# Minutes of the meeting of Wilby Parish Council

# held at Wilby Coronation Hall on 24th April 2025 at 19.00

## Present: Cllr Steve Lee (Chair), Cllr Robin Cross (Vice-Chair) Cllr Helen Ball, Cllr Rebecca Regis & Cllr Samantha Brown

## Cllr Anders Linder and 1 member of the public

# MINUTES

## Chairman’s welcome

## Apologies and approval of absences

## (a) Councillors to receive any apologies for absence - **None**

## (b) Councillors to **vote** on acceptance of any apologies received - **N/A**

1. **To receive Declarations of Interest**

Councillors to declare interests in subsequent agenda items as follows:

(a) Pecuniary Interests – **Cllr Cross declared an interest in planning application Ref. No: DC/25/01423** **on the agenda**

(b) Other registerable interests - **N/A**

(c) Non-registerable interests - **N/A**

1. **To consider requests for dispensations – Cllr Cross will not take part in discussion or vote on agenda item 11.**
2. **Councillor vacancies: To review any applications for co-option**

5.1 None

1. **To resolve that the minutes of the meeting of the council held on 20th March 2025 are a true and correct record. - Approved**

## Public participation session (15 minutes)

## Councillors to receive questions or comments from the public on agenda items

1. **County and District Councillors & Footpath and Tree Warden Reports**

(a) Tree Warden – **Nothing to report**

(b) Footpath Warden - vacant

(c) Cllr Linder’s report [here](../Cllr%20Reports/2025-2026/Report%20April%202025.docx)

(d) Cllr Lloyd’s report [here](http://henryjameslloyd.com/p/april-county-report)

Councillors to raise any questions on submitted reports

**Cllr Regis asked if some of the new proposed developments have to pay CIL and Cllr Linders confirmed they would not if they are considered are a strategic site.**

**Cllr Ball asked for an example of a strategic site and the development in Stowmarket was thought to be one. Clarity was provided around the lack of CIL, with confirmation around further services being developed as part of the application.**

**With regards to devolution, Cllr Regis asked whether there will be a single Major for Norfolk and Suffolk in its entirity.**

**Cllr Ball enquired as to what is the link between the Major and the unitary authority and Cllr Linders confirmed there would be representatives from each unitary feeding back.**

**Cllr Regis asked whether the numbers of those in power with responsibility has been definitively decided upon.**

1. **To receive proposal information from David Barker in relation to the Wilby Neighbourhood Plan development**

David Baker introduced himself and informed the meeting that he was here acting on behalf of Tannington Farms who were looking to develop the Neighbourhood Plan site in Wilby. Mr Barker talked through the initial plans which will be available for viewing on the Wilby Parish Council website. Key points were as follows:

The application takes into account safeguarding the Church View with an open space at the front, as per the Wilby NDP. Existing hedgerows would remain and be enhanced without any loss of existing trees or hedges.

The housing layout takes into account the current properties; and the plot closest to the existing house is proposed to be a bungalow. Other properties face the gable end of existing properties. One of the properties is suggested to be a self build property as per the NDP. The footpath does not lead round to the existing access and this is said to be because the landowners do not own all the land to support that. Cllrs highlighted that they were looking to reduce the urbanisation of the Stradbroke Road with consideration to linking a footpath with Church Close but there was discussion about whether the access would be suitable. Cllrs were concerned that whilst the drawings seem in keeping, would this be reflective of the final application? Mr Barker confirmed that they are working with a sympathetic architect who would ensure the houses would reflect Suffolk village property. The open space at the front of the properties would be looked after by a management company and it would be unlikely that it would be fenced. It would also provide a biodiversity and drainage function.

Councillors were concerned that the self build may affect the cohesiveness of the development and Mr Barker agreed. The roads are likely to be unadopted and there was a concern around how this would work with the self build property.

Cllrs highlighted the access road that ends in the gap of the properties and wanted to highlight that this would not be a presumption of further development which was agreed by David Barker.

It was raised that the NDP was for 5 houses and the proposed application is for 6. Mr Barker advised that due to the small scale developer having to meet BNG, increasing the potential from the site was important. He highlighted that the properties were smaller and therefore there more attractive to first time buyers or those looking to downsize. Cllrs considered there to be a good mix of properties with regards to bedroom spaces, but requested clarity around whether there would be solar included in the development to reduce the acres of farmland that are currently being turned into solar ‘farms’. Mr Barker said that it was a possibility but that there may be some resistance from builders. He also highlighted that there were alternative options for making the properties sustainable; but that he was happy to look into solar options. The roof scope was highlighted as being important and clay tiles as well as good quality materials were thought to be imperative.

Cllrs enquired about surface water and foul water drainage and Mr Barker explained that as many of the surfaces as possible would be permeable and a treatment plant would be installed. Cllrs highlighted that the village entrance is likely to change and therefore questioned if the 30mph limit was going to move to accommodate the new development. Mr Barker responded that assistance from the Parish Council to extend the speed limit once the application has been approved would be beneficial, and that there is precedent for that. Councillors also mentioned siting the planned village entrance gates would need to take into account the new development.

The access road is likely to be 4.8m due to highways requirements but as the road is unlikely to be adopted, more sensitive materials can be utilised. It was also highlighted that the field drains which are thought to run through the site would need addressing. Cllrs also asked whether there was scope to amend the angle of the properties to be less linear, although Church Close is linear. Cllrs also raised the point that if the properties were to be equipped with solar, the roofs should face south to ensure optimum effectiveness. Cllr enquired as to whether there would be the opportunity to move the site 100m towards Stradbroke; but it was thought that due to the democratic process that brought about the NPD site, it would not be possible as it would not be in line with the development plan.

**ACTION: To add an agenda item for the next meeting to discuss thorough feedback and assessment in line with the NDP to take further questions back to David. Site plan to be added to the website.**

1. **To receive progress reports for information on the following:**
   1. Highways
      1. Traffic survey funding
      2. Village Gates
      3. Road markings
      4. Baffle gates
   2. Website
      1. Parish Online instructed
   3. Banking

i. Online banking update from Cllr Lee

Action: Clerk to send links to Cllr Ball for banking set up

* 1. VETS Defibrillator
     1. Update on training
     2. Potential collaboration with Brundish

**ACTION: Clerk to remain contacting CHT.**

* 1. Wilby Green
     1. Update from Cllr Ball re: advice from the Commons Commissioner and feedback from Suffolk Wildlife Trust

**CC advised that they are unable to assist as they cannot offer legal advice, despite support from Cllr Lloyd. A request for help from a specialised KC has been made and feedback is pending. The Footpath Warden has organised a meeting with Suffolk Wildlife Trust.**

* + 1. Motion to resolve removal of signage at Wilby Green

**Deferred until above feedback received.**

1. **To consider planning applications**

[Householder Application - Erection of 1m high estate fencing to front boundary(replacing single link chain fence). - The Old Forge Church Road Wilby Eye Suffolk IP21 5LE](https://planning.baberghmidsuffolk.gov.uk/online-applications/centralDistribution.do?caseType=Application&keyVal=STQ5BCSH0A200)

Ref. No: DC/25/01423 | Received date: Wed 26 Mar 2025 | Status: Pending Consideration | Case Type: Planning Application – **Proposed and seconded for approval.**

1. **‘Planning for the Future’ NPPF Update** [**Summary Here**](../../NDP/MSDC%20Planning%20for%20the%20Future%20summary.doc)
2. **Finance**

(a) To approve [Finance Report](../../Finance/2024-2025/Reconcilliation%202425.xlsx)

* + 1. Bank Reconciliation from 2024/2025 [here](../../Finance/2024-2025/Reconcilliation%202425.xlsx)
    2. Bank Reconciliation from 2025/2026
    3. Budget to Actual

(b) To authorise payments listed below:

### i. Suffolk Cloud: £120 - **Approved**

### ii. IT Services at CAS: £20 - **Approved**

iii. SALC Payroll: £54.00 - **Approved**

iv. SALC Membership: £175.66 - **Approved**

v. Wilby Village Hall (Jan & March): £44 - **Approved**

vi. Underpayment of the Clerk for March 2024: £9 - **Approved**

(c) To receive payments listed below:

i. MSDC Precept: **£3230.18**

(d) To appoint Heelis and Lodge to carry out the Internal Audit for 2024/2025 – **Proposed and seconded; approved.**

1. **Policies for review**

(a) [Risk Assessment 24/25](../../Policies/Risk%20Assessment%202024-2025.docx) – **deferred; added to the APCM agenda**

Clerk left the room for Councillors to discuss at 21.07. Clerk rejoined the meeting at 21.23

1. **To discuss the Clerk receiving Home Working Allowance:** [**More information here**](https://www.salc.org.uk/blog/payroll-24/homeworking-allowance-379)

(a) Motion to approve Home Working Allowance for the Clerk (£6 per week)

**Action: Clerk to share a breakdown of costs to demonstrate home working allowance.**

(b) Motion to approve backdating Home Working Allowance for the Clerk (£TBC)

1. **To approve additional temporary working hours for the Clerk – Cllrs agreed to increase hours for 1 hour per week for the next 12 weeks to catch up; hours to be utilised as required; Clerk to record hours.**
2. **Items for consideration for inclusion on the next agenda**
3. **Correspondence for Information**

Lloyds Banking will now be charging Community Accounts:

Monthly Maintenance: £4.25

Electronic Payments (per transaction): £0.10

Cheques (per cheque): £0.50

## Items from Parish Councillors

## None.

## Date of next meeting

To confirm the date of the next meeting – The Annual Parish Council Meeting and the Annual Parish Meeting, scheduled for 8th May 2025.

**Meeting closed – 21.31**

*A. Clarke*

*Clerk to the Council*