

**Minutes of the annual meeting of Marlesford Parish Council  
Held in the Community Centre on Friday 13<sup>th</sup> May 2016 at 7.00pm**

Present: The Chairman, Lord Marlesford; Vice Chairman, Cllr Dr R Waterfall; Cllrs Mrs L Bensley, Mr S Catling, Mrs D Wells and Dr M Carswell; District Cllr Mrs C Poulter; and the Clerk, Mr R Proctor.

In attendance: Col P Simms, Mrs A Hillier and Mr M Stock.

**1. Election of a Chairman and Vice Chairman**

Nominated by Cllr Carswell, and seconded by Mrs Wells, Lord Marlesford was elected to serve as Chairman of the Council for the next 12 months.

Nominated by Cllr Bensley, and seconded by Lord Marlesford, Cllr Waterfall was elected to serve a Vice Chairman of the Council for the next 12 months.

**2. Apologies for absence**

Apologies were received from County Cllr Burroughes.

**3. Minutes of the previous meeting**

The Minutes of the previous meeting, held on 26<sup>th</sup> February 2016, were approved by the Council as an accurate record of the meeting, with two amendments – correction of the meeting date and correction in Minute 4b, to state that “Cllr Carswell reported that she had attended the Public Inquiry for a few hours on each of two days”. The Chairman signed the Minutes.

It was agreed that future Minutes would be displayed on the village noticeboard, in draft form, as soon as they were available, and after councillors had a week to notify any amendments.

**4. Reports from representatives of outside bodies**

- a) Neighbourhood Watch – Mr Cooper and Col Sims provided a written report, covering March 2016 to date, as follows:

From the reports received by the Neighbourhood Watch team, we believe that there have been no crime incidents in Marlesford in the last two months. As ever, other areas have experienced break-ins, car theft, scams and antisocial behaviour, so whilst we can count ourselves lucky that Marlesford has apparently not been affected, we should remain on our guard.

A selection of the issues reported to the Neighbourhood Watch team and based on the experience of others are as follows:-

**The Good Citizen Award Scam**

Action Fraud has been receiving reports of an advanced fee fraud whereby suspects phone a member of the public and claim to be calling on behalf of the UK (or British) Government Grant Department.

They go on to state that the individual has won a Good Citizen Award – of typically £8,000 – and that the grant can be released for a fee (of around £210).

Fortunately, very few members of the public have lost any money as a result of this scam but have reported it to Action Fraud in order to help build a picture of this fraud and protect others from falling victim to it.

**DVSA Fixed Penalty Email Scam Warning**

The Driver and Vehicle Standards Agency has been made aware that members of the public have received emails claiming to be from the DVSA Fixed Penalty Office with an attachment to a “fixed penalty receipt”.

Do not open the attachment, or click on any links within the email, and do not reply to it. The DVSA never sends fixed penalty notices to customers via email.

### **Council Tax Scam**

There have been reports of scammers claiming to be from the Council and suggesting that the person they are calling is in arrears on their council tax and asking for their bank details to take payment.

There have also been reports of a company telephoning victims and claiming that their property is in the wrong council tax band and asking for nearly £70 to rectify the situation.

Councils will not ask for bank details over the phone, nor will they ask for payment without a written demand.

Where scams or fraud is suspected, report it to Action Fraud on 0300 123 2040 or visit [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

### **Reorganisation of Suffolk Police**

The reorganisation of Suffolk Police has been widely reported, with more information available on the Suffolk Police website [www.suffolk.police.uk](http://www.suffolk.police.uk) As a result of the reorganisation, Woodbridge police station counter has closed. The station is still operational, but not available for the public to visit.

### **Summer Crime**

The Neighbourhood Watch team has been warned that some types of crime can increase in the summer – often associated with leaving doors and windows open in warmer weather and leaving car sunroofs and windows open.

It is obvious to us all, but always lock up when you leave the house and make sure windows, especially on the ground floor, are secure.

### **Look out for your neighbours!**

Most of us are alert to the sort of issues outlined above, but elderly and vulnerable neighbours may not be – please make sure they stay safe as well as you!!

- b) Suffolk County Council – Cllr Burroughes had provided a written annual report, which would be posted on the village noticeboard.
- c) Suffolk Coastal District Council – Cllr Poulter provided a written annual report and highlighted the key sections.
  - i. The Council had announced an increase in Council Tax (1.99%) – a situation it was not happy about but that was necessary after having kept rates frozen since 2010.
  - ii. Partnerships working between Suffolk Coastal and Waveney District Council was resulting in real savings being realised without loss of services.
  - iii. The East Suffolk Business Plan had been published, highlighting the Councils’ and available on the Suffolk Coastal website, which Cllr Poulter commented on being a very good and accessible site.
  - iv. Suffolk Coastal is investing £1.68m in affordable housing to ensure people can stay in the communities where they are raised and work. Cllr Poulter added that in rural areas, it is important that to strike the correct balance between growing the stock of affordable housing versus overdevelopment.

- v. With new offices being built, opposite Melton railway station, Suffolk Coastal is disposing of its existing Melton Hill offices. This has proved a very cost effective exercise and is securing the Council significant funds. The Council expected to move in the autumn.
- vi. An upgrade of customer services had been completed at Woodbridge library, creating savings, but also making other services, not necessarily associated with a library, available.
- vii. Cllr Poulter had spent all £5,500 of her Community Enabling budget from 2015/16 on a community shop in Badingham. She intended it to be split into smaller grants in 2016/17 and invited Marlesford to consider what projects may require support.
- viii. As portfolio holder for the environment, Cllr Poulter said she was proud that the Council was continuing not to charge for the collection of brown bins, to further encourage recycling. The district already had a strong record with 57.44% of domestic waste recycled.
- ix. With the town might seem a long way away, the significant development of Felixstowe is important for the whole area as the town in such an important port and driver of the local economy.
- x. The Council was responding to incidences of excessive noise on Friday and Saturday nights, increasing staff in the relevant Council department and an ability to mobilise immediately.

Cllr Bensley asked when the Council's housing proposal (on how to spend the £1.68m on affordable housing) would be available, and what criteria would be applied in allocating access to housing. Cllr Poulter responded that the Council expected a proposal to be produced in six to eight months. She added that there was a dilemma in rural areas, where there were limited brown field sites available for redevelopment, yet a need for more housing. She said the issue must be very carefully thought through and as a result, there is now an area plan (Core Strategy) where only sites identified within will be considered for development. On criteria for access to affordable housing, Cllr Poulter said that while this had not always been equitable, there was now guidance on what "links with an area" meant, and this included working in the area.

Responding to Cllr Wells on why developments had been approved in Framlingham, Cllr Poulter responded that the new developments had in fact been approved before the Core Strategy was developed. It was noted that the Planning Inspectorate had ruled against Suffolk Coastal's appeal against planning approval being given for the Mount Pleasant and Fairfield Road developments. Asked by Cllr Wells if infrastructure improvements were planned as a result, Cllr Poulter said that this was exactly what was needed – some had been made, but the Council would monitor the situation in accordance with the development consent that had been given.

Lord Marlesford noted that the Government had included an amendment in the Housing and Planning Bill (now an Act) meaning that buyers of second/holiday homes would not be able to access affordable housing.

On the matter of the Four Villages Bypass, Cllr Poulter said that both Suffolk County Council and Suffolk Coastal District Council are very supportive. Cllr Poulter advised that Cllr McGregor, the leader of SCDC, had recently met Ministers, along with local MPs, who are also very supportive. The Roads Minister had indicated that there was no money for the project this year, and that the decision was tied up with Hinkley Point C. The Parish Council agreed that it was important that the case for the Bypass should not be wrapped up with Sizewell C as it is required now, whether or not the plant is built. A new study was being undertaken, funded by SCC and SCDC as noted previously, to examine the case for the Bypass. Cllr Poulter indicated that emissions were a serious issue that would be included in the scope of the study. She expected a report to be available in three or four months.

##### 5. Matters arising from previous minutes

- a) Beacon for HM The Queen's 90th Birthday – Dr Waterfall reported that the beacon had been lit, as agreed at the last meeting, on Poplar Marshes on the evening of 21<sup>st</sup> April. It has been a

success with Jason Catling lighting the beacon, and sensible measures put in place to make sure it was safe. A group of Marlesford residents had gathered on Low Road to mark the occasion and Dr Waterfall had prepared a short piece for the Parish magazine.

Lord Marlesford advised that he intended to attend a service to mark HM The Queen's official birthday, in June, at Bury St Edmunds cathedral, on behalf of the Parish Council.

- b) Anti-speeding measures – Cllr Burroughes had advised that the Parish Council should prepare a list of problem sites in the village so the County Council could advise on the most appropriate measures to be put in place. He had suggested a meeting between himself, the highways department and two Parish representatives. It was agreed that this was a sensible way forward.
- c) Village website – The Clerk advised that payment had been made for hosting of the marleford.com domain for the next two years. Content of the existing site was yet to be moved to a platform that could be updated. Cllr Bensley advises that Mrs Hillier (present) had offered to help keep the site updated, once it was available.
- d) Quiet Lanes – Cllr Waterfall reported that a meeting had been held with attendance from a few Marlesford and Hacheston residents in attendance. It had been discussed that the real benefit of Quiet Lane designation would be if satellite navigation providers recorded the roads as having walking pace speed restrictions, meaning they were much less likely to appear in “quickest” calculated routes. Mrs Hillier, who had written a letter to councillors on the matter, indicated that she did not support erection of any more signs in the village and queried whether there was evidence to support whether the satellite navigation theory. It was agreed that Cllr Waterfall should proceed to see if Hacheston/Marlesford Road could be designated a Quiet Lane, meaning that Ford Road would almost become one by default, meaning there would be no need for additional signage in the centre of the village. It was agreed that Cllr Waterfall would also proceed with making enquiries with the satellite navigation companies, via the County Council. It was noted that traffic counting would be required, and Mrs Hillier offering to help with this.
- e) Litter – Cllr Carwell reported that, following a call for volunteers to litter pick on a regular basis, there were nine villagers looking after 11 stretches of road which cover the whole village. Lord Marlesford remarked that this was a great result and that the benefit can already be seen. Dr Carswell said she would submit an article to the Parish magazine to let people know.
- f) ‘Archdeaconry’ signage – In a separate letter to councillors, Mrs Hillier noted that a response from the Diocese property office, regarding the new signage at the Rectory, was rather heavy-handed and that the village should not let this go. It was agreed that Lord Marlesford would write to the Diocese, copying the Archdeacon, setting out why villagers considered the signage inappropriate for a conservation area and stating that it considered changing the name of the property from Rectory, which had stood for 200 years, to be unnecessary.
- g) Hedges on Bell Lane – The Clerk reported that he had spoken to the residents of both properties (Canty Cottage And Holly Lodge) to request that their hedges were cut back to increase access to pedestrians and traffic. The Council noted and expressed its appreciation to Mr Stock (present) for taking action. The Clerk understood that arrangements for the hedges to be cut at Holly Lodge had been made and that work was likely to be completed in the next few weeks.

## 6. Sizewell C and related matters

Lord Marlesford advised of recent debates and meetings in the Houses of Parliament which cast doubt on how quickly a decision would be made on Hinkley Point C, the decision on which progress on Sizewell C depends.

It was noted again that the case for the Four Villages Bypass is, and should remain, independent of Sizewell C.

## 7. Broadband

An email from Jonathan Chown, programme manager for Suffolk Better Broadband, to Lord Marlesford had been circulated prior to the meeting. It indicated that fibre broadband was now available to all Marlesford properties and that residents should contact their internet service provider to access it.

It was agreed that the Clerk would place a note in the Parish magazine advising villagers of this fact and directing them to email Jonathan Chown if there was any issue with access to this new infrastructure.

## 8. Planning update

Cllr Waterfall updated the Council that there had been a third set of plans submitted for work at The Smithy, as discussed at the previous two meetings, updating proposals as requested by planners. This presented no issues for the Council.

There was also a proposal for improvements at Lime Tree Farm, which again was no reason to object to.

It was noted that there had been a delay in planning documents reaching the Parish Council due to confusion over which SCDC departments were aware of the change of Clerk. This had now been rectified.

## 9. Planning changes

It was noted that the Housing and Planning Act had now been passed, with restricted requirements for planning authorities to consult Parish Councils on planning applications. It was agreed that the Clerk would write to SCDC Planning to advise that the Parish Council wished to continue to be made aware of any planning applications being made in Marlesford.

## 10. Speeding in Marlesford

Further to the discussion earlier in the meeting (under Point 6), Cllr Waterfall advised that he was progressing a proposal to have Keepers Lane and Hacheston Road designated as Quiet Lanes. He explained that Quiet Lane designation would involve some monitoring work and that if successful, subtle signage would advise road users of reduced speed limits and that there is no automatic right of way to any user (be that pedestrian, cyclist, animal or motor vehicle).

The Council agreed that this would be a welcome development for the village and that Cllr Waterfall should continue to pursue it.

## 11. Marlesford Old School Fund

Cllr Waterfall said that funds owed to the Village, from the sale of the School building some years ago, had now been transferred to a Trust account. A group of Trustees had been formed, comprising [names please], Mrs Frankie Fisk. There was in the region of £20,000 to be invested and the intention was to keep that capital invested and use the interest to make small grants available for the benefit of local children. Cllr Waterfall indicated that there are similar schemes already in operation in Hacheston and Great Glemham.

## 12. Finance Report

The Clerk presented a table of accounts indicating income and expenditure for the financial year 2015/16. It indicated funds of £3,086.51 were currently held, with £835.08 in the deposit account and £2,251.43 in the current account.

With an updated signature mandate still being processed by the Bank, the Council was currently unable to write cheques, meaning there was expenditure of £884.00 outstanding (bus shelter repairs – £ 700; web hosting – £114; Remembrance wreath – £17; Campaign to Protect Rural

England – £36; and, Disability Advisory Service – £20). These payments would be made once the account was accessible again. That left actual funds available of £2,199.50.

The Council agreed the accounts and that the Clerk should make the annual return.

**13. Councillor vacancy**

It was noted that Mr Thomas had stood down as a councillor since the last meeting, having sold the Farmcafe and now having no connection to Marlesford. The Council agreed that it should co-opt a new member.

Lord Marlesford indicated that Mr Proctor had expressed a wish to stand down from the role of Clerk, as he did not feel he had the time to dedicate to the job alongside his full-time employment. Mr Proctor indicated that he would like to remain involved with village life and would be happy to become a councillor if the opportunity was available.

It was agreed that the Council should advertise the role of Clerk, and look to fill that post first.

**14. Any other business**

The Clerk had received two pieces of correspondence since the agenda had been circulated:

Notification of changes to opening times for Household Waste Recycling Centres – it was agreed that the Clerk would send the notice to the Parish magazine for inclusion.

Launch of new Connecting Communities transport service – it was agreed that the Clerk would precis the notice regarding launch events and send it to Cllr Carswell for distribution to villagers by email.

**15. Next meeting**

Meetings until the end of 2016 are as follows:

Friday 12<sup>th</sup> August 2016 at 7.00pm

Friday 11<sup>th</sup> November 2016 at 7.00pm

The meeting closed at 9.07pm.

Chairman

Date