

Pakenham Parish Council
Minutes of the Annual Meeting of the Council
held on Wednesday, 19th May 2021 at 7.30pm

Present: Cllr Painter, Cllr Dorling, Cllr Bagnell, Cllr Davey, Cllr Palfrey and Cllr Sargent

One Member of the public was in attendance.

Mrs S Brown (clerk) took the minutes.

1. **Election of Chairman:** Cllr Palfrey proposed Cllr Painter seconded by Cllr Sargent all in agreement. Cllr Painter was dually elected Chairman.
 - i. **Sign the Declaration of Acceptance of Office:** Cllr Painter signed the Declaration of Acceptance of Office.
2. **Record Councillors' apologies for absence:** No apologies received.
3. **Declarations of interest:** No declarations of interest received.
 - i. **To Review Register of Members Interests:** No members register of interests required updating.
4. **County Councillors Report:** Cllr Hopfensperger attended and advised she had a meeting booked with the Highways Officer for Friday 21 May to discuss traffic issues in Pakenham. Two residents had contacted Cllr Hopfensperger in regards Sizewell C and Pakenham Fen to report concerns. Cllr Hopfensperger had advised all information either she or the Parish Council had received had been published in the Village Newsletter. Council discussed Pakenham Fen including: The Chair advised any comments/objections needed to be made to the planning inspectorate by the 7th June 2021. EDF had advised they would send in a revised plan and attend a meeting with the Parish Council and residents but unfortunately this would be after the 7th June. Cllr Hopfensperger advised at one stage SCC had 500+ questions/queries/objections to the Sizewell C plan. The Chair reported originally Pakenham Fen had been an addendum to the original plan but is now included within the plan. Cllr Dorling had been approached by a landowner originally and these concerns had been included in the list of comments sent to EDF from the Parish Council in the first instance. It was hoped the cattle would be able to stay on the Fen in the future. It was noted the Parish Council did support the landowners of Pakenham Fen and it has hoped EDF would also support them and how they have maintained the land in the past. Cllr Painter advised he and Cllr Sidebotham had reiterated this to EDF at the recent meeting with them. The resident who was in attendance also gave their views and the Chair asked if she would send in her comments via email to the Clerk to allow them to be included within the comments from the Parish Council to the Planning Inspectorate. The Leiston site was briefly discussed. Cllr Hopfensperger to advise the Parish Council of her comments which would be sent to the Planning Inspectorate as the more individual comments that were sent would show the strength of feeling. It was advised the Water Mill had been kept updated with any information the Parish Council had received. It was hoped to have a public meeting before the 7th

June. The Chair and Clerk to draft a response in the first instance and circulate to Councillors.

Borough Councillors Report: Cllr Brown did not attend and no report had been received.

Public Forum: Nothing further to add.

5. **To consider the approval of the minutes of the last meetings:** The minutes of the meeting held on 21st April 2021 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 Painter proposed Cllr Dorling seconded by Cllr Palfrey all in agreement. Cllr Dorling was dually elected as Vice-Chair.
 - ii. **PVH & PFA:** Cllr Palfrey to continue as the representative of 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 Sidebotham to continue as the representative of the Parish Council.
 - vi. **Weekly Inspections:** G. Cranmer to continue the weekly inspections of Council property in the village.
 7. **Annual Reviews:** The Clerk advised no changes were required
 - i. **Standing Orders:** All in agreement no changes required.
 - ii. **Financial Regulations:** All in agreement no changes required.
 - iii. **Financial Risk Assessment:** All in agreement no changes required.
 - iv. **Asset Register:** All in agreement the asset register was correct, it was noted two new benches to be added when they have been delivered. Cllr Painter advised the benches would be delivered Thursday 20 May by 5pm. The benches would be stored in the village hall prior to installation, if Councillors wished to view on Friday in regards requiring oil treatment. It was agreed if Cllr Painter did not hear to the contrary, he would arrange the benches to be oiled before they were installed.
 - v. **Council Policies including GDPR:** All in agreement no changes required.
 - vi. **Clerk Salary:** All in agreement to move from SCP15 to SCP16 as per clerk's employment contract.
 8. **Reports arising from the previous meeting:**
 - i. **Sizewell C meeting in regards Pakenham Fen:** Council looked at possible dates for a public meeting and unfortunately due to the limited time available they were unable to get a date. The Clerk to let the resident who attended the earlier part of the meeting. The Clerk to place a notice on both noticeboards advising residents if they had comments/objections they needed to contact the Planning Inspectorate by the 7 June 2021.
 - ii. **Response from Anglian Water – Allotments:** The Clerk had been advised there was no information on the previous resident who had
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received invoices and if a resident wished to take over the water supply, they should contact Anglian Water. The agreement for the supply of water would then be between Anglian Water and the resident and not the Parish Council. Council discussed advising the water pipe also supplies the Pavilion. The clerk to inform the resident who had requested to take over the supply the Parish Council had no objection as long as it was the allotment holders who paid for the water and not the PVH & PFA. The resident would need to take responsibility for the pipe/meter the supply of water and any leaks/breakages and any bills, this may be very costly for the resident if there are any unauthorised use of leaks. To confirm to the resident the Parish Council would not be responsible for any bills.

- iii. **Footpath (to add to the definitive map):** Cllr Dorling advised a number of the forms had been completed. To place on next agenda to confirm taking it to the second stage of completing a Schedule 8 notice.
- iv. **Clerks Report:** A burial had been carried out in Plot F7. The Clerk to cancel the Zoom membership. The car parked on Fen Road had been reported to the police who advised no action was necessary. A risk assessment has been carried out by the Clerk in preparation for face-to-face meetings. It was agreed the Clerk to purchase hand sanitiser and wipes.

9. **To consider maintenance of war memorial:** Still awaiting permission from the Church to place on next agenda.

10. **Correspondence circulated:**

- **SALC ebulletins** – noted
- **Suffolk Constabulary information** – Noted
- **West Suffolk Council** – Noted
- **Babergh Mid Suffolk Local Plan** – Noted
- **Suffolk County Council: Boundary Changes** – Noted
- **Parish and Town Forum 14 July 6-7.30 pm by Teams** – Noted
- **Letter received from a resident without internet access in regards the publication of minutes** – The Clerk had advised the minutes were too large to be added to the village newsletter however the Chair sent a report each month for publication. The date of the next face to face meeting was advised to the resident.
- **A report of a white range rover which had been left in front of the Watermill** – The Clerk has reported this to the police
- **A report of a dead tree on Fen Road** – The Clerk had reported this to SCC who had advised they had inspected and it posed no immediate danger.

11. **Planning Applications to comment:**

- i. **Application DC/21/0848/TCA Beggars Roost, Mill Road – 1 Sycamore crown lift to 5m above ground level, 1 Sycamore fell:** Council discussed and all in agreement no objection.

- ii. **Application DC/21/0638/HH amended 1 Church Green – dormer to rear elevation, rooflight to rear elevation, oil tank to side with screening:** Council discussed and all in agreement no objection.
- iii. **Application DC/21/0766/FUL Land east of Nosredna, Mill Road – installation of 2 air conditioning units with lightening finials, 2 emergency backup generators, install electricity meter cabinet, security fencing & landscaping & ancillary development:** Council discussed and all in agreement no objection
- iv. **Application DC/21/0816 Lamberts Cottage, Fen Road – part two storey, part single storey side extension, two storey rear extension, single storey rear extension, front porch, one roof light to front elevation, one roof light to rear elevation:** Council discussed and all in agreement no objection.
- v. **Applications determined by Planning Authority:** None received.
- vi. **Enforcement Updates:** EN/21/0110 Potential continued use of former builders' yard for joinery works and soft furnishings – this has been passed onto the investigating officer.

12. Finance Report: Bank balances the deposit account held £10,146.18 at 30 April 2020 this includes £16.68 interest received. The current account held a cleared balance at 30 April 2021 of £26,203.62 and uncleared of £26,408.62 – receipts received £205 burial, precept of £11,907 and allotment rent of £90.

- i. **To consider and approve end of year statements & internal audit report:** This had been circulated to Councillors and the internal audit read out to Council all in agreement to approve.
- ii. **To consider and approve Annual Governance Statement Section 1 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.
- iii. **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.
- iv. **To consider and approve exemption from the requirement for a limited assurance review and authorise Chair to sign on behalf of Council:** All in agreement to approve exemption and the Chair to sign on behalf of the Council
- v. **Insurance review and payment of premium £384.06:** Year 2 of a three-year long-term agreement with Pen insurance Council reviewed and all in agreement for the payment of the premium a cheque no: 1691 was raised for £384.06

13. To consider any payments to be made:

- i. **M&TJ's grass April cut £204:** A cheque no: 1692 was raised for £204
- ii. **Internal auditor £90:** A cheque no:1693 was raised for £90

14. Councillors' reports and items for future agenda: Cllr Dorling advised some spoil had been left at the Lawn Cemetery and he had placed a new notice advising no spoil to be left on site, to place on next agenda.

Date of next meeting: The date of the next scheduled meeting was confirmed as Wednesday, 16 June 2021 in the village hall

There being no further business the meeting was closed at 9pm

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