

**Pakenham Parish Council**  
**Minutes of the Annual Meeting of the Council**  
**held on Thursday, 16<sup>th</sup> May 2024 following the Annual Parish Meeting in the**  
**Village Hall**

**Present:** Cllr Davey, Cllr Dorling, Cllr Bagnell, Cllr Palfrey, Cllr Sargent, Cllr Sidebotham and Cllr Berry

Twelve Members of the public were in attendance.

Mrs S Brown (clerk) took the minutes.

1. **Election of Chairman:** Cllr Berry proposed Cllr Davey seconded by Cllr Palfrey all in agreement. Cllr Davey was duly elected Chairman.
  - i. **Sign the Declaration of Acceptance of Office:** Cllr Davey signed the Declaration of Acceptance of Office.
2. **Record Councillors' apologies for absence:** All in attendance.
3. **Declarations of interest:** No declarations of interest received.
  - i. **To update Register of Members Interest Forms if necessary:** No updates were necessary.
4. **County Councillors Report:** Cllr Hopfensperger did not attend a report had been received and was read to Council: As usual highways accounts for the largest amount of queries I receive. Potholes are the bane of people's lives and it does appear again due to the weather to have been particularly bad this year 105% increase in reports and SCC response is not always as quick or as good as we expect, there has been a commitment by highways to improve their service not least by introducing the dragon patcher which fixes potholes quicker and better quality, secondly the Road Mender Elastomac which patches larger area of the road at the same time. I encourage anyone to report highway defects online on the highway reporting tool.  
Verge cutting Pakenham is due to have verges cut w/c Monday 10 June. Weeds have caused some concern and I can confirm Pakenham will be receiving weed treatment the w/c Monday 15 July. Drains and flooding Pakenham is on a 6 monthly cyclical drainage schedule and the drains were last cleansed w/c 8 March and they are due to be done again w/c 27 September. Given the amount of rain we have had there maybe times that we need to ask for drains to be cleansed further and a particular area is Bull Lane, where I am awaiting a date for a site visit to take a look at the area. There were two other areas which were causing concerns under Ixworth road and at Micklemere opposite the bird hide where drains are blocked, these have yet to be reported on the system, if they could be and then I can arrange work to be carried out. Cllr Dorling and the clerk advised these had been reported to send the details through to Cllr Hopfensperger.  
Speeding we've tried to get speed enforcement in the village but the threshold for intervention appears to be quite high for the police to intervene. I've taken this up with the police and crime commissioner and the Suffolk road safe board to state that there should be campaigns for rural areas.

*Extension of the footpath outside the church: I've agreed to fund the difference between the SCC quote and the money that the Pc has put aside for this project, I've asked for the works to be ordered and I will let you know when I have a delivery date.*

*Stowlangtoft Bridge (A1088): the closure of this bridge and the weight limit restriction is already causing extra HGV traffic through the village and using Fen Road. There is a liaison group set up which will next meet on 24 May. Highways have agreed to put additional 20mph signage and narrow road signage at various parts of the village to mitigate some of the extra traffic.*

*Jaynic Planning application (Stanton): Attended the development and control committee where the above application was discussed, I spoke on behalf of Pakenham and Great Barton with regards to the effects the planning application will have on the surrounding villages. The application was turned down.*

**District Councillors Report:** *Cllr Speed attended and did not have anything further to add from his previous report. It was asked if Council had any opinion on the use of the Agri Centre now it had closed. Councillors advised they would be happy with appropriate residential development for residents of Pakenham, it was asked if they would be happy for a small care home, no one expressed objections to this.*

**Public Forum:** *A resident highlighted blocked drains. A resident highlighted The Dell had submitted an amendment and they felt it was not always clear what changes were being asked for. It was highlighted the owner of The Dell did not own the driveway which needed to be widened, the owner of which had not given permission. Cllr Speed advised he had taken on board residents views on application DC/24/0604/VAR it was again reiterated the drawings supplied by the Dell shows the applicant owns the drive when they do not. Residents feel they are being ignored over these issues. The Clerk advised this application had been too late for the agenda and an extra meeting would be called to look at this application.*

5. **To consider the approval of the minutes of the last meeting:** *Cllr Palfrey advised it was the Ixworth Chair and a member of Green Ixworth not a councillor who had attended the last meeting, to amend. The minutes of the meeting held on 18<sup>th</sup> April 2024 were approved to be signed as a true record.*
6. **Appointment of Vice-Chair & confirm representatives to:** *All in agreement for the following appointments:*
  - i. **Vice-Chair:** *Cllr Davey proposed Cllr Dorling seconded by Cllr Bagnell all in agreement. Cllr Dorling was duly elected as Vice-Chair.*
  - ii. **PVH & PFA:** *Cllr Berry to continue to represent the Parish Council.*
  - iii. **Pakenham Charities:** *Cllr Dorling and Cllr Palfrey to continue as the representatives of the Parish Council.*
  - iv. **Tree Officer:** *Cllr Dorling to continue as the Council's Tree Officer*
  - v. **Ixworth Patients Association:** *Cllr Sargent to continue to represent the Parish Council.*
  - vi. **Weekly Inspections:** *G. Cranmer to continue the weekly inspections of Council property in the village.*

7. **Annual Reviews:**
- i. **Standing Orders:** All in agreement no changes were necessary
  - ii. **Financial Regulations:** The Clerk advised NALC had issued new Financial Regulations, the suggested monetary amounts from NALC had been inserted and adapted for use by the Council. A copy had been circulated to Councillors. All in agreement to adopt the new Financial Regulations.
  - iii. **Financial Risk Assessment:** The financial risk assessment had been updated to include internet banking and circulated to Councillors. All in agreement the financial risk assessment met the needs of Council.
  - iv. **Asset Register:** The asset register had been circulated to Council. All in agreement the asset register 2024-25 was up to date with total assets of £33,279.84
  - v. **Council Policies including GDPR:** All in agreement no changes required.
  - vi. **Clerk Salary:** All in agreement to move from SCP18 to SCP19.
8. **To confirm Pakenham meet the criteria to exercise the General Power of Competence:** Council confirmed it meets the conditions of eligibility set out in the Schedule to The Parish Councils (General Power of Competence)(Prescribed Conditions)Order 2012, thereby enabling it to use the General Power of Competence. This will remain valid until the annual meeting following the next ordinary election in May 2027.
9. **To consider a working group with Ixworth Parish Council in regards common enforcement issues:** Council discussed with the first meeting date of Friday 24<sup>th</sup> May at 11.30am at Ixworth Fire Station Cllr Dorling and Cllr Sidebotham to attend. To defer agreeing a working group to the next agenda after Cllrs: Dorling and Sidebotham report back.
10. **To consider notice board at Church Green Wood:** Cllr Dorling advised the wording on the notice board needed changing in the past and this had now degraded. The board needed to be taken off and a new one made all in agreement to go forward with this.
11. **To consider donation request from SARS:** The Clerk advised the Council had donated £150 last year to SARS. Council discussed and Cllr Davey proposed £150 donation seconded by Cllr Dorling all in agreement to donate £150.
12. **To consider submitting a direction request to planning inspectorate in regards claimed FP Broadway to Mill Road:** An update had been received from the Rights of Way Team at SCC which was read out to Council. It included the parish council's application has gone down the list with only two higher scoring formal applications above however they had received 8 directions from the Secretary of State to determine applications within a set timescale and these have overtaken the Councils application. It was advised if a formal application for a definitive map modification order has not been determined within 12 months of receipt the applicant has the right to apply to the Secretary of State to direct

the County Council to determine the application within a specified timeframe. The Clerk advised two copies of the original application and confirmation that the landowner was notified would have to be sent to the Planning Inspectorate ROW Team. Council discussed and expressed disappointment that Pakenham had not moved forward and that it had not been pushed by Cllr Hopfensperger. Cllr Berry proposed making a direction request seconded by Cllr Dorling all in agreement. The Clerk would email the information and the papers were confirmed at the meeting a covering letter had been prepared and read to Council and was signed by the Chair.

**13. Correspondence circulated:**

- **SALC ebulletins/West Suffolk Council/Suffolk County Council –**  
Noted
- **SALC New Planning Webinars on Planning Law; Roles & Responsibilities; Levelling Up; Conservation:** The Clerk advised these were all webinars at a cost of £35 + VAT per Council, this was discussed if any Councillor wished to attend to advise the Clerk.
- **Emails from Residents:**
- **Kebab Van:** The Clerk advised the email received at the last meeting had been forwarded to Cllr Speed he advised he did think efforts to reduce generator noise are reasonable and he has asked West Suffolk Council to communicate the request. A further email had been received in regards chairs being placed on the pavement, Cllr Speed to take forward. It was hoped this could be discussed at the joint meeting with Ixworth being held on 24 May
- **Allotments:** A rabbit had been spotted in the allotment area, the fence had been plugged up and the tenants will come back to Council if there is any further incursions – Noted  
A complaint had been received in regards an allotment plot that was overgrown and causing a nuisance to the adjoining plot. The Clerk had emailed the overgrown plot tenant highlighting the tenancy agreement item 5a of the need to keep the plot in good order.
- **Telephone call re cutting down of an Oak Tree opposite the Church:** Cllr Dorling had visited the site and confirmed this was not an Oak tree and felt it was a safety issue as a tree was growing into the metal boundary fence at the road edge - Noted
- **Letter in regards using the Old Bowling Green area for a Club Room for the Model Railway Club:** Council briefly discussed and agreed for the item to be placed on the next agenda.

**14. Planning Applications to comment:**

- i. **Enforcement Updates:** An update had been received from the enforcement officer following his site visit to The Dell, this was read to Council.  
Mill Road gate posts: Planning enforcement had asked for confirmation that this is the same site upon which previous enforcement action was taken – this had been confirmed by the Clerk.
- ii. **Application DC/24/0428/FUL Land adj. Pelambech, Fen Road – one dwelling with garage and vehicular access:** The Clerk advised one letter of objection had been received and a number of residents

attending the meeting also objected to the application. Council discussed and Cllr Bagnell proposed objecting to the application seconded by Cllr Davey all in agreement with the comments: application is outside the settlement area, a failure of safe vehicular access and no proven access.

- iii. **Application DC/24/0563/CLE Stanley Lodge, Fen Road – application for lawful development certificate for existing use or development – use of outbuilding as a residential dwelling:** Cllr Speed gave an outline of what had been agreed previously. Council discussed and Cllr Davey proposed no objection seconded by Cllr Dorling, Cllr Sidebotham abstained a majority decision no objection.
- iv. **Application DC/24/0506/FUL Land south of Ponderosa, Fen Road – New vehicular access:** Council discussed and highlighted this was already in place with Council still waiting for a response from highways that the concrete over the ditch met regulations. Cllr Davey proposed objecting seconded by Cllr Bagnell all in agreement with the comment until Council hears that the legality of the base already in place meets current regulations they cannot agree to the application.
- v. **Application DC/24/0604/VAR The Dell, The Street – variation of DC/22/1803/VAR to allow for amended wording of condition:** The clerk advised this had been received after the agenda had gone out. Council agreed to an extraordinary meeting on Thursday 30 May at 4/5pm dependent on availability of the village hall.

Councillor Bagnell left the meeting.

15. **Finance Report:** To confirm receipt of £11,958 precept and £161.07 annual interest. A VAT reclaim for 2023-24 has been made of £1,370.30 and are awaiting receipt. The internal audit has been carried out. Bank balances at 30 April 2024 are: Deposit account £10,851.94 - Current account £15,496.28 after the two invoices below are paid the uncleared amount is £15,366.54
- i. **To consider and approve Annual Governance Statement Section 1 and authorise Chair to sign on behalf of Council:** The Clerk read the sections to Council all in agreement for the Chair to sign on behalf of the Council. The Chair and Clerk/RFO duly signed.
  - ii. **To consider and approve Accounting Statements Section 2 and authorise Chair to sign on behalf of Council:** Circulated to Councillors all in agreement for the Chair to sign on behalf of the Council. The Chair and Clerk/RFO duly signed.
  - iii. **To consider internal audit report:** The Clerk read out the statement from the internal auditor no recommendations or changes required.
  - iv. **Notice of Public Rights:** The Clerk to complete using the dates recommended by PKF Littlejohn 3 June – 12 July.
  - v. **To consider any payments to be made:** All in agreement for the payments to be made – Cllr Davey confirmed Council is now able to make internet payments and this will commence at the next meeting.
  - vi. **Internal Audit inv: 2412 for £100:** A cheque no: 1815 was raised for £100
  - vii. **Clerk for 2 packs of markers @ £14.87 each for reserved lawn cemetery plots:** A cheque no: 1816 was raised for £29.74

viii. **SARS donation £150 as agreed above:** A cheque no: 1817 was raised for £150

16. **Councillors' reports and items for future agenda:** Cllr Sidebotham advised a number of cars parking on The Street were untaxed, they were advised to report this on the police website.

**Date of next meeting:** The date of the next scheduled meeting was confirmed as Thursday, 20 June 2024 in the village hall.

**There being no further business the meeting was closed at 9.25pm**

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