

WEST ROW PARISH COUNCIL

Clerk: Nicky Glading

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Chairman: Michael Peachey

MINUTES OF THE MEETING HELD on 16th September 2020 via the Zoom platform

This meeting was held by virtue of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

These Regulations came into force 4th April 2020 UK Statutory Instruments 2020 No. 392 PART 2 Regulation 5

Present:

Cllr M Peachey (Chairman)

Cllr R Hamill (Vice Chairman)

Cllr C Bebee

Cllr J Goodenough

Cllr A Goodenough

Cllr J Smith

Cllr A Rolfe

In attendance: Nicola Glading, parish clerk and two members of the public

2020/139	CHAIRMAN'S WELCOME and APOLOGIES FOR ABSENCE	
a.	The Chairman, Cllr M Peachey, welcomed all attendees. Apologies had been received from Sqn Ldr P Graham and Cllr T Gooch-Taylor-Balls	
2020/140	DECLARATIONS OF INTEREST	
a.	Declaration of any disclosable pecuniary interest in any item of business: None	
b.	Declaration of any personal and/or prejudicial interest in any items on the agenda: None	
c.	Written requests for dispensations for disclosable pecuniary interests: None	
d.	Grants to any requests for dispensation: None	
2020/141	PUBLIC PARTICIPATION: One member of the public will speak at 2020/145 b.	
2020/142	EXTERNAL REPORTS	
a.	Sgt Maxfield and PC Helen Self (Suffolk Police): Not present	
b.	D/Cllr John Smith (Independent, West Suffolk Council) D/Cllr John Smith reported that: <ol style="list-style-type: none"> 1. Beck Row Parish Council are proposing to set up Parish Association 2. Beck Row parish Council are buying a smiley face `slow down` sign. In terms of progress with West Row SID, Cllr Hamill reported that this had been put on the back burner, she and Cllr Peachey will liaise to take forward 3. Cllr Smith, with Cllr Peachey, Cllr Hamill and the clerk had attended the workshop on the transport aspects of the new development to the west of Mildenhall 16th September 2020. Highways look at everything in a data format, which bears no relation to real life. Our situation is that West Row may become a `rat run`. We did our best to get the information in and will continue to do so. <p>Why are Mildenhall dealt with separately? Cllr Peachey has spoken with MTC and believes that MTC want their own meeting</p>	Cllrs Hamill & Peachey
c.	Cllr Don Waldron (Independent, West Suffolk Council) Not present	

d.	Cllr Colin Noble (Conservative, Suffolk County Council) Not present	
e.	Squadron Leader Paul Graham (RAF Mildenhall) Report had sent his apologies, a report had been sent (see Appendix A)	Appendix A
2020/143	APPROVAL of MINUTES OF PREVIOUS MEETING 19th August 2020	
a.	The minutes of the previous meeting were unanimously APPROVED , and it was AGREED that delegated authority be given to the Chair to sign the minutes outside of this meeting Matters arising not covered by this agenda: Cllr Rolph confirmed that plot 3 has been cut Clerk to contact Claire Dickson (Public Footpaths, SCC) to ascertain progress with previously highlighted issues Cllr Peachey will chase the contractor about the quote for footpath clearance work	Clerk Cllr Peachey
2020/144	WPC CASUAL VACANCY- UPDATE	
a.	The Chairman confirmed that four people have shown an interest. It was confirmed that WRPC will wait until after the Echo has been distributed and all residents have had a chance to see the edition	
2020/145	PLANNING MATTERS RELATING TO WEST ROW	
a.	Application DC/20/1361/HH was discussed Consultation Expiry: 22 September 2020 Consultation on application received by West Suffolk Council Local Planning Authority. Proposal- 1no. dormer to side elevation Location Lakeside 104 Isleham Marina Fen Bank West Row Suffolk Applicant Ms Dawn Barlow. It was resolved to SUPPORT the application (Unanimous)	Clerk
b.	Application DC/20/1284/FUL was discussed (i) Change of use of Gypsy and Traveller residential area providing 12 pitches with concrete pads (ii) Dayroom/amenity buildings (iii) Vehicular access and (iv) 12 no parking spaces, (v) Play area, post and rail fencing. WRPC are not listed as consultees on the application: This had been brought it to the meetings attention, although it is not within the Parish Councillors may wish to comment. A member of the public spoke on the matter, asking if the number for site allocations has been reached, it was thought that there are a disproportionate number in the area. This site is in a very rural location, how would it be monitored? This seems to go against government advice, pushing the sectors apart. There is no public transport. It was noted that, should a resident respond, the address is displayed on the public forum on the West Suffolk website and some may find this intimidating A Councillor thought that the Police would be worried, they are already stretched Councillors were mindful to object to the application and it was unanimously AGREED that the clerk would distribute material planning facts to all councillors to	

	allow a consensus to be reached: Clerk to collate comments and Chairman to authorise final comment	clerk
c.	The Anglian Water Strategic network programme as in email sent to cllrs 25.08.2020 was NOTED	
d.	<p>Received after agenda went out: Application no: DC/20/1500/EIASCO Consultation Expiry: 1 October 2020 Parish Consultation on application received by West Suffolk Council Local Planning Authority Proposal Request for Scoping Opinion under Regulation 15 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 - 55 kilometre potable water pipeline between Bexwell and Bury St Edmunds together with associated connections and above ground In view of the short timetable to comment, this had been Emailed to all councillors on 11th September 2020</p> <p>It was resolved to offer NO COMMENT</p>	clerk
e.	<p>Received after agenda went out: Application no: DC/20/1502/HH Consultation Expiry: 1 October 2020 Proposal Householder Planning Application - (i) single storey garage/outbuilding (ii) associated external works (iii) existing garage door to be replaced with window Location 29 Cricks Road West Row IP28 8PQ Applicant Double In view of the short timetable to comment, this had been Emailed to all councillors on 11th September 2020</p> <p>It was resolved to SUPPORT the application (Unanimous)</p>	clerk
2020/146	MATTERS RELATING TO GOVERNANCE	
a.	<p>Standing Orders review: The amendment to WRPC Standing Orders was unanimously AGREED Financial controls and Procurement (parts f and g) f) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU. g) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.</p>	clerk

	<p>Section 11 – Contracts</p> <p>The footnotes should now read</p> <p>a. For public supply and public service contracts £189,330</p> <p>b. For public works contracts £4,733,252</p>	
b.	<p>Financial Regulations review:</p> <p>NALC have not yet issued advice regarding their model financial regulations; however, councils can update these by using the 2019 model and replacing the footnotes at the bottom of section 11 with the correct thresholds</p> <p>It was unanimously AGREED that the Financial Regulations should be updated to reflect these changes</p>	clerk
c.	<p>LGA consultation Members Code of Conduct</p> <p>The LGA consultative document was NOTED</p> <p>Attention was drawn to The Seven Principles of Public Life</p> <p>Members will be asked to sign the Code once the consultation has ended and a final document put forward by NALC</p>	
2020/147	HOUSING NEEDS SURVEY	
a.	<p>The email received from Ms S. Osborne at CAS was NOTED</p> <p>It was resolved to invite Ms Osborne to a meeting to explain the methodology, the funding and the allocation of roles/work involved in detail</p>	clerk
2020/148	OTHER WORKING PARTY UPDATES/ REPORTS	
a.	<p><u>Update on additional lighting to the War Memorial and Village Sign at Church:</u> this is being looked into</p>	
b.	<p><u>Update on the new streetlight at Mildenhall Road /Beeches Road:</u> this will be ready soon, hopefully in the next few days</p> <p>A Councillor commented on lights that were perceived as not working or damaged. Cllr Peachey will look into</p>	Cllr Peachey
c.	<p><u>Report on West Row History Group meeting 2nd September 2020</u></p> <p>Shirley and Ellen from the Local History Society gave lots of information about people who had played an important role in village. The next meeting is on 7th October. Cllr Peachey is getting quotes for the plaques. Siting of the plaques will have to be carefully considered as they should be visible/ prominent</p>	
d.	<p><u>Report on Christmas lights project meeting 9th September 2020</u></p> <p>Cllr Hamill reported that the group could do with more volunteers</p> <p>The extra lights for the four trees on green will be provided as last year there are lights left over from the Christmas tree</p> <p>The situation in December is unclear: the group decided to go ahead and plan a socially distanced event</p> <p>Cllr Hamill will distribute the minutes that she took at the meeting to all councillors and the clerk</p> <p>Music played will have a Christmas background</p> <p>It was decided to Ask West Row Academy to supply a few children singing, Cllr Hamill will contact Amelia Black</p>	Cllr Hamill

	<p>The next meeting is on 14th October Two categories: Most festive decorated house and best decorated Leaflet drop in every house The group will write to proposed judges Potential sponsorship from e.g. Wilco will be investigated Would councillors please look at the draft posters that have been circulated</p> <p>It was proposed that, should the event go ahead, West Row Parish Council donates £700 to support the event (to include refreshments, sanitation, printing and prize money) The donation of £700 was AGREED Unanimously</p>	
e.	The potential Footpath Warden is to be discussed at the next meeting.	
2020/149	FINANCIAL MATTERS	
a.	<p>(i) The Accounts Payable for September were unanimously AGREED</p> <p>(ii) The Records for Quarter One 2020, namely: WRPC Cashbook Quarter One WRPC Income records Quarter One WRPC Bank reconciliation Quarter One WRPC Budget comparison Quarter One were unanimously AGREED and Councillors APPROVED that delegated authority be given to the Chair to sign the accounts outside of the meeting</p> <p>(i) The NJC nationwide new agreement on clerk's salary was NOTED and it was unanimously RESOLVED that the proposals therein are implemented</p> <p>(ii) The clerk has not heard back from The Academy about their revision to their grant application (from previous meeting)</p> <p>(iii) The clerk has not received an application from the Football Club: Cllr Hamill will chase</p>	<p>Appendix B</p> <p>Cllr Hamill</p>
2020/150	CHAIRMAN AND COUNCILLORS REPORTS (on the night)	
a.	<p><u>Chairmans report</u></p> <p>(i) Sunnica project- the next zoom meeting takes place next Monday will update, Cllrs Peachey and Smith will attend and report back</p> <p>(ii) Chair attended the West Mildenhall development (Transport/ traffic proposals) workshop. The parish representatives did emphasise that volume of traffic will be a problem; the company carrying out the assessment thinks this is not the case The emerging Local Plan and Planning White Paper may take the decision away from West Suffolk District Council</p> <p>(iii) Would councillors consider the placement of another bench in the village and report back at the next meeting, please</p>	clerk

	(i) The village litter pick date is 24 th October (Saturday) Clerk to confirm funding and purchase hi vis vests, litter pickers, bags and bag rings	
b.	<p><u>Councillors reports:</u></p> <p>(i) <u>Update on COVID-19 Project</u> – people are gradually getting their own tablets and supporting themselves</p> <p>(ii) <u>New Park Caravan site:</u> Councillors query, clerk had distributed the Planning Consent Decision and the comment from Mildenhall Parish Council</p> <p>It was noted that SCC County Farms registered little parcels of land about 10 years ago</p> <p>The site at New Park Farm was a community park some years ago</p> <p>Clerk to check if Rob Hancock could shed some light, and liaise with West Suffolk to ensure that there are no permanent residents</p>	clerk
c.	<p><u>Clerks Report:</u></p> <p>(i) Clerk attended SALC Planning training seminar</p> <p>(ii) Clerk is making website accessibility changes and will include a WRPC accessibility statement on the site: many statutory organisation have an IT team to deal with this, which is not the case with WRPC. This does mean that an undue burden is placed on WRPC although we will strive to male all information accessible or the clerk will send out on request</p> <p>(iii) The Allotment Association is on hold because od COVID-19 restrictions on meetings</p> <p>(iv) Clerk is working on the implementation of the internal auditor’s recommendations and will report back</p> <p>(v) A Local parish forum for those in the Forest Heath area is suggested</p> <p>(vi) The Insurance claim for the village sign is about to be submitted awaiting an invoice for the fixings</p> <p>(vii) Alliance meeting Sunnica energy farm on 21st September 7pm has already been covered</p>	clerk
2020/151	<p>CORRESPONDENCE & EXCHANGE OF ADDITIONAL INFORMATION (at the discretion of the Chairman)</p> <p>The Echo is going to print on 23rd September 2020</p> <p>The parking at the School has been changed, WRPC had previously been advised of the change by SCC</p> <p>West Row Village Hall Foundation legally own the Playing Field</p>	
2020/152	DATES OF NEXT MEETINGS	
a.	<p>21st October 2020</p> <p>An extraordinary meeting to co-opt a parish councillor is suggested for 28th October 2020 (tbc)</p> <p>18th November</p>	
	AGENDA ITEMS FOR NEXT MEETING	
	Please contact the clerk if you have agenda items	
2020/153	EXCLUDED ITEM	
	It was RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed at item 2020/154	

Appendix A

20200916-RAF Commander West Row Parish Council_ REPORT_16_Sep_20

16 Sep 2020

West Row Parish Council

RAF MILDENHALL - UPDATE REPORT SEP 2020

Background

1. The mission of the 100th Air Refuelling Wing at RAF Mildenhall is to provide a Ready Force and Strategic Forward Base Projecting Airpower through Unrivalled Air Refuelling across Europe and Africa. The Vision is Extending Reach and deterrence through Warrior Minded Airmen.
2. West Row Parish Council is invited to **note**:
 - a. The 100 Air Refuelling Wing and RAF Mildenhall is Commanded by Col T Pananon.
 - b. The resident 352nd SOW is Commanded by Col William C Freeman.
 - c. The base continues to manage and respond to the COVID 19 situation.
 - d. RAF Mildenhall will remain open. The 2,500 airmen based in Mildenhall, England, who are responsible for aerial refueling and special operations, and who had been scheduled to re-base in Germany, will remain in the U.K., thus ensuring the uninterrupted readiness and responsiveness of these units.
 - e. The current RAF Cdr, Sqn Ldr Graham, will be departing RAF Mildenhall in mid Nov 2020 to commence a new assignment. His replacement will be nominated in due course.

Exercises/Operations

3. Both the 100th Air Refuelling Wing and 352nd SOW maintained essential Mission and training outputs in support to US, UK and NATO Defence Activities. During Sep the base has accommodated/supported several RAF aircraft in support to UK operations.

Wider Community Engagement

4. Due to COVID 19 the scope for Community Engagement has been reduced. A commemoration to commemorate the 80th anniversary of the Battle of Britain and mark the 73rd birthday of the USAF will be conducted on 18th Sep 20. The church service and flypast will be subject to and in compliance with COVID 19 requirements.

Matters of the Moment

5. **RAF Mildenhall Divestiture-Update.** 26th- 27th June 2020 the US Secretary of Defence Dr Mark T Esper visited RAF Mildenhall, toured the base and met personnel from across the Station. Whilst at RAF Mildenhall he also viewed facilities and examined the broad capabilities provided by the elements currently based here.
6. Following a US announcement on 29 July 20, on 30 July 2020 it was confirmed that RAF Mildenhall will remain open. The 2,500 airmen based in Mildenhall, United Kingdom, who are responsible for aerial refueling and special operations, and who had been scheduled to re-base in Germany, will remain in the U.K., thus ensuring the uninterrupted readiness and responsiveness of these units.

7. This EUCOM review includes optimizing our force presence worldwide; freeing up time, money, and manpower to invest in other areas; implementing our Immediate Response Force, Contingency Response Force, and Dynamic Force Employment enhanced readiness concepts; and, moving toward greater use of rotational forces from the United States to enhance our strategic flexibility and operational unpredictability, as we've done over the past few months with our Bomber Task Forces.

8. **Crime and anti-social behavior.** Base leadership and Community Relations Advisors are tracking and working with local authorities in relation to several crime and anti-social issues. These include, but are not limited to:

a. Speeding: The RAF Cdr has liaised with USAF, Suffolk Highways and the local constabularies regarding speeding on roads local to RAF Mildenhall. Further updates to follow.

9. Should you have any further queries regarding these or any other matters pertaining to RAF Mildenhall, then please feel free to contact me.

P R Graham
Squadron Leader
RAF Commander
RAF Mildenhall

Appendix B

Clerk September 2020 salary	£279.28
N Glading Zoom – reimbursement	£14.38
N Glading Stationery	£15.10
Postages (VAT return)	£ 3.21
Expenses office July August September 2020 (Quarter 2)	£78.00
Total	£110.69

Mildenhall Town Council Recharge of Public lighting as invoice 442 copied below (March April May 2020) £1,535.96

RH Landscapes Grass cutting (Playing field and Play area) x 6 cuts 08/06/2020 to 20/08/2020
£570.00

OPUS Electricity 22/07/2020 to 05/09/2020	£505.360
K & M LightingSupply and fit 5 metres steel column	£1,349.090
K & M LightingWork on 15 lights/ lanterns	£3,756.000

2020/-154

EXCLUDED ITEM (potentially sensitive)

The public had left the meeting

The clerk had written a report on Assets of Community Value which was **NOTED**

It was unanimously **AGREED** that The Ferry should be registered as an Asset of Community Value

The Councillors unanimously **AGREED** that the clerk is asked to commence proceedings to ask

West Suffolk District Council to list The Ferry as a community asset

Other places that are important to the community to be considered at a later date:

e.g. the Shop, the School

The meeting ended at 9.03 pm