. It was AGREED that the clerk will assist with set up.	clerk

2021/84	CO-OPTION of ERISWELL PARISH COUNCILLORS	
a.	<p>Councillors considered the co-option of two candidates for Parish Councillor:</p> <ul style="list-style-type: none"> (i) It was unanimously RESOLVED to co-opt Peter Maxfield on to Eriswell Parish Council. Proposed: Cllr L Hall, Seconded: Cllr A Bibbey (ii) It was unanimously RESOLVED to co-opt Adam James on to Eriswell Parish Council. Proposed: Cllr L Hall, Seconded: Cllr A Bibbey (iii) Cllr Maxfield and Cllr James signed the Acceptance of Office forms and joined the meeting (iv) The clerk will provide Cllrs Maxfield and James with Declaration of Information blank forms for completion 	
2021/ 85	PUBLIC PARTICIPATION	
	<p>The Chairman presented Mrs Pearl Brunning with a framed photograph of Mrs Bunnings recent award of the British Empire Medal</p> <ul style="list-style-type: none"> (i) The hedge at Little London has been cut back but not sufficiently so (ii) WSC have put up a dog mess sign 	
2021/86	UPDATES FROM COUNTY/DISTRICT COUNCILLORS	
a.	<p><u>Update from Wg. Cdr. Stew Geary</u></p> <p>Not a huge amount to report because I have been on annual leave. A crash exercise simulation took place on 7th October at RAF Honington, which involved all agencies. Lessons were learnt and knowledge of 45th Fighter wing unit legislative requirements increased. The High Sheriff of Suffolk and Norfolk visited, which was an opportunity to highlight concerns over roads, housing, infrastructure. There will be a community event this side of Christmas.</p> <p>Q. There is a disproportionate number of military renters on the estate? A: Will double check and ask for breakdown</p> <p>Delivery parking: MoD legal team are in discussion with Elveden Estates and completion is very close.</p> <p>I will speak further about the Employee Recognition Scheme in November.</p> <p>Q. Concerns around traffic management/ viewing once F35s arrive A: All agencies are aware of this, speaking with the new Elveden Estate manager to seek a solution.</p> <p>I will ask Ross Jack to send the clerk a diagram about the streetlight situation (Radcliffe Road).</p> <p>There is a secure armour plated conduit running under the 1065 which supplies the Base</p>	
b.	To receive an update from C/Cllr Colin Noble: Not present	
c.	<p>To receive an update from West Suffolk D/Cllr S Frost:</p> <p>I support the ACV and have spoken to DC Chief Executive.</p> <p>No-one is going to get significant planning through, hopefully the buyer will have done their due diligence.</p>	
2021/87	FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS	
a.	The October 2021 itemised expenditure/ invoices for payment were unanimously APPROVED and signatories were authorised to sign the relevant cheques.	Appendix A
b.	To consider the EPC budget for 2022-2023: November meeting	

2021/88	MATTERS RELATING TO PLANNING FOR ERISWELL	
a.	Arrived too late for the Agenda - Application no: DC/21/1708/FUL Consultation Expiry: 12 November 2021 sent to cllrs 22.10.21 No comment	WSC informed
2021/89	MATTERS RELATING TO STREET LIGHTING	
a.	Update on Earlsfield street lighting units handed over to SCC, specifically at Radcliff Road- on going see 86a	
b.	The inefficient and expensive bulbs owned by EPC at Eriswell village have been replaced by LEDs. EPC should note a reduction in electricity costs going forward. SCC owned bulbs have also been replaced at Earlsfield	Appendix B
c.	Update on repair of post at Eriswell village and relocation of dog waste bin: waiting for UKPN	
d.	Update on non-working unit outside the Reading Rooms: waiting for UKPN	
2021/ 90	MATTERS RELATING TO STREET FURNITURE	
a.	(i) Noticeboard at the shops- inscription "Eriswell Parish Council" (cost of alternate provision) and map on back; Cllr R Hall will source a map for the back of the Earlsfield noticeboard, Cllr Bibbey will source a quotation for the board header "Eriswell parish Council" It is disappointing that the work remains incomplete. Going forward, work should not be re-imbursed until completed. (ii) Other Noticeboards: Cllr Bibbey, with help from his son in law and ben Sansom, has installed all the boards except the Recreation ground, which is scheduled shortly. The Councillors thanked Cllr Bibbey and his volunteer workers, a substantial saving.	Cllr R Hall Cllr Bibbey
b.	Update on speed indicator device (SID): Ordered and awaiting delivery	
c.	Update on additional bin outside Earlsfield shops: It was AGREED that the seldom used bin outside the bus shelter will be moved to the shops. The `Kim Bulgogi` take away eatery has not been helpful in assisting with the cost of rubbish disposal, despite a visit from the clerk. Clerk had obtained a quotation for new bolts from the supplier. This was thought to be too expensive, and Cllr L Hall will purchase the bolts required.	Cllr L Hall
d.	Update on the purchase and installation of new bus shelter at Earlsfield, opposite the existing; awaiting firm quotation	
e.	Update on Notices (dog fouling) on the footpath running alongside no. 36 The Street Eriswell: see 85 above.	
2021/91	OTHER MISCELLANEOUS MATTERS	
a.	Corner hedge cutting (Little London): covered in 85 above	
b.	Emergency Plan and Draft Emergency Plan: deferred	
c.	Update on hazardous collapsing building (Sparkes Farm); Clerk to contact English Heritage to ascertain if the barn is listed	clerk
d.	Fly tipping: advice for community noticeboards/ website etc. Cllr L Hall will walk round the estate and identify any fly tipping	Cllr L Hall
e.	Litter Pick Earlsfield 16/10/2021 was successful	
f.	Dates of 2022 Meetings to take place on the last Tuesday of each month	Appendix C
g.	EPC Facebook: it is hoped that Jane Seaney will still be able to maintain the Facebook page Cllr L Hall has admin rights on the Lords Walk Community page and is able to post items	

h.	To consider the EPC nominated representative(s) to the first meeting of the Forest Heath Parish Alliance Group. Meeting on Wednesday 3rd November 2021 at 7:00pm at The Beck Row Parish Hub, 82 Holmsey Green, IP28 8AP. Cllr Bibbey and Cllr L Hall agreed to attend the inaugural meeting	
i.	The Police and Crime Plan consultation sent to councillors 20 th October 2021 was NOTED	
2021/92	PARISH COUNCIL EVENTS	
a.	To consider plans to celebrate the Queens Platinum Jubilee (June 2022) To remain on Agenda	
2021/93	GOVERNANCE	
a.	It was unanimously RESOLVED to adopt the EPC Complaints Policy	Appendix D
b.	The paper "Guide to becoming a Parish Councillor" was NOTED	Appendix E
2021/ 94	CHAIRS ITINERARY and REPORTS (on the night)	
	(i) Chairmans report: Chair has been unwell (ii) Councillors' reports 1. Update on Eriswell Reading Room: ideas ongoing 2. Update from Eriswell Playing Field Committee: ideas ongoing and board to be installed 3. Update on the new West Suffolk Parish Group: Cllrs to attend inaugural meeting see 91 h 4. Report from Eriswell Footpath Warden, G Tolmie: Footpath 3 is very overgrown. The two trees that came down have been cleared. SCC are recruiting a new Rights of Way Officer. Cllr L Hall noted that the rider friendly catch had not been installed, to be placed on next agenda.	
2021/95	EXCHANGE OF INFORMATION: exchange of any relevant information at the discretion of the Chairman: None <i>Councillors noted that the clerk is on leave from November 1st to November 12th</i>	

Meeting closed 9pm

Date of next meeting: Tuesday 30th November 2021

No scheduled meeting in December 2021

Appendix A

<u>Payee</u>	<u>Item</u>	<u>Amount</u>	<u>VAT</u>
N Glading	Salary October 2021	£391.56	
	Office expenses (paper ream £6.99 + Land Registry charged 5 x £3 = £15 + Quarter 2 July Aug Sept expenses	£99.99	£1.17
SALC	Payroll services	£54.00	£9.00

Appendix B

Suffolk County Council owned/ maintained lighting units

UNITID - OWNER -	TOWN - STREET	UNITNO - LOCATION
37582 SCC	ERISWELL EARLS FIELD	104 S/O NO. 42 EARLSFIELD
37930 SCC	ERISWELL EARLS FIELD	97 O/S NO. 43 EARLSFIELD
37944 SCC	ERISWELL EARLS FIELD	103 O/S NO. 40 EARLSFIELD
38943 SCC	ERISWELL EARLS FIELD	69 S/O NO. 9 EARLSFIELD
38944 SCC	ERISWELL EARLS FIELD	60 (BASE SIDE OF SECURITY FENCE) OPP NO. 2
38955 SCC	ERISWELL EARLS FIELD	66 O/S NO. 8 EARLSFIELD
38957 SCC	ERISWELL EARLS FIELD	72 O/S NO. 20 EARLSFIELD
39123 SCC	ERISWELL EARLS FIELD	77 O/S NO. 29 EARLSFIELD
39134 SCC	ERISWELL EARLS FIELD	82 R/O NO. 33 EARLSFIELD ON FOOTPATH
39136 SCC	ERISWELL EARLS FIELD	70 O/S NO. 17 EARLSFIELD
80164 SCC	ERISWELL EARLS FIELD	401 AT EXIT TO PRECINCT
80165 SCC	ERISWELL EARLS FIELD	402 EXIT FROM BASE
80166 SCC	ERISWELL EARLS FIELD	403 ON LEFT FROM BASE EXIT
80167 SCC	ERISWELL EARLS FIELD	404 ON LEFT AT ENTRANCE TO BASE
80168 SCC	ERISWELL EARLS FIELD	405 ON LEFT FROM LAKENHEATH
80169 SCC	ERISWELL EARLS FIELD	406 1ST ON LEFT FROM LAKENHEATH
80170 SCC	ERISWELL EARLS FIELD	407 LAST ON LEFT TO LAKENHEATH
80171 SCC	ERISWELL EARLS FIELD	408 2ND ON LEFT FROM MILDENHALL
80172 SCC	ERISWELL EARLS FIELD	409 1ST ON LEFT FROM MILDENHALL
80173 SCC	ERISWELL EARLS FIELD	410 1ST ON RIGHT FROM MILDENHALL
80174 SCC	ERISWELL EARLS FIELD	411 EXIT FROM PRECINCT ACCESS ROAD
80175 SCC	ERISWELL EARLS FIELD	412 OUTSIDE PRECINCT

UNITID - OWNER -	TOWN - STREET	UNITNO - LOCATION
66143 SCC	ERISWELL LORDS WALK	349 OUTSIDE GATE 2, LAKENHEATH A.B.
66153 SCC	ERISWELL LORDS WALK	350 OUTSIDE GATE 2, LAKENHEATH A.B.
66154 SCC	ERISWELL LORDS WALK	351 OUTSIDE GATE 2, LAKENHEATH A.B.
66155 SCC	ERISWELL LORDS WALK	352 OUTSIDE GATE 2, LAKENHEATH A.B.
66156 SCC	ERISWELL LORDS WALK	353 OUTSIDE GATE 2, LAKENHEATH A.B. (TNS SUPP
66157 SCC	ERISWELL LORDS WALK	354 OUTSIDE GATE 2, LAKENHEATH A.B. (TNS SUPP
66158 SCC	ERISWELL LORDS WALK	355 OUTSIDE GATE 2, LAKENHEATH A.B. (TNS SUPP
66159 SCC	ERISWELL LORDS WALK	356 OUTSIDE GATE 2, LAKENHEATH A.B.
66320 SCC	ERISWELL LORDS WALK	357 OUTSIDE GATE 2, LAKENHEATH A.B.
66321 SCC	ERISWELL LORDS WALK	358 OUTSIDE GATE 2, LAKENHEATH A.B.

Appendix C

ERISWELL PARISH COUNCIL MEETINGS 2022

All PC meetings start at 7pm and are held in the Reading Room

Date
TUES 25 th Jan 2022
TUES 22 nd FEB 2022
TUES 29 th MARCH 2022
TUES 26 th APRIL 2022
TUES 24 th MAY 2022
TUES 28 th JUNE 2022
TUES 26 th JULY 2022
No meeting in August
TUES 27 th SEPT 2022
TUES 25 th OCT 2022
TUES 29 th NOV 2022
No meeting in December

Appendix D

COMPLAINTS PROCEDURE FOR ERISWELL PARISH COUNCIL

The following procedure should be followed by anyone wishing to make a complaint against the Parish Council's procedures or administration.

If you have a complaint against a Parish Councillor, you should write to:

The Monitoring Officer, West Suffolk Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk IP33 3YU

If you have a complaint against an employee of the Parish Council, you should write to the Chair:

Chairman Cllr E Hall, 2 Dogwood Walk RAF Lakenheath BRANDON IP27 9QP

If you have any other complaint you should write to the Clerk to the Council:

N Glading, 6 Albert Rolph Drive Lakenheath IP27 9DA

To allow your complaint about the Parish Council's procedures or administration to be dealt with, the Parish Council has adopted the following Code of Practice which will be followed where complaints cannot be resolved less formally by the Clerk to the Council or the prevailing Chairman

Before the Meeting

1. The complainant shall be asked to put the complaint about the council's procedures or administration in writing to the council's proper officer, the clerk.
2. If the complainant does not wish to put the complaint to the clerk, they will be advised to put it to the chairman of the council.
3. The clerk will acknowledge the receipt of the complaint and advise the complainant as to when the matter will be considered by the Parish Council.
4. The complainant will be invited to attend the relevant meeting and bring with them such representative as they wish.
5. 7 clear working days prior to the meeting, the complainant will provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The council will similarly provide the complainant with copies of documentation upon which they wish to rely at the meeting.

At the Meeting

6. The council will consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint will be announced at the council meeting in public.
7. The Chairman will introduce everyone.
8. The Chairman will explain the procedure.
9. The Complainant (or their representative) will outline the grounds for complaint.
10. The Council members will then ask any question of the complainant.
11. If relevant or necessary the clerk will explain the council's position.
12. The Council members will ask any question of the clerk.
13. The Clerk and the complainant will be offered the opportunity of the last word.
14. The Clerk and the complainant will be asked to leave the room while the Council members decide whether or not the grounds for the complaint have been made.

Note: If a point of clarification is necessary then both parties will be invited back.

15. The Clerk and the complainant will return to hear the Council's decision or will be advised as to when the decision will be made.

After the Meeting

16. The decision will be confirmed in writing within seven working days together with details of any action to be taken.

Reviewed November 2017 Review Due November 2018

Appeals against Decisions Taken

17. If the complainant feels that it wishes to appeal against the process in which the decision was reached, they should appeal in writing, stating the full grounds of appeal, to the Clerk to the Council within one week of the date on which they were informed in writing of the decision.

18. If the Parish Council agrees to hear the complaint on this basis, the Council will give written notice of the date, time and place of the appeal hearing. The appeal hearing will be limited to a review of the procedures that were followed and not a review of the original decision given.

19. Where possible the appeal hearing will be conducted by Councillors who were not previously involved in the case.

20. Following the appeal hearing the Parish Council will confirm, in writing and within seven days, the outcome of the appeal.

Adopted: October 2021

Review: September 2023

Appendix E

GUIDE TO BECOMING A PARISH COUNCILLOR

Councillors play a key role in the life of a Parish Council - they are a vital cog in making life better for its residents. They are:

- the voice of the community representing local people
- the lynchpin to partnership work with other levels of local Govt.
- All the seats on the Parish Council are up for election EVERY 4 Years giving you the perfect opportunity to get involved by standing as a representative of your community or if a vacancy occurs in the intervening period, the councillors can `co-opt` at the next meeting.

Why become a councillor?

People become councillors for all manner of reasons. For some it's a completely new direction to take, school governing body, political party or trade union.

But most want to:

- make a difference to their local community and be involved in its future shape
- ensure that their Parish is able to access the services it deserves
- represent the views of local people and ensure they count.

No specific qualifications are needed to become a councillor - life experience is the best thing to bring to the role. It's vital that members represent all sections of the community - we want to attract people from a broad range of backgrounds to stand as candidates.

Do I have to belong to a political party? Membership of a political party is not necessary.

Who Can become a Councillor

To be able to stand as a candidate at a Parish Council election you must:

- be at least 18 years old on the day of your nomination
- be a British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union
- live within 3 miles of a parish to stand for election. meet at least one of the following three qualifications:
- You are, and will continue to be, registered as a Parish Council elector for the Parish, from the day of your nomination onwards.
- You have occupied as owner or tenant any land or other premises in the Parish area during the whole of the 12 months before the day of your nomination and the day of election.

- You have lived in the Parish area during the whole of the 12 months before the day of your nomination and the day of election.

You cannot be a candidate if at the time of your nomination if

- you are the subject of a bankruptcy restrictions order or interim order.
- you have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling/ co-option day.
- you have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations) or under the Audit Commission Act 1998.

How decisions are made

Parish councillors meet together regularly as 'full' Council. These meetings are open to the public and are led by the Chairman of the Parish Council. He or she is appointed at the annual council meeting in May and serves for one year.

The council sets the financial budget each year, upon which the Parish Precept is based.

Council members make decisions which are in line with overall budgets and other matters which are brought before the Council.

Council meetings are monthly - they are open to the public, except where personal or confidential matters are being debated.

What do Councillors Do

Every councillor is a member of full Council, and some will also sit on some of the subcommittees and working parties.

Most meetings are open to the press and public, but all are governed by written 'procedure' rules, the Standing Orders.

A good deal of time will be taken up in regular monthly and occasional extraordinary meetings; dealing with local people; carrying out volunteer working parties, within the Parish; carrying out a specific role on the Council

Councillors have responsibilities to their Parishes, Council, the Community as a whole and as Advocates.

To the Parish:

- represent the views of the community
- ensure services are provided in the parish
- help out individual residents on specific issues.

To the Council to:

- help develop the budget and set the Council annual Precept charge.
- make and scrutinise decisions.

To the Community:

- Councillors are local residents who are able to listen to their communities and bring partners together to implement a shared vision of how they can help to improve their areas. Councillors have a role to play in supporting the local community and working to resolve local issues.
- Councillors also need to become actively involved, by offering their time, in a wide variety of community projects
- It should be emphasised that to ensure that these events are successful on the day, often weeks or months of planning is required beforehand.

As Advocates:

- speaking up for and on behalf of residents and groups

- encouraging residents to engage and participate taking part in plan making and planning decisions
- communicating individual resident's concerns to the council and other interested parties.

How much time is involved

Each councillor will decide their own level of commitment to the role and some of the issues to consider before committing are:

- how being a councillor will impact on family and personal relationships – you will need their support as some of your free time will be occupied with council matters.
- the people you represent will look to you for help and assistance.

There are ten monthly Parish Council meetings a year which you are expected to attend the majority of - meetings start at 7.00 pm and generally last for up to two hours

Some councillors may also represent the Parish Council on local outside bodies

Probity and Integrity - The Nolan Principles:

Councillors' conduct is formally governed by the Code of Conduct adopted by every local government authority. It sets out the rules that members should work to.

They must work to make sure they do nothing to bring the council into disrepute and not misuse their official position to their own advantage or the advantage of others. Certain interests, such as land owned in the district, must be registered.

Councillors are expected to follow certain principles, the Nolan principles:

- 1. Selflessness**
- 2. Objectivity**
- 3. Accountability**
- 4. Openness**
- 5. Leadership**
- 6. Honesty**

Please see the Eriswell Parish Council website for more information:

<http://eriswell.onesuffolk.net/>

or email Nicky, the parish clerk: eriswellparishclerk@outlook.com