

**Shimpling Parish Council**  
**Minutes of Meeting of the Council**  
**Monday 26<sup>th</sup> April 2021, 7:30pm via ZOOM remote conference.**

**Present:**

**Councillors:** Liz Brunwin (Chair), Katie Haselhurst, Mike Atkins, Colin Johnston, Gerry Shrimpton, Nathalie Brown, Ken Rush

**District Councillor:** Cllr Stephen Plumb, Cllr Michael Holt

**Clerk:** Natasha Byford

**Volunteer Assistant Clerk:** Stuart Palmer

1. **Apologies for absence:** Cllr Kemp sent his apologies.
2. **Declarations of Members Interest(s):**
  - a) **To receive disclosure of pecuniary and non-pecuniary interest(s) including gifts of hospitality in excess of £25:** Cllr Haselhurst disclosed an interest on Items 16c and 16d and 16f as she is a near neighbour and has a family connection to the builder of 16c and 16d. Cllr Atkins and Chair Brunwin also disclosed that they were near neighbours of the building in Item 16c and 16d and also of The Bush Public House in Item 17. Cllr Brown also disclosed a pecuniary interest on Items 16c and 16d as it is her property. It was decided that all members should stay and discuss the planning application in Item 16c and 16d except Cllr Brown, who will be excluded, as it was her property as, in this small village it would be impractical if members were excluded from debate simply by being a near neighbour. And similarly, it was concluded that all members should stay in the meeting to discuss Item 17 The Bush.
  - b) **To consider requests for dispensation for the agenda item(s) under discussion:** None received

**Public Participation session**

Nine members of the public (MOP) attended. A MOP expressed concerns regarding a garage conversion, as this was not on the agenda the Chair advised that it would be added to the next meeting agenda. Another MOP expressed a wish to be involved in the discussion regarding Quiet Lanes. Shimpling resident Bernard Essery introduced himself as the new owner of The Bush pub and noted that he was currently looking for a tenant, he also advised that he would be applying for a change of use from B&B to long term residential. Bernard also expressed an interest in the relocation of the recycling banks in order to facilitate extra parking at the Pub.

3. **Approval of minutes of the previous meeting:**

The minutes of the meeting held on 8<sup>th</sup> March 2021 were approved.

**Action:** Clerk to publish these on the website and Social Media.

**4. Chair's report:**

The Chair extended her apologies for the long agenda. Unfortunately, the scheduled meeting in May had had to be included because the Government are being challenged in the Courts about the ending of virtual meetings from the 6th May and the resumption of face to face meetings.

The Chair was happy to report that all the actions from the last playground inspection have been dealt with thanks in no small part to Shimpling resident, Ben Hutchinson, who very kindly dealt with issues flagged up in the last inspection on a materials only basis.

Following a suggestion from a resident to move the recycling banks to the area outside the Village Hall, the Chair had met with a representative of Babergh. However, he has reported that the contractors would have difficulties turning into the access road to collect and delivery recycling banks, so this was not an option. The Chair had also contacted Suffolk Highways regarding the proposed improvements to the layby by the recycling banks on several occasions but has not as yet received a response.

The Chair chased Suffolk Highways about the reported overhanging trees in The Street which were the subject of a discussion at the last Parish Council meeting. Suffolk Highways sent out a representative out to inspect the area but their report (which stated nothing needed to be done) clearly showed that they were looking in the wrong place. In the event, local residents took the matter into their own hands and cut the offending trees down themselves in order to avoid any damage to vehicles. The Chair thanked all those involved for their efforts. She reported that she had written to Suffolk Highways suggesting that it might be prudent in future for representatives to meet with a member of the council on-site so to avoid any confusion in future.

The Chair reported the good news that The Bush had been purchased by a villager and is to be reopened.

- 5. District Councillors report:** Cllr Stephen Plumb and Cllr Michael Holt had nothing to report due to the moratorium before the elections.

- 6. County Councillors report:** Cllr Richard Kemp was not present and it was suggested that we save his annual report for our annual meeting next week.

**7. Crime matters:**

The new county wide newsletter available was dated April 2021 and is available online:

<https://www.suffolk.police.uk/your-area/snt-newsletters>

The Clerk reported that the April newsletter was circulated to Councillors along with the papers for the crime update. There was nothing Shimpling specific but to note that Sudbury has suffered an increase in dwelling burglaries. There have been over 350 home security packs delivered to the affected areas around Sudbury. Police are urging people to review any CCTV that home owners put up and share anything suspicious with your local officers. Thursday 18<sup>th</sup> March was national

awareness day for child sexual exploitation and packs were given to local hotels and taxi firms and are urging people to 'look closer' and report any child welfare concerns. The Community Speed Watch team now have a couple of appropriate sites on the Suffolk side of Bures. Cllr Rush reported some fly tipping in Acton but other than that nothing to report.

## **8. Quiet Lanes: Public Open Meeting**

Councillor Johnston began by summarising the feedback from the initial consultation. There were twelve responses to four questions which were presented in the consultation:-

1. Are you in favour of the Parish council seeking Quiet Lane designation for Gents Lane?
2. Have you any concerns?
3. Is there anything you are unclear about?
4. Are there any other comments you wish to make?

Q1. Ten of the responses were in favour of progressing with seeking designation.

Q2. Concerns were reflected in the comments made in the other two responses. These were:

- A feeling that more street furniture was not required
- Putting up signs achieves nothing
- It is obvious that this is a quiet lane without needing signage
- It is a waste of money
- People don't drive dangerously along the lane

Q3. One respondent asked if there were implications in the future for highways, planning, financial or tourism matters. There was no further elaboration so it was difficult to know what, specifically, was being asked.

Q4. A large number of comments were made, all positive:-

- Gents Lane has a quality of life value for a full range of residents
- Highlighting that it is a quiet Lane (through signage at the entrance to the lane) will help remind those who don't live here e.g. guests, delivery drivers, that there are other non-vehicle road users
- Experiencing the workings of Liston Lane in Long Melford suggested that the designation influences the behaviour of drivers and adds to the confidence of other road users
- Covid had seen greater use of Gents Lane by a range of residents
- Gents Lane provides a natural link between public footpaths allowing for a short circuit of the village or longer walks into the countryside
- The upgrading of a section of FP7 and Quiet Lane designation for Gents Lane shows 'joined up thinking' on the part of the Parish Council.

One member of the public asked if the quiet Lanes designation directly affected planning. Councillor Johnston stated that Quiet Lanes designation did not bring other powers e.g. an often asked question is 'can Quiet Lane designation lead to certain vehicles not using the lane or speed limits be changed?' The answer is 'no'. The authority here lies with Suffolk Highways.

Councillor Johnston said that he had some sympathy with those who had misgivings about more signage in the lane. He had sought to see if the impact could be mitigated and had, therefore, proposed that there should only be one sign, at the entrance to the lane from The Street (usually in this project there is a sign at the start and at the end of the designated lane). It had also been proposed that we have one of the small signs and have this attached to an existing road sign pole (Highways permitting).

A vote was taken by the Parish Council. The decision was unanimous to recommend Gents Lane for Quiet Lane designation.

**9. Old Rectory Lane:**

It was noted that a number of affected residents could not meet via Zoom so this would be added to the next face to face Parish Council meeting. It was noted that there is a shortage of funding for Quiet Lane status and the deadlines for these applications was December 2020. As Shimpling is a small Parish, one application seemed proportionate but Cllr Johnston has asked regarding the possibility of adding another lane and is awaiting response.

**Action: Clerk to add this to the agenda for the July meeting.**

**10. Village Hall:**

- a) Village Hall Committee** – Cllr Shrimpton gave a quick update on behalf of the Village Hall Committee, to say they now had a new Treasurer and new Committee members and would hold their AGM shortly.
- b)** The Clerk informed members that business rates for the Village Hall for the 2021/22 year have been discounted to £0.

**11. Responsible Finance Officer's Finance Report:**

- 11a)** The Clerk updated members, noting that the PC have received £230.24 from a VAT claim that was submitted on 10<sup>th</sup> March 2021 and 25p bank interest.
- 11b)** The Clerk informed members that the PC also received the first part of the precept for the year, the amount of £4,993.22 and also an extra grant payment of £150.00.

**11c)** To acknowledge payments made outside the meeting

- **J. Sinclair – Village Hall Clean** £20.00  
(LGA 1972, s.133)
- **Caloo - Playground zipwire inspection** £474.00  
(Open Spaces Act 1906 ss 9-10)
- **S. Smith – Gents Lane Leaflets** £3.90  
(LGA 1972, s.142 (newsletters))
- **B. Hutchinson – Playground Works** £115.24  
(Open Spaces Act 1906 ss 9-10)
- **ICO Data Protection Fee** £35.00  
(LGA 1972, s.111)

**11d)** The following accounts were approved for payment:

- **Clerk's Net salary before Tax** £385.78
- **HMRC Tax payment** £96.20  
LGA 1972 s 111 (ancillary Powers)
- **Scribe – Annual Subscription** £154.80  
(LGA 1972, s.111)
- **SALC Membership 2021/22** £192.02  
(LGA 1972, s.111)
- **Zoom Subscription** £59.95  
(LGA 1972, s.111)

The above payment schedule was approved by members.

**11e)** The Clerk gave a finance report, details of which were circulated to members prior to the meeting, and stated which invoices (please see above) needed to be paid.

Leaving balances as follows:

Treasures Account	£2,345.16
Business Account	£34,921.53
Including CIL of	£1,689.00
Earmarked Reserves of	£5,750.00
General Reserves of	£4,655.09
COVID Grant of	£19,118.13

**11f)** The Clerk asked members to review the proposed reserves and their allocation. This was approved and includes £1,000 for Village Hall maintenance, £2,500 for Playground equipment, £1,000 for the Village Hall lease renewal, £1,000 for elections and £19,188.13 in the Covid Grant fund. Leaving the PC with £24,688.13 in earmarked reserves and £4,655.09 in general reserves.

**11g)** Members reviewed and approved the new General Reserves Policy.

**12. AGAR and Audit:**

- 12a)** Members had received the Internal Audit Report prior to the meeting and this was noted. Members approved Section 1 The Annual Governance Statement. Members then approved Section 2 The Accounting Statements. Members were happy for the AGAR report to be signed, taking into account the variances explanation.
- 12b)** Members reviewed the Internal Audit Report and there were no comments, they thanked the Clerk for all her work on this.
- 12c)** The Clerk went through the Audit Action Plan 2021 and members approved and adopted this.
- 12d)** Members approved that the PC has complied with its duties as an employer with regards to automatic enrolment and that it has completed and submitted a declaration of compliance to the Pension Regulator.
- 12e)** Members agreed that Audit Action Plan from 2020 has been addressed and can be closed.
- 12f)** Members resolved to replace the current Data Protection Policy with new Data Protection and Information Management Policy.
- 12g)** Members reviewed the updated Data Audit Questionnaire and there were no comments.
- 12h)** Members agreed to take the £200 fees for the External Audit from the Covid Grant fund as it was noted that if we had not received the grant then the PC would not have to undertake the External Audit.
- 12i)** Similarly, members agreed to take 8 hours of the Clerks wages (£88.64) out of the Covid Grant fund due to the extra work arising from this.

**Actions: Clerk and Chair to sign the AGAR, RFO to set the commencement date for the exercise of public rights and sent off documents for External Audit.**

- 13. Clerks Report:** A full copy of the Clerk's report was circulated to members prior to the meeting. The following matters were considered for resolution:

**Summary of Progress:** During the period (March – April), the Clerk worked 15.5 hours over the given time frame of 4 hours per week (4 hours under), but this did include preparing the audit, then the audit action plan and the actions arising and preparations for our Annual General Meeting which includes reviewing all the Councils documents and policies and taking 3.5 hours annual leave. The Clerk's record of work was reviewed and accepted.

**14. Footpath7:**

Update regarding Footpath 7 which runs from The Street round to Gents Lane. The Clerk contacted the contractor and they suggested that the work would be carried out in May this year. The Clerk also noted that she had contacted the Footpaths officer to check if we need to close the path or put any measures in place and he reported that he believed that a closure was not necessary and users will be able to navigate through the footpath during works but that he would liaise with the contractor.

**Action: Clerk to chase footpaths and contractor after our AGM in May.**

**15. Recycling:**

Chair informed that the idea of moving the recycling banks to the Village Hall was not feasible after a meeting with Babergh. It was suggested moving them to the playing field. It was noted how accessible they are currently and that it is handy for the Bush to have it close for their glass bottle recycling. It was suggested we look at more possibilities for the location or upgrade of the recycling area.

**Action: Clerk to add this to the next meeting agenda.**

**16. Planning:**

The Clerk gave an update on planning applications:

Planning Decisions:

- 16a)** DC/21/00374 - Primrose Cottage, The Street, Shimpling, Bury St Edmunds, Suffolk, IP29 4HS – Application for Listed Building Consent. Erection of single-storey link extension between Primrose Cottage and Church Room to facilitate residential use of Church Room ancillary to Primrose Cottage – Granted

- 16b)** DC/20/05950 - Primrose Cottage, The Street, Shimpling, Bury St Edmunds, Suffolk, IP29 4HS – Listed Building Consent – Repairs to Church Room roof and the adjoining lean to roof. Installation of new insulating membrane and battens, re-using pan tiles and slates, replacing those damaged. Replacement barge boards, soffits and fascias and painted in black barn paint - Granted

**Planning Applications:**

Cllr Brown left the meeting at 8:30pm.

- 16c)** DC/21/01797 - Primrose Cottage, The Street, Shimpling, Bury St Edmunds, Suffolk, IP29 4HS - Listed Building Consent - Erection of single storey rear extension (following the demolition of existing extension)

Members discussed the planning application and resolved to support this application.

**Action: Clerk to write letter to planning to support this application.**

- 16d)** DC/21/01796 - Primrose Cottage, The Street, Shimpling, Buy St Edmunds, Suffolk, IP29 4HS - Householder application - Erection of single storey rear extension (following the demolition of existing extension)

Members discussed the planning application and resolved to support this application.

**Action: Clerk to write letter to planning to support this application.**

Cllr Brown re-entered the meeting at 8:34pm.

- 16e)** DC/21/01886 - Giffords Hall Hartest Hill Shimpling Suffolk IP29 4EX - Application to determine if Prior Approval is required for a Proposed. Change of Use from Offices (B1a) to Dwelling houses (C3) Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Class 3, Part O - Change of Use to Holiday Let.  
Members discussed the planning application and resolved to support this application.  
**Action: Clerk to write letter to planning to support this application.**
- 16f)** DC/21/02336 - Land South Of The Street The Street Shimpling IP29 4HS - Discharge of Conditions Application for DC/18/04254 - Condition 13 (Agreement of Materials).  
Members discussed this submission of meeting the conditions by the developer and noted concerns over the boundaries of this site, the parking for the site, expressing concern that cars parked on the green would ruin the green. The bin collection point was also noted as a concern with this application, as was the width of the access road.  
**Action: Cllr Johnston to assist Clerk in writing letter to planning to address concerns over this submission.**
- 16g)** DC/21/02438 - Home Farm, Chadacre, Shimpling, Suffolk IP29 4JD - Application to determine if Prior Approval is required for a proposed Erection, Extension or Alteration of a Building for Agricultural or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6 - Erection of agricultural storage building(following demolition of existing building).  
Members discussed the planning application and resolved to support this application.  
**Action: Clerk to write letter to planning to support this application.**

**17. The Bush**

This item was moved for discussion after Item 9. The Chair informed members that Bernard Essery had purchased The Bush and intends to run it as a pub and to apply for a change of use from B & B to long term residential lets. A resident had written querying whether the Parish Council had been informed of the previous owner's intention to sell this Asset of Community Value and whether they should have been informed? The Chair had checked with Babergh and had been informed that if the business was not changing in its nature, this was not necessary as it was one of the ACV exemptions.

**18. Covid19 Emergency Fund**

To receive applications from the emergencies fund.

- None received



**19. Playground:**

The Chair gave an update on the playground and thanked Ben Hutchinson for his repair work on the playground. Caloo inspected the ariel runway on the 18<sup>th</sup> March 2021 and found no issues, it was verbally suggested that an annual inspection was not required. Based on this advice, members approved that inspections of the chain holding the seat on the ariel runway should therefore be carried out every 5 years.

**20. The Coal House:**

The PC raised concerns over the Coal House, it was noted that in previous years, the Parish Council had sent a letter and email to the owner but had not received no response. Members expressed concerns over the deterioration of the Coal House and Cllr Plumb suggested that the PC should write to Babergh in order to get the Coal House registered as a listed building at risk.

**Action: Cllr Johnston and Clerk to email Cllr Plumb with the details of this case in order to try and progress and get it registered as a listed building at risk.**

**21. Daffodils:**

A resident had asked if the PC could plant more daffodils to achieve a 'golden mile' in Shimpling Village. A discussion took place where it was noted that the current daffodils cause difficulties for grass mowing. There was also a question raised over ownership of the land on which daffodil bulbs are planted. It was decided that no more daffodils should be planted but that the PC would instead look into planting wildflowers on the verges and the scheme that Babergh are currently running to assist with this.

**Action: Chair and Cllr Brown to look into the wildflowers scheme**

**22. Correspondence Received:**

- Email resident regarding Recycling Location (discussed earlier)
- Email from resident regarding Rectory Lane (discussed earlier)
- Email from resident regarding Daffodils (discussed earlier)

**23. Urgent Matters to be brought to the attention of the council**

None received.

**Public Participation**

The Chair opened to the floor to MOPs again. A MOP asked whether it would be possible to get the advice given verbally to the Chair on the maintenance of the seat chain of the ariel runway confirmed in writing by Caloo.

**Action: Chair to speak with her contact at Calloo to see if this is possible.**

**There being no further business the meeting concluded at 9:01pm.**