



ERISWELL PARISH COUNCIL

Parish clerk: Nicola Glading

Phone: 01842 337488

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

MINUTES

of the ERISWELL PARISH COUNCIL MEETING held on 25th JANUARY at 7.00 pm at the Reading Rooms, Eriswell

Present:

Cllr A Bibbey (Vice Chairman)

Cllr A James

Cllr R Hall

In attendance: Wg. Cdr. Stew Geary, D/Cllr S Frost, G Tolmie (Footpath Warden) N Glading (Parish clerk) and one member of the public

2022/ 112	CHAIRMAN'S WELCOME and RECORDING OF MEETING	
	The Vice Chairman, Cllr A Bibbey, presided as Cllr L Hall had sent her apologies. No recording declared	
2022/ 113	APOLOGIES FOR ABSENCE	
a.	Apologies for absence were received from Cllr P Seaney, C/Cllr C Noble, Cllr L Hall, Cllr B Foster and Cllr P Maxfield	
b.	The Councillors consented to accept apologies received.	
2022/ 114	DECLARATIONS OF INTEREST	
	None	
2022/115	MINUTES OF THE MEETING HELD ON 30th NOVEMBER 2021	
	The minutes of the council meeting held on 30 th November 2021 were unanimously AGREED and the Vice Chairman authorised to sign the same	
	Business remaining from the meeting not on this agenda: None	
2022/116	PUBLIC PARTICIPATION	
	<ol style="list-style-type: none">1. A very large tyre has been dumped on the green space between Rosewood Close and Birch. Clerk to report as fly tipping.2. Report of noise from motorbikes/ quads (thought to come through from Lakenheath)	Clerk reported to WSC 26.01.22
2022/117	UPDATES FROM COUNTY/DISTRICT COUNCILLORS	
a.	Update from Wg. Cdr. Stew Geary: <u>Operations:</u> 494 th Fighter Squadron returned to Lakenheath from Ops in November 2021. A detachment from 336 th Fighter Squadron arrived at RAF Lakenheath in November 2021 - USVF ACE 4 x F35As arrived at RAF Lakenheath on 15 th December 2021, Thank you to the local Constabulary who ensured that the event passed without incident. 5 operational flying squadrons resident and operating from FAR Lakenheath from January 2022. High rates of flying activities both locally and nationally, required to maintain competence and currency on aircraft	

	<p><u>Community matters:</u> Delivery site at Earlsfield Road: Lease paperwork with Elveden. DIO ready to process lease paperwork as soon as it is received. Initial agreements in place to instal Amazon lockers on the site.</p> <p>Old Motel site: Lease agreement approved by DIO and Elveden. Awaiting formal handover of land to USVF.</p> <p>Proposed closure of gate 2: RAF Lakenheath to trial the closure of Gate 2 (Lords walk) between 22,00 and 0600 hours (February)</p> <p>Street lighting- Radcliffe Road: Nothing to report: sorry, will chase this week with Ross Jack.</p> <p>Transport for Platinum Jubilee event- will ask question</p> <p>Lights Potential live lighting posts at shops- ask Marcus</p> <p>The Councillors complimented the well organised F35 arrival</p> <p>Levels of pollution? don't know figures</p> <p>One Councillor's perception is that there is more noise in Thetford</p>	
b.	Update from C/Cllr Colin Noble: not present	
c.	<p>Update from West Suffolk D/Cllr S Frost:</p> <p>Please watch out for information coming out from West Suffolk to do with the Environmental Bill that went through/ 2020 Waste and Resource Strategy</p> <p>Wheelie bins could increase to 3: food recycling, plus maybe glass collection.</p> <p>Budget on 22nd Feb therefore apologies from Cllr Noble and Cllr Frost</p> <p>People exempt from Council tax: will chase that snapshot</p> <p>Schedule for road sweeping please could this be provided?</p> <p>Comment: weed killer being used is not working</p> <p>New owners of land at Earlsfield: no news</p>	
2022/118	LAND AT EARLSFIELD and ACV	
	<p>a) The confirmation of registration of Asset of Community Value from West Suffolk Council was NOTED</p> <p>b) New owners: no further information</p>	Appx A
2022/119	FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS	
a.	The January 2022 itemised expenditure/ invoices for payment was unanimously APPROVED and the signatories were authorised to sign the relevant cheques	Appx B
b.	<p>The EPC Quarter 3 2021-2022 Accounts were RECEIVED and AGREED :</p> <p>(i) Expenditure</p> <p>(ii) Income</p> <p>(iii) Bank Reconciliation</p> <p>(iv) Expenditure against Budget (April to Dec 2021)</p>	
c.	<p>The Councillors considered the precept to be requested for 2022-2023.</p> <p>A 6% increase was unanimously AGREED</p>	
d.	Grant from Cllr C Noble from Locality Budget (Speed Indicator Device @ £4,329.85): A Vote of Thanks to Cllr Noble was proposed and agreed.	
2022/120	MATTERS RELATING to PLANNING AT ERISWELL	
	<p>Application no: DC/21/2481/FUL Consultation single storey rear extension with accessible ramp and new rear entrance Location The Chequers 20 The Street Eriswell Suffolk IP27 9BH</p> <p>SUPPORT</p>	<p>Planning officer Yuill informed 27.01.22</p>
2022/121	MATTERS RELATING TO STREET LIGHTING	
a.	<p>Update on Earlsfield street lighting units handed over to SCC, specifically at Radcliff Road.</p> <p>See 2022/117 Wg. Cdr. Stew Geary Report</p>	

b.	Update on repair of post at Eriswell village and relocation of dog waste bin None: clerk to chase	clerk
c.	Update on non-working unit outside the Reading Rooms (416) The accident that caused this happened Xmas 2016 None. Clerk to chase	clerk
2022/ 122	MATTERS RELATING TO STREET FURNITURE	
a.	Speed Indicator Device: a) The SID has been installed by volunteers: a Vote of Thanks to Mr G Tolmie and Cllr R Hall was proposed and agreed. b) Report from SID volunteers: From 3rd December 2021 average speed 36.5 Battery failure in late December Re installed 14th Jan 2022 outside farm shop 31.6 mph	
b.	Noticeboard at the shops- (i) inscription "Eriswell Parish Council" (cost of alternate provision) and (ii) map on back Work in progress	
c.	Update on relocation of bin to outside Earlsfield shops ongoing Work in progress	
d.	Update on the purchase and installation of new bus shelter at Earlsfield, opposite the existing. The clerk informed the Councillors that the Street Furniture Licence has been obtained, clerk will seek further information of timescale for installation	Appx C
e.	Update on leaking Green Barnes noticeboards: It was noted that the noticeboard at the Playing Field is not leaking. The leakages at Sparkes Farm and Little Eriswell were thought to be entirely due to the proximity to the road, with associated splashing of water and road debris. Cllr Bibbey offered to clean these boards.	
2022/123	GOVERNANCE: REVIEW OF ERISWELL POLICIES	
a.	To review the EPC Standing Orders: deferred to February meeting	
b.	Papers b to g were unanimously AGREED en bloc EPC Asset Register 2022	
c.	EPC Financial Regulations 2022	
d.	EPC Freedom of Information Procedure 2022	
e.	EPC Data Protection Policy 2022	
f.	EPC Media Policy 2022	
g.	EPC Risk Assessment 2022	
h.	It was unanimously AGREED to appoint Cllr A James as responsible for signing off the 2021-2022 Internal Control Statement	
i.	It was unanimously AGREED to appoint Suffolk Association of Voluntary Organisations as the internal auditor for the 2021-2022 end of year accounts	
j.	It was unanimously AGREED to appoint Cllr A Bibbey as a Parish Council Trustee to the Eriswell Pools Charity	Appx D
2022/124	EPC EMERGENCY PLAN 2022	
a.	The EPC Emergency Plan was considered and AGREED agreed	Appx E
2022/125	CHAIRMANS and OTHER REPORTS	
a.	Chairmans report a. EPC response to Community Governance Review (emailed to cllrs 22/12/2021): No comment	

	<p>b. West Suffolk Council response to hazard at Sparkes Farm: an email has been received from Darrell McConnell, Senior Building Control Surveyor at West Suffolk Council on 9th December 2021.</p> <p>Mr McConnell has assured the Parish Council that no further action is required, despite the parish concerns to the contrary. The email was NOTED</p>	Appx F
b.	<p>Councillors' and other working group reports, to include:</p> <p>2. Update from Eriswell Reading Room: Chairman has had an architect to inspect, dealt with outside doors. A Henry vacuum has been purchased.</p> <p>3. Update from Eriswell Playing Field Committee representative meeting with Elveden Estate: The clerk has arranged a meeting with Elveden Estates Board to explain ideas. Attendees are Cllr L Hall, Cllr A Bibbey and Mr G Tolmie. Others can attend on Zoom. Cllr Bibbey had written previously to Lord Iveagh. An invoice for £600 electricity has been received, clerk had explained to EON that this must be in error and a revised bill has been issued. Cllr Bibbey will ask the meter reader to explain how to read the meter.</p> <p>4. Report from Mr G Tolmie, Eriswell Footpath Warden: meeting with new SCC PROW team member on 1st February 2022 and will pick up on outstanding issues</p> <p>5. Update on Residents Association formation: clerk to start to generate interest: initial meeting to be considered.</p> <p>6. Queens Platinum Jubilee event: Clerk confirmed that EPC insurance policy will cover</p>	
2022/126	EXCHANGE OF INFORMATION: Information may be shared (with the permission of the Chairman) None	

Meeting closed at 9pm

2022 Eriswell Parish Council scheduled meetings:

22nd February 2022, 29th March 2022, 26th April 2022, 24th May 2022, 28th June 2022, 26th July 2022

August 2022: No meeting, 27th September 2022, 25th October 2022, 29th November 2022, December: No Meeting

Document 7

Families and Communities

Reference: ACV WS0002.253

Contact Jon Eaton
Direct Dial 01638 719235
Email jon.eaton@westsuffolk.gov.uk

13 December 2021

Dear Ms Glading,

**Community Notice Under S91(2) of the Localism Act 2011 Right to Bid –
Acceptance of Nomination – Earlsfield Public Open Spaces**

Further to my letter on 27 October 2021, I am pleased to inform you that West Suffolk Council has accepted your nomination, submitted under the Community Right to Bid, regarding the listing as an asset of community value of the land at Earlsfield – Public Open Spaces, RAF Lakenheath, IP27 9QP registered under Title no's:

- **Title no. SK250587 - Land only on west side of Radcliffe Road, Eriswell including Central Park Earlsfield and Pine Close**
- **Title no. SK191338 – Land only the north side of Ash Close, RAF Lakenheath, Brandon, IP27 9QP**

This land has now been added to the list of Assets of Community Value, available on the Council's website.

In the event that the owner of the property wishes to dispose of it at some point in the future (other than as a gift, inheritance, mortgage default, insolvency, death, court order or business transfer), they will inform the Council, which will trigger a moratorium period. The Council will write to you to inform you that this is the case, and what is the process for submitting an intention to bid.

The owner's intention to dispose of the property will also be recorded on the list of Assets of Community Value, on the Council's website.

Further support and advice, including information about how to access financial support, is available on the My Community Rights website.

<http://mycommunityrights.org.uk/community-right-to-bid/>

Davina Howes
Head of Families and Communities

West Suffolk Council • West Suffolk House • Western Way • Bury St Edmunds • Suffolk • IP33 3YU
Or West Suffolk Council • District Offices • College Heath Road • Mildenhall • Suffolk • IP28 7EY
www.westsuffolk.gov.uk

I am copying this letter to the Council's Ward Councillor, the Portfolio Holders for Families and Communities and Planning and Growth, the Leader of the Council, the Parish Council and to the division Member for Suffolk County Council.

Yours sincerely



Jon Eaton
Families and Communities Officer



Appendix B

ERISWELL PARISH COUNCIL ACCOUNTS PAYABLE JANUARY 2022

Payee	Item	Amount	VAT
N Glading	Dec 2021 salary	£391.56	
N Glading	Jan 2022 salary	£391.56	
N Glading	Office expenses 1. h/wkg £78 (Oct- Dec 2021)+ 2. Half share of Tesco ink cartridges £17.00	£95.00	
N Glading	Re-imbursement of £150.00 payment to Suffolk County Council progress licence for placement of bus shelter on B1112	£150.00	

Appendix C

Date: 19/01/2022
 Enquiries to:
 Tel: 0345 606 6171
 Email: highways.streetfurniture@suffolk.gov.uk



Nicola Glading
 Eriswell Parish Council,
 6 Albert Rolph Drive,
 Lakenheath.
 IP27 9DA

Dear Nicola,

BUS SHELTER CONSENT 345974

Thank you for your application to notifying us of your intention to site a Bus Shelter within the highway at Lords Walk/Shopping Centre, Eriswell IP27 9GW.

Highways Licensing and Enforcement, Suffolk County Council (the Highway Authority), has **accepted** your request. Please treat the enclosed as formal consent.

Yours faithfully

Charlotte Frost
 Highways Licensing and Enforcement Manager
 Highways Licensing and Enforcement

Appendix D

Summary The Poors Charity

The parish council inherited responsibility for the charity in 1894 from the overseers of The Poors.

The Parish Council appointed 3 Trustees and laid down the criteria for the annual 'dole', which was given out by the Trustees, with some additional payments in the case of need.

The trustees accepted a valuation for land sold in 1962 to the Great Ouse River Board., conveyance signed in 14/10/1962 the income was used to buy war stock (3.5% }

The stock appeared in the council's accounts to 1975.

Land exchanged with Lord Iveagh in 1965.

The PC registered the remaining property as Common Land in 1968.

In December 2006 the Charity Commission advised that EPC were the current Trustee for the property which contravened the 1972 Government Act does not allow a local authority to hold gifts for the benefit of the poor. To consider the voluntary registration of land (2 roods 36 perches of land at Homecroft)

On 23rd November 2010, a meeting between EPC and the Eriswell Poors Estate Charity was held to consider the voluntary registration of land (2 roods 36 perches) of land at Homecroft. The registration was completed 14th March 2011 valued at one thousand pounds. A rood = a quarter of an acre, a perch = 25.29 square metres, there are 40 perches in a rood. 2 roods and 36 perches are almost three quarters of an acre.

23rd November 1984 The charity was registered- number 227940, Poors Estate, Object - General Benefit of the Poor.

Consent for a wayleave from Eastern Electricity for a line to cross the land was refused on 17th July 1989.

Poors Estate originally consisted of 2 double cottages with small gardens used as poorhouse, an allotment of 14 acres and 1 rood 2 perches of land in Rowley croft. Rents were distributed to the poor according to the size of their families.

Current situation

Circa 1,200 pounds sterling in bank

Three quarters of an acre currently dormant land

The Governing Document was not included in the file handed to the current clerk

Objects: Relief of the Poor

Title Eriswell Parish Council Emergency Response Plan	Version 2	Author N Glading parish clerk
Date June 2021/ updated January 2022	Review Due June 2022	Key Responsible Person EPC Chair

Introduction

The purpose of this document is to identify risks to the community within the village of Eriswell that would likely require support from the Parish Council, either immediately or subsequently. It outlines the roles and responsibilities required to neutralise the incident to support a return to normality.

Scope

This plan does not seek to encompass those activities and responsibilities undertaken by statutory agencies, such as Fire, Police, Medical Local Authorities etc. It does however indicate how EPC can facilitate and assist such agencies with local support, premises and knowledge where required. The effectiveness of local liaison and assistance should not be underestimated.

EPC undertakes, within its powers, responsibilities and ability, to assist with the support of the vulnerable during a crisis scenario.

Review

This plan must be reviewed every 12 Months, however ongoing consideration must also be given

EPC Emergency Plan v.2

1

Incident Type	Probability	Impact Factor	Geographic Factor	Action	Key Partners	Responsible Person EPC
Epidemic or Virus	Variable - Unknown	High	Widespread	Call emergency EPC Meeting – Establish Response Required. <ul style="list-style-type: none"> Identify Sources of Reliable Information Take action to deliver response Identify vulnerable parishioners Identify those able to offer assistance 	EPC Clerk & Council Reading Rooms Committee	Chair/Vice Chair/Clerk
Fire	Medium	High	Localised	Virtual / Meeting EPC - Consider the following: <ul style="list-style-type: none"> Accommodation sourcing for residents involved. Immediate care and shelter Identify secure premises for storage of possessions Food Clothing Communications – Phone access etc 	EPC Clerk & Council Suffolk Fire & Rescue Service Suffolk Police District Council Reading Rooms Committee	Chair/Vice Chair/Clerk
Fire – Requiring Evacuation of an Area	Low	High	Medium	Virtual / Meeting EPC Consider the following: <ul style="list-style-type: none"> Accommodation sourcing for residents involved and their possessions/pets. Immediate care and shelter Food Clothing Communications – Phone access etc Liaison with District Council/County Council Support for those not directly involved 	EPC Clerk & Council Reading Rooms Committee Suffolk Police Reading Rooms Committee District Council County Council	Chair/Vice Chair/Clerk

EPC Emergency Plan v.2

2

Adverse weather	High	High	Widespread	Virtual / Meeting EPC Consider the following: <ul style="list-style-type: none"> Assess community impact Identify Vulnerable Residents Establish needs of vulnerable Communications Consider contact groups from volunteers 	EPC Clerk & Council Reading Rooms Committee District Council County Council	
Flood	Low	Med	Localised	Virtual / Meeting EPC Consider the following: <ul style="list-style-type: none"> Assess community impact Identify Vulnerable Residents Establish needs of vulnerable Consider contact groups from volunteers 	EPC Clerk & Council Suffolk Fire & Rescue Service Reading Rooms Committee District Council County Council	Chair/Vice Chair/Clerk
Power Failure (Prolonged) /associated mains Water failure	Med	Med	Localised/ Widespread	Virtual / Meeting EPC Consider the following: <ul style="list-style-type: none"> Assess community impact Identify Vulnerable Residents Establish needs of vulnerable Consider contact groups from volunteers 	EPC Clerk & Council District Council UK Power Networks Local water providers	Chair/Vice Chair/Clerk
Fuel shortage (prolonged)	Med	Med	Localised/ widespread	Virtual / Meeting EPC Consider the following:	EPC Clerk & Council	Chair/Vice Chair/Clerk

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EPC Emergency Plan v.2

				<ul style="list-style-type: none"> Assess community impact Identify Vulnerable Residents Establish needs of vulnerable Consider contact groups from volunteers 		
Severe Damage Event	Med	High	Localised	Virtual / Meeting EPC Consider the following: <ul style="list-style-type: none"> Assess community impact Identify Vulnerable Residents Establish needs of vulnerable Consider contact groups from volunteers Accommodation sourcing for residents involved. Immediate care and shelter Food Clothing Communications – Phone access etc Liaison with District Council/County Council Support for those not directly involved 	EPC Clerk & Council Suffolk Fire & Rescue Service Suffolk Police Reading Rooms Committee District Council County Council	ALL
COMAH – Site COMAH - Control of Major Accident Hazards	Low	High	Localised/ widespread	Virtual / Meeting EPC Consider the following: <ul style="list-style-type: none"> COMAH site response plans Assess community impact Provision of information Identify Vulnerable Residents Establish needs of vulnerable Consider contact groups from volunteers 	EPC Clerk & Council Suffolk Fire & Rescue Service Suffolk Police Reading Rooms Committee District and County Council	ALL

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EPC Emergency Plan v.2

Serious Crime	Low	High	Localised	Consider the following: <ul style="list-style-type: none"> Assess community impact Identify Vulnerable Residents Establish needs of vulnerable Consider contact groups from volunteers 	EPC Clerk & Council Suffolk Police Suffolk Victim Support Service	
Traumatic Incident - Misc	Low	High	Localised/ Widespread	Virtual / Meeting EPC Consider the following: <ul style="list-style-type: none"> Assess community impact Identify Vulnerable Residents Establish needs of vulnerable Consider contact groups from volunteers Accommodation sourcing for residents involved. Immediate care and shelter Food Clothing Communications – Phone access etc 	EPC Clerk & Council Consider all other partner groups as appropriate.	Chair/Vice Chair/Clerk
Aircraft incident	Low	High	Localised/ widespread	Virtual / Meeting EPC Consider the following: <ul style="list-style-type: none"> Assess community impact Support for emergency services 	EPC Clerk & Council MoD Suffolk Fire & Rescue Service Suffolk Police	Chair/Vice Chair/Clerk



ERISWELL PARISH COUNCIL EMERGENCY PLAN

When an emergency impacts the village: first contacts are

Libby Hall 07873 411044

Andrew Bibbey	01638 531253	
Emergency Services/ Suffolk Police	999/ 101	
Suffolk Fire & Rescue Service	01473 260588	
Suffolk Emergency Helpline	0345 603 2814	Only active during emergencies
NHS	111	Non-emergency
Environmental Agency Flood line	0345 988 1188	
Electricity/ power cut	0800 316 3105	UKPN
Anglian Water	0800 771 881	Leak line
West Suffolk District Council	01638 719000	
Suffolk County Council	0345 606 6067	
Lakenheath Surgery	01842 860400	
West Suffolk Hospital	01284 713000	

Good afternoon Nicola.

Claire Johnson has forwarded your email to me as the surveyor that previously dealt with the above property and the recorded dangerous structure case.

The situation was reported 19th October 2021 and I carried out an inspection of the outbuilding and discussed the matter with the owner. He is aware that the building was hit and partly demolished, and has been cleaning up any debris that has fallen into the road. We have been monitoring the situation and although unsightly there appears to be no further risk of further collapse in the near future; therefore no further action is required to be taken against the owner at this time.

I hope the above clarifies the situation.

Kind regards,

Darrell

Darrell McConnell
Senior Building Control Surveyor
Planning Development
Direct dial: 01284 757376
Email: Darrell.McConnell@westsuffolk.gov.uk
www.westsuffolk.gov.uk
West Suffolk Council
#TeamWestSuffolk