

Bromeswell Parish Council Meeting Minutes  
Monday 20 January 2025 at 7.00 p.m. in the Village Hall



20.01.25.5	to report on Highways Reporting Tool poor visibility at Nelson Potters exit due to foliage	TJ
20.01.25.5	to take photo of flooding on Sheepdrift Road and report to Highways	VB/Clerk
20.01.25.8	to include all Highways reports on Joint Deben spreadsheet	Clerk
20.01.25.5	to contact Cllr Mallinder re dog bin request	Clerk
20.01.25.7ii	email digger photos to Enforcements	Clerk
20.01.25.12	email Precept request to ESC	Clerk
20.01.25.10	inclusion for Parish Plan meeting in The Warbler	IA
25.11.24.10 iii	Bus Shelter Monitoring form, photo and receipts	Clerk
20.01.25.13	to contact SALC Payroll	VB

Payments received since last meeting:

	none	
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Payments made/to be authorised since previous meeting:

06/01/25	Clerks salary 3rd quarter	£499.20
31/12/25	HMRC Employer contribution 3rd quarter	£124.80
20/01/25	VH November hire Inv 0152	£13.50

Attendance: Chair Verity Brown (VB), Vice Chair Tim Johnson (TJ), Ian Abbott (IA), Verity Danziger (VD), Tracy Rogers (TR), Sue Todd (ST), Rory Burrow (RB), Jenny Lloyd (Clerk), SC Cllr Reid, 0 residents

1.	Welcome
2.	<b>To receive and accept apologies for absence from Councillors</b> none (ESC Cllr Mallinder sent his apologies)
3.	<b>To receive any Declarations of Interest from Councillors on Agenda items</b> VB - Item 7b and ci
4.	<b>To receive Reports</b> - SCC Cllr Andrew Reid Report distributed to Cllrs and can be found <a href="#">on the website</a> under Minutes section. Cllr Reid summarised his report - covering what's happened over the last month. Suffolk Regiment archives have been rehoused to West Suffolk House and are accessible to view, there has been a loss of funding from Rural Services which has previously helped SCC to provide services in more sparsely populated areas - that money will be redirected to areas of more deprivation, new Suffolk Business Board has just approved investment bringing jobs and training for youngsters in Suffolk - a model which SCC will look to expand upon. A new book co-ordinated by SCC Archaeological Service, on the findings of works that has been done at Rendlesham and Sutton Hoo is released called Lordship and

	<p>Landscape in East Anglia AD 400-800, Trading standards continue to be supported and are doing great work at Felixstowe.</p> <p>Cllr Reid talked about the Briefing on the English Devolution White Paper for Town and Parish Councils which was distributed to Cllrs and is available to <a href="#">view on the website</a> under the Minutes section. 10 days ago SCC held a full debate and cabinet meeting to agree to be included in the government's priority programme - they are currently looking for proposals to recreate a combined authority with a directly elected mayor for both Suffolk and Norfolk. Discussions continued about devolved powers. SCC expect to hear from the government in the next few days, to hear if SCC is part of the programme. Mayor elections will take place in May 2026. SCC, ESC and Town Councils will be abolished, recreating a single tier of government. Cllr Reid will keep BPC updated. Thanks expressed to Cllr Reid for clarifying our questions.</p> <p>- ESC Cllr James Mallinder Report distributed to Cllrs and can be found <a href="#">on the website</a> under Minutes section. Concern was raised about the loss of trees on the land at Sutton Heath. However, it was thought that the trees being felled were detrimental to the habitat and that this action was appropriate.</p>
5.	<p><b>Public Session</b></p> <ul style="list-style-type: none"> <li>- IA has offered to organise a village litter pick proposed for Saturday 8 March - volunteers are welcome</li> <li>- a concern was raised about visibility exiting Nelson Potters due to foliage. Action TJ to report on Highways Reporting Tool and Clerk will add to joint Deben Peninsular Spreadsheet (see below Item 8 Joint Deben Peninsula meeting)</li> <li>- a concern was raised about flooding on Sheepdrift Road near to where it joins the Eyke Road (A1152). This occurs when there is heavy rain with much water coming off the fields. Action: VB to take photos when it next floods and send it to Clerk for reporting on the Highways tool.</li> <li>- as previous minutes a request to obtain a dog bin outside the VH. Action Clerk to contact Cllr Mallinder</li> </ul>
6.	<p><b>Highways</b></p> <ul style="list-style-type: none"> <li>- Notice received of Order 20224 making Wilford Bridge 30 mph speed limit was received Clerk has enquired with Melton PC and they are still chasing</li> </ul>
7.	<p><b>Planning</b></p> <p>To discuss Planning applications received since last meeting and any coming forth</p> <ul style="list-style-type: none"> <li>- DC/24/4223/CON notifies the LPA of the customers intention to hold a temporary caravan site on the land and invites the LPA to comment on this proposal.- the customer (Swanns Nurseries) has stated that The Caravan and Motorhome Club is an exempted organisation and do not require a site licence. There are also permitted development rights under Part 5 of Schedule 2, Class A of the Town and Country Planning (General Permitted Development) Order 2015 (as amended), which allow for use of land, other than a building, as a caravan site in the circumstances referred to in paragraph A.2. BPC agreed no response required</li> </ul> <p>Current status of Applications</p> <ul style="list-style-type: none"> <li>i) DC/24/3348/FUL Two new dwellings Land of East Bowfield Old Farm Sandy Lane -</li> </ul> <p>Clerk contacted Planning regarding the contravention of no Planning Notices. A response was received as follows with a photo of the Notice.</p> <p>'Amended plans were submitted by the agent during the course of the application, in this instance the changes were considered to be minor from what had previously been received, therefore a full reconsultation was not instructed. However, it should be noted, that whilst there is a statutory consultation period for comments, we can accept comments up to the point a decision is made on an application; therefore the end of this period does not mean that we cannot receive additional comments (for consultees responding past this date it would potentially impact certain referral/committee triggers)'</p> <p>'the notice posted on the 23rd was a replacement notice, following reports that the notice was no longer in situ. Our letters which set the date for response are issued the date that the application is registered, it is not always possible for officers to visit the site the same or next working day to erect a notice. These</p>

	<p>dates are updated by officers on our website once we have visited the site and erected a notice; therefore the website gives the accurate date for which responses should be submitted to ensure that they are taken into consideration.</p> <p>A discussion was had around ESC Supplementary Planning Document: Housing in Clusters and Small Scale Residential Development in the Countryside. It was thought likely that this document would be used to grant planning permission for the building of 2 residences in Sandy Lane. VB subsequently emailed Clek and Cllrs with full details of this supplementary document for future reference - the minimum size of a cluster is 5 properties.</p> <p>Update on current Enforcements</p> <p>i) ENF/23/0235/USE Sandy Lane (DC/23/4614/FUL) is currently pending consideration. Enforcement action remains pending whilst this planning application is being determined.</p> <p>ii) ENF/22/0392/DEV Landing at Wilford Bridge - currently being discussed with Senior Officers. There are some challenges regarding the works required by the Council to resolve the planning enforcement matters and the legal requirements of other authorities. It was noted that a digger was carrying out work near the river today, and noticeable clearing. BPC will continue to monitor. Action Clerk to send photos to Enforcement</p> <p>iii) ENF/24/0133/DEV outbuilding to provide new office, storage, and summerhouse Bromeswell Corner - The site was visited on 14<sup>th</sup> May 2024 and the outbuilding viewed and measured. The Town and Country Planning (General Permitted Development) (England) order 2015 states development is not permitted if;</p> <p><i>(d) the building would have more than a single storey;</i></p> <p><i>(e) the height of the building, enclosure or container would exceed—</i></p> <p><i>(i) 4 metres in the case of a building with a dual-pitched roof,</i></p> <p><i>(ii) 2.5 metres in the case of a building, enclosure or container within 2 metres of the boundary of the curtilage of the dwellinghouse, or</i></p> <p><i>(iii) 3 metres in any other case;</i></p> <p><i>(h) it would include the construction or provision of a verandah, balcony or raised platform; (Schedule 2, Part 1, Class E, E.1)</i></p> <p>Therefore, the works were a breach of development control as the outbuilding in the rear garden exceeded 4 metres in height and included a verandah, second storey and balcony. Due to this the owner was given a period of time to submit a planning application to retain the outbuilding as built or lower the height of the outbuilding and remove the second storey, verandah and balcony to fall within the limits of permitted development.</p> <p>A planning application, DC/24/2173/FUL, was submitted to retain the outbuilding. This application has subsequently been approved.</p>
8.	<p><b>Communications received</b></p> <ul style="list-style-type: none"> <li>- SALC summary notes ES Area Forum 28 November were circulated to Cllrs</li> <li>- Planning Constitution - circulated to Cllrs - 'it has been agreed and implemented within the constitution to add the words '<u>material planning consideration</u>' within the trigger points of the scheme of delegation 4. The 'minded to' decision of the Planning Officer is contrary to either: <ul style="list-style-type: none"> <li>- a. The <u>material planning consideration</u> comments received from the Town or Parish Council within the 21- day consultation period; or</li> <li>- b. The <u>material planning consideration</u> comments received from the Ward Member within the 21-day consultation period; or</li> </ul> </li> </ul>

	<p>- c. The <u>material planning consideration</u> comments received from a statutory consultee within the 21-day consultation period.</p> <p>A response of 'No Objection' to an application remains neutral, is a perfectly acceptable response and need not be accompanied by material planning consideration, stating 'We support' or 'We recommend approval' or similar - In all of those cases material planning considerations, which have influenced that position, should be added.</p> <p>That need not be a detailed explanation. It may be as simple as 'We object <i>because the proposal is poorly designed and an overdevelopment</i>' as an example, or 'we object <i>because the proposal does not accord with policy XXX</i>' as another example. In terms of support for applications, it could be 'We recommend approval <i>because the proposal accords with policy XXX</i>' A range of examples of material planning considerations (and considerations which are not) can be found half way down this webpage <a href="#">Comment on a planning application » East Suffolk Council</a></p> <p>- Joint Deben PC Meeting 28 November - discussions took place to put together a list of all the Highways issues in our ward to help Highways and us categorise what needs to be done. <a href="#">Deben Ward Highways Survey.xlsx</a> - for all to use and update with Highways Report no. and what3words' - submission will carry more weight if you can provide photographic or video evidence. Please send an email to Sutton PC and use the Highways Portal Reference number in the file name - choose 'yes' or 'no' when PC is notified - It is helpful to attach photos and suggest a solution. Action Clerk to include kerb restoration at Common Lane and recent issues</p> <p>- Police and Crime Plan - all Cllrs were encouraged to complete the survey by 20 January, Police &amp; Crime Plan Consultation <a href="#">Council Tax Precept Survey 2025-2026</a> by 30 January</p> <p>- Planning Forum for Parish Council's - 3 February 9.30-12.30 - open to Cllrs. Clerk attending and will forward slides when they become available.</p> <p>- JPTI Meeting - 3 February 4 p.m. - VB kindly offered to attend</p> <p>- Devolution update from SALC - The Suffolk County Council's Cabinet agreed to recommend Suffolk for inclusion in the government's Devolution Priority Programme (DPP), which would see the creation of a directly elected Mayor (likely covering Suffolk and Norfolk) and the replacement of existing council structures with a streamlined unitary council being set up.</p> <p>- Melton, Woodbridge and Deben Community Partnership notes distributed to Cllrs - VD is keeping an eye on anything relevant for the PC - next meeting 2 April 2025</p> <p>- Loft insulation for residents - posters have been displayed on Notice Boards. VD previously provided a link for The Warbler</p>
9.	<p><b>To review matters arising from meeting on 25 November 2024</b></p> <p>i) A thermal camera was on loan and organised by VD to carry out imaging on 13 properties in the village -as circulated by The Warbler with a list of offers and grants for residents considering thermal upgrades  <a href="https://acrobat.adobe.com/id/urn:aaid:sc:EU:84c04022-e51d-4a8b-940b-cc7c547245d8">https://acrobat.adobe.com/id/urn:aaid:sc:EU:84c04022-e51d-4a8b-940b-cc7c547245d8</a>  Thanks were expressed to VD</p> <p>ii) overnight parking Bromeswell Common  Clerk emailed Suffolk Police and SWT were happy for the PC to pass on their contact - A reassurance patrol was carried out on 2 December, however no parked vehicles (green or white) were noted - they will aim to repeat a visit when operational demand allows. BPC will continue to monitor.</p>

	<p>iii) response from DAS - TR emailed to request if any Bromeswell residents used the service, however no response was received. The last donation of £50.00 to DAS was made in January 2021. It was agreed, at this time, to keep PC donations to EAA and CAB only.</p> <p>iv) Bus shelter repairs VD is awaiting a quote from a carpenter for the works needed to repair or replace the wood on the roof. Clerk has reported the clearing of the pavement to the bus stop with photos to ESC, as suggested by Cllr Mallinder at the previous meeting, as no response or action received from SCC Highways Reports. Action Clerk to send Monitoring form and receipts when a photo of Cllr Mallinder can be organised in the spring (when bulbs are flowering)</p> <p>v) Active Travel Woodbridge - information distributed via The Warbler. Discussion was held regarding plans and BPC will continue to monitor.</p> <p>vi) update on safety of A1152 - there was one accident noted at the Eyke junction just before Christmas involving a camper van, however since Highways put in continuous no-overtaking hatchings between the Wilford Bridge roundabout and the junction of the Orford road and Eyke, Rendlesham, Snape turnoff, there have been no further accidents reported on the dangerous bend that goes past The Unruly Pig. The next JPTI meeting is on 3 February 4 p.m. VB offered to attend</p>
10	<p><b>To discuss Bromeswell Parish Plan - May 2025</b> It was noted there were no changes to the last Plan. A discussion was held about the best way forward to gather comments from residents by email and to hold a Parish Plan meeting' i.e. 'What are your priorities for Bromeswell', thoughts on a Neighbourhood Plan ? - for further discussions at the next meeting. IA kindly offered to include an item in The Warbler. It was proposed Saturday 5 April at 10 a.m and to suggest an invitation to Cllr Mallinder and Rural Coffee Caravan. Action Clerk.</p>
11.	<p><b>Approval and signing of BPC minutes 20 November 2024</b> Agreed - Clerk to upload and replace draft on the website.</p>
12.	<p><b>Precept 2025 request and Budget document to be agreed</b> IA presented an updated budget for the Cllrs. noting increase in Clerks payscale, it was agreed donations of £700 to PCC, CAB and EAA, agreed general contingency to be increased to £2,000 IA will update the final document. Thanks expressed to IA for his time and effort, All agreed a Precept request of £5,300. Action Clerk to send signed form to ESC</p>
13.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) to note authorised payments made since last meeting and any coming forth <ul style="list-style-type: none"> <li>- Clerks salary 3rd quarter £499.20</li> <li>- HMRC contribution 3rd quarter £124.80</li> <li>- VH Hall hire November Inv 0152 £13.50</li> </ul> </li> <li>b) no payments received since last meeting</li> <li>c) accounts agreed and signed as at 20 January 2025 - to be uploaded and displayed on the website under Finances</li> <li>d) It was agreed to increase the Clerks salary to next payscale - Action VB to contact SALC</li> </ul>
14.	<p>Date of next PC meeting 24 March 2025 - end of financial year A schedule of dates for 2025/26 were circulated to all Councillors and agreed, for uploading to website Thanks were expressed to everybody in attendance. Meeting closed at 8.20 p.m.</p>

Signed ..... Chair Date: 24 March 2025