

# Bacton Parish Council

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## MINUTES

of the meeting held at Bacton Village Hall, on

**Monday 13<sup>th</sup> June 2022 at 7.00pm**

**Present:** Councillors: David Chambers (Chairman), Bernard Coxhead, Philip Jeffries, Vanessa Kingsley, Graham Macausland, Gail Wigglesworth, Paul Wigglesworth.

**In attendance:** Maximilian Clay - Clerk to the Council  
District Cllr Mellen (part) and County Cllr Stringer (part)  
5 Members of the public.

### **June22-1. Apologies for Absence**

All Councillors were present and so there were no apologies.

### **June22-2. Declarations of Interest and Dispensation considerations**

There were no declarations of interest.

### **June22-3. Minutes of the Previous Meeting**

The Council resolved that the minutes of the meetings held on the 16<sup>th</sup> and 30<sup>th</sup> May were a true record and that the Chairman be authorised to sign them as such.

### **June22-4. District & County Councillor Reports**

- a. District Cllr Mellen had submitted a written report but added that plans for the footway under the railway bridge had been brought back to the development control committee. Despite incorrect papers and clear dangers to cyclists that remain embedded in the plans, the committee had voted to approve them and to delegate consideration of further detail and development to officers. He felt that this was a very unsatisfactory outcome.
- b. County Councillor Stringer had submitted a written report but highlighted that there was a campaign to encourage the in-house Highways team to bid for the Highways Maintenance contract because the costs for works under the current contract with Keir had escalated to apparently absurd levels. Echoing D Cllr Mellen's comments about the footpath under the railway bridge C Cllr Stringer pointed out that at Haughley, permission had been granted in a similarly questionable way resulting in the implementation of a road scheme which, on completion, had failed its safety audit. This meant that the site in question cannot be left as it is and he felt that if the plans for the railway bridge path go ahead without careful re-consideration the same thing may happen there.

### **June22-5. Public Forum**

A member of the public asked about a single point of contact regarding any problems arising from the current developments in Bacton. D Cllr Mellen reported that a point of contact for the development and oversight of Construction of Management plans had been appointed but that unfortunately he was now leaving the district council. However, the first point of contact should be the developer concerned and the planning department should be contacted if a satisfactory resolution could not be reached.

### **June22-6. Planning**

#### **a. Responses to Application Consultations:**

##### **i. DC/22/02655 - Longwood, Clay Lane, Bacton**

*Erection of a two storey detached garage and store.*

Although some concerns were expressed about the fact that the site seemed to be in use for commercial purposes, and therefore the implications in regard to the longer

term use of the proposed development, the Council resolved to raise no objection.

**ii. DC/22/02684 Land to The North Of Church Road, Bacton**

*Application for a Non-Material Amendment for DC/21/01930 – GRP Substation added to the north of the site to allow for full capacity of site. Cycle path widened for access over with Demountable Bollards. Demountable bollard and maintenance parking added to southern cycle path for pond maintenance.*

The Council noted that the previous plan had included a staggered gate, to avoid the danger of cyclists riding straight out of the end of the cycle path onto the road. In view of the lack of such protection in the current plan, the Council resolved to object.

**iii. DC/22/02844 Land South of Pretyman Avenue, Bacton**

*Discharge of Conditions Application for DC/21/0392 – Condition 24 (Cycle Link).*

The Council had no objection to the proposal in principle but had some concerns about the line of the path which would be taken up with the planning department.

**iv. DC/22/02883 Land South of Birch Avenue**

*Application for the modification of a Section 106 Planning Obligation – Discharge of Open Space Scheme obligation in Schedule 2, Part 1, 1.1 of legal agreement dated 23 March 2022 relating to DC/21/03292.*

In discussion it was felt that anything that added to the green spaces in the village was to be welcomed. It was noted that the play provision was focused on the younger end of the age spectrum but that the Council had already agreed to discuss provision for older children. The Council therefore resolved to support the application.

**b. The Council noted the following updates on applications considered previously:**

**i. DC/22/00562 & 00566 - The Forge, Fords Green, Bacton IPI4 4QG:**

*Householder Planning and Listed Building Consent Applications respectively: Erection of a new single-storey extension (following demolition of existing), and erection of a new detached cartlodge (following replacement/demolition of existing static caravan and garage). Approved.*

**ii. DC/22/01189 - Land Adjacent Oak Tree House Cow Green, IPI4 4HJ:**

*Application for Approval of Reserved Matters following Outline Approval DC/21/03634. Town and Country Planning Order 2015. Submission of details for Access, Appearance, Layout, Landscaping and Scale for 1 dwelling. Awaited.*

**iii. DC/22/01545 - Land North West of Rectory Road, Bacton**

*Full Planning - Erection of 5 No dwellings, associated landscaping and new access. Awaited*

**iv. DC/22/02381 - Mildmay Lodge. Pound Hill, Bacton**

*Severance of garden and erection of 1 No detached self build bungalow and off road parking using access from existing drive (following demolition of outbuilding). Awaited*

**June22-7. Neighbourhood Planning**

The Clerk had circulated a paper in advance of the meeting highlighting that the Council had agreed to the principle of committing to the creation of a Neighbourhood Plan (NP) subject to understanding and approving the full financial and resource implications. This discussion was therefore focused on those matters and on making a final decision about taking the next steps. The Council noted that creating an NP is a lengthy process (at least 18 months and normally well over two years) and would involve a substantial time commitment from some, if not all, councillors and from the wider community. The cost of developing an NP would be at least £10,000 with the scope of the NP being the primary determinant of further cost. Plans with the largest scope (including a comprehensive allocation of housing development land, supported by a call for sites and site appraisal) cost closer to £20,000 but are the most robust. Financial support is currently available in the form of a basic support package of £10,000 which can be used to pay for a consultant, publicity and publicity materials. Further funds and technical support are available for wider-scope NPs, up to a further £8,000. This means that

most direct financial costs are covered and the exercise can be nearly self-funding under the current regime but the current regime is under review and it is unclear what the funding will be, if any, beyond the current financial year.

In discussion it was noted that having an NP in place brings financial advantage in that the Council would receive a higher proportion of CIL funds from any developments approved once a plan is in place (25% uncapped instead of 15% capped) and that as the spending commitment was progressive, the Council could commit to creating an NP covering the basics and review matters subsequently, in the light of any changes to the funding regime.

Part of the process had been undertaken over the past ten years or so and although this would need refreshing, it would provide a good base for some of the work that would be needed.

After further discussion, the Council decided that an NP would be invaluable and resolved to move forward with the creation of a Neighbourhood Plan. As a first step the Clerk would register the intention with the local authority and a Neighbourhood Plan Working Group would be established. This would initially comprise Cllr Kingley, Cllr G Wigglesworth and the Clerk but once the local authority confirms that the work can start, the Group will need to recruit members from the wider community. Cllrs Chambers and Jeffries also offered support.

### **June22-8. War Memorial Conservation**

The War Memorials Trust had written to suggest that conservation work is needed to the memorial and also offering the possibilities of funding up to 75% of the costs (subject to application).

It was noted that while some simple ways of addressing the work would achieve a quick and cosmetically satisfactory result, such methods would not necessarily last and could potentially damage the memorial or make future maintenance work more complicated and costly.

It was agreed that the first steps would be to establish whether a Faculty would be necessary and what approach Cotton had taken to similar work to their memorial and the Chairman undertook to do this. Once this information was available the matter would be considered again and potential contractors sought.

### **June22-9. Adoption of Open Space at Beacon Green**

Following on from discussion at the April meeting, the developer has now confirmed that the spaces relating to drainage attenuation will remain under the oversight of a residents' management company. Referring to maps, provided by the developer, the Council considered the possibility of adopting two areas of open space at Beacon Green.

In discussion it was agreed that further amenity space, particularly for general use (rather than for sports or activities) would be a desirable addition and so the Council resolved to seek adoption of the larger of the two areas (this is already earmarked as the permanent site for the beacon and enthusiasm was expressed for considering the installation of a traditional bandstand at some point in the future) but to decline adoption of the smaller of the two areas (adjoining Wyverstone Road).

### **June22-10. Welcome Pack**

The Council discussed whether a Welcome Pack for new residents is needed and, if so, what form this should take. In discussion it was noted that St Mary's has produced an A5 card folder in which it was intended to insert information for new residents. The possibility of collaborating on that was considered but it was felt that a specific welcome from the Parish Council itself would be important. Although much of the information about local activities and services is contained in the parish magazine, new residents would not receive the magazine initially and so the possibility of paying for a subscription to the magazine was discussed. Practicalities and complexities such as the varying start dates of subscriptions and the burden on the church volunteers who deliver the magazine were also considered at length.

The Council resolved to agree to the principle of setting up a one-year subscription to the parish magazine, with a welcoming note from the Council explaining its usefulness, for the incoming residents of all the houses under development in the village, subject to the exploration of practicalities with St Mary's. The Chairman will undertake that exploration.

## June22-11. Finance & Governance

### a. **Committee and Working Group Memberships**

The Council reviewed the memberships of working groups by reference to a schedule that had been circulated in advance and memberships for the coming year were agreed. The schedule of memberships is appended to these minutes.

It was resolved that the Chairman and Clerk would prepare a Terms of Reference Template and that each working group would use this to develop proper terms of reference which would come back to Council for agreement and approval.

### b. **Code of Conduct**

The Council discussed the new Code of Conduct for Councillors (adopted by the County Council and SALC) and resolved to adopt it as the Council's Code.

### c. **Co-option Process**

The Council received a proposal to adopt a new process for considering potential co-optees whereby discussion of individual candidates' suitability and merits, including the possibility of meeting the candidate(s), would be undertaken by an ad hoc working party (meetings of which would not be public). The ad hoc working party would then make a recommendation to the Council which would then simply vote on whether to accept the working group's recommendations. This approach would be in accordance with the statute that requires co-option decisions to be made by the Council but avoids the complexity of interviewing and discussing candidates at a public meeting.

If all council seats are occupied up to eight Councillors could be members of the ad hoc working group and otherwise the maximum would be the current membership minus one member.

The Council resolved to adopt the new process.

### d. **Receipts and Payments**

The schedule of receipts and payments was considered and it was resolved to approve the payments with two additions, recorded on the schedule, of £50 each to the piper and first-aider to the Jubilee events.

It was also noted that the developer of the house adjacent to The Bull had been located and served with papers to recover the debt. He had sought to have the Court strike out the ruling but this attempt had failed and the District Council is taking steps to recover the outstanding CIL money of £4,000.

## June22-12. Working Group Reports

- a. **Community Events** - Cllr Jeffries reported that the **Queen's Jubilee Events** had all gone off very successfully and he thanked everyone who had been involved in planning and preparing events, as well as those who attended them - he was very pleased that the village had come together as a community in these ways. Cllr Jeffries went on to extend a particular thank you to Cllr P Wigglesworth who had undertaken the role of Beacon Master – this had been no small job and Cllr Jeffries presented a certificate from the Queen's Pageant Master in acknowledgement.

The Chairman extended thanks, on behalf of the Council and the wider village, to Cllr Jeffries whose unstinting hard work and generosity had been a key ingredient in the success of the events. A vote of thanks was passed by acclamation.

The Health and Safety documentation was handed back to the Clerk for inclusion in the records, for future reference.

- b. **Village Greens** – The cutting of the grass on Cow Green was discussed as this needed to be undertaken soon and it will be important that the grass is also collected, to promote new growth. Cllr Macausland undertook to try to get the work done and it was agreed that, if the work could not be done on a voluntary basis, to authorise the Clerk to make a reasonable payment to a contractor.
- c. **Road Safety** – The Council noted the speeding data and the Clerk will follow up progress on quotations for works to introduce speed-limiting raised areas through the village.

- d. **Cemetery** – The Council heard that a headstone previously noted as requiring stabilisation works had fallen over. It was agreed that an inspection would be undertaken and a potential solution would be proposed to the next meeting.
- e. **The Work of the Village Warden** – The Warden had reported that the edge of the parking area on Tailors Green has been repaired, the fence around the pond at Shop Green had been completed in time for the Jubilee, and that the dog exercise area is cleaner than it has been.

The fence around the playing field is continuing to be damaged and some of this is clearly deliberate. However, part of the problem is the lack of tension in the fencing and the straining wire. Cllr Macausland was mandated to look at what needs to be done and will obtain quotations for consideration at the next meeting.

It was agreed that the Warden will be asked to attend meetings twice a year or if there are significant matters to discuss. The Clerk reported that he had instructed the Warden to wear either his Parish Council hi-vis jacket or a Parish Council hi-vis vest when carrying out work as Warden and to not do so otherwise - this will help to make it clear when he is undertaking voluntary work or work that is paid for by others, rather than his work as Warden.

#### **June22-13. Bacton Fayre - Stall**

It was resolved that councillors should send material for use in the display to the Clerk as soon as possible and that photographs of councillors would be taken before the next meeting for use in the display.

#### **June22-14. Councillors' Items for Future Agendas and Reports Relating to Meetings**

No matters were raised.

**The meeting closed at 9.27pm**

Signed as a true record by authority of the Council

Chairman

Date