

**MINUTES OF COOKLEY & WALPOLE PARISH COUNCIL MEETING
HELD AT THE PAVILION 17 FEBRUARY 2015**

Present: Cllrs. David Cask (DC) (Chairman), Nick Jarvis (NJ), Zoé Mair (ZM), David Whitwood (DW), Anne Thomas (AT), Rob Chase (RC), Michael Bygrave (MB). In attendance: Raymond Catchpole (Clerk), District & County Cllr Stephen Burroughes, Dr Simon Weeks and four public.

Apologies: Cllrs Mike Porter, Bill Camplin, Ian Newton, John Winter, PCSO Julie Hinton,

Clerk gave the standard warning as to possibility of filming, photographic or audio recording of the meeting. Nothing applied for at this meeting however.

15/001 Declarations of Interest: ZM: continuing pecuniary interests in any CEA and Walpole & Cookley Playing Field Trust matters, AT: any CEA matters. These members permitted to discuss and vote on these matters through a previous resolution. AT further declared a pecuniary interest in the planning application in respect of Oak Cottage.

15/002 Public Participation: (a) District and County Council Reports: Cllr Stephen Burroughes spoke to his reports previously circulated to members and appended to these minutes. ZM identified loneliness as an important issue; locally we have the monthly café and Good Neighbours. DC regretted the loss of regular milkmen and other delivery people as regular points of contact.

(b) Police Report: In the absence of PCSO Julie Hinton there was no report.

(c) Halesworth Campus: Dr Weeks tabled an update report in respect of the development of Halesworth Campus, appended to these minutes. In reply to ZM, Dr Weeks advised there could be 50 homes in accordance with adopted Site Specific Allocations. Campus would be seeking to have the affordable home percentage reduced or waived so resultant enhanced value could be directed into sports development. ZM queried the ability of the primary school to cope. In response to MB, Dr Weeks explained Halesworth Health was a charity mainly with local GPs on its board campaigning to secure new alternative to Patrick Stead Hospital.

DC thanked Dr Weeks for his presentation and ZM added thanks for all the ongoing hard work.

(d) Revised Standing Orders: Revised Standing Orders had been previously circulated to members and to two members of the public who had previously contributed towards revisions.

Clause 2 e): Christopher Leggett opened discussion on his suggestion that reference to petitions being submitted to the parish council should be defined by additional paragraphs and submitted a definition taken from the SCDC website. Discussion ensued; clerk pointed out if petition was defined then Standing Orders would restrict the parish council only to receiving petitions drawn in that exact form and impose a restriction upon third parties which is not the intent of parish council Standing Orders. ZM proposed there should be no definition included, seconded

by AT and carried unanimously by show of hands.

Clause 2 j): ZM considered the requirement to stand to speak unnecessary which was agreed to be removed by unanimous show of hands. (*Removal will require renumbering throughout the document, but further references in these minutes use the numbering in the Revised Standing Orders as circulated.*)

Contents: MB suggested a contents page would be useful. Clerk will do his best.

Clause 11 (Order of Business): An error in numbering was picked up. This clause should be 13 leading to subsequent renumbering throughout the document, itself already needing renumbering.

Clause 27 a) ii): revised wording to be “may appoint persons other than members of the council to any committee other than a committee controlling finances of the council.” Agreed unanimously.

Clause 41 a) v) and b): Contract value to be amended to £60,000 in each case; agreed unanimously.

Clause 41 d): The italicised note following this clause shall be removed and replaced with a new 41 e) in bold type as follows “Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No 5 as amended) and the Utilities Contracts Regulations 2006 (SI No 6 as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.”; agreed unanimously.

Clerk will prepare a revised copy of the Revised Standing Orders for circulation to members. He warned that there were continuing amendments in legislation in the pipe line which would impinge upon these and future Standing Orders.

There being no further public questions the chairman took the meeting into council mode.

15/003 Approval of Minutes: minutes of 18 November 2014 were approved and signed. Signing of minutes of the planning meeting of 18 December 2014 was deferred in the absence of Cllr Porter who had chaired the meeting.

15/004 Matters arising from Minutes: Dredging of river: AT referred to river dredging work carried out by Paul Grimwood at his expense. As this work directly improved the river bank and environment at the Village Green it was suggested a contribution be made towards Mr Grimwood’s costs. RC suggested £200, agreed unanimously by show of hands.

15/005 Planning: DC/15/0074/FUL & DC/15/0075/LBC: Oak Cottage Halesworth Road Walpole: erection of link detached garden room. AT having declared an interest sat this one out, but as applicant was prepared to answer factually questions that arose in respect of listed building status. Item was considered and it was agreed there was no objection by unanimous show of hands.

15/006 Finance: (a) RFO Report: clerk presented his report and financial statement.

The following had been received since the last meeting:

Cemetery: memorial fee	£ 60.00
Campsea Ashe Parish Council: part training fee	£ 22.50

The following invoices were approved and paid:

Clerk's Expenses	£	87.51	
SALC: training M Bygrave	£	24.00	
Clerk's salary PAYE	£		
525.00			

Balances to carry forward, assuming all above:

Community Account		£5,087.94	
Business Saver	£1,094.65		£6,182.59

Financial statement was approved unanimously by show of hands.

(b) Grass cutting 2015/16: clerk confirmed new contract will be as before: £1300 pa.

(d) Financial Transparency Code: government code of recommended practice pursuant to S2 of Local Government Planning & Land Act 1980 will apply to Cookley & Walpole in advance of exemption from external audit in 2017. In practice this will require maintenance of an open register available to the public at any time of all expenditure over £100.

15/007 Adoption of Revised Standing Orders: deferred pending circulation of further revisions.

15/008 Successor Award to Quality Council Scheme: deferred pending consideration by members of paper prepared by MB.

15/009 Highways: Need for repairs to verges on Halesworth Road/Gillett's Lane were discussed following lorry leaving the road at this point. General discussion relating to road edges needing attention along Halesworth Road.

15/010 Footpaths: **(a)** BC had previously indicated his desire to stand down from the role of Footpaths Officer at the next election. NJ's offer of his services in this respect was unanimously accepted. NJ will liaise with BC. **(b)** BC had arranged for the inclusion of official SCC digitised footpath maps to be posted on the Cookpole website, matter now with ZM.

15/011 Trees: nothing to report.

15/012 Cemetery: clerk reported sale of three burial plots in the newly consecrated section.

15/013 CEA & Allotments: **(a)** ZM presented a report, attached as appendix. **(b)** AT reported a caterpillar problem; a shallow pond was being created; Flagship were interested in further financial assistance. Future events included a meeting with Suffolk Wildlife Trust on 8 April and an open flower and produce show on 12 September. DC thanked AT and offered congratulations on the work so far.

15/014 External Meetings & Training: **(a)** ZM requested attendance at a SALC website training course on 24 March for three people, including two from Cookpole whose fees will be refundable; agreed by unanimous show of hands. **(b)** MB had attended most of his councillor training courses now and the results had been manifest in the debate on revision of Standing Orders in the public part of this meeting.

15/015 Correspondence: (a) Mobile speed indication sign: AT reported that Bramfield & Thorington were investigating purchase of this type of equipment and could be interested in sharing. AT will ask Mr Niven if he will attend our meeting on 17 March to talk through this further. RC suggested some form of chicane entry to the worst speeding sites. Clerk will take up with SCC. (b) Traffic incidents on Halesworth Road Walpole: clerk referred to correspondence received in respect of an incident on Halesworth Road involving cars and horses. Concern was expressed by members and clerk will include this in taking the matter of speeding further with SCC. (c) Superfast broadband: correspondence had been received by the clerk regarding the private superfast broadband link serving the education centre. Clerk will chase up again all the earlier contacts to see if anything has changed which would permit public connection. (d) "Parish Council Election Leaflet": clerk had already commented on this anonymous election literature; no further action required. Election timetable had been circulated by clerk to members and nomination papers will be available from clerk when they are ready. Clerk made point that all sitting councilors will need to complete nomination papers.

15/016 Matters for future agenda: Other than matters already referred to in these minutes the following was suggested: (a) ZM: consideration of charitable donations as received.

15/017 Next Meeting: Tuesday 17 March 2015.

The meeting closed at 09.40pm

Chairman

Date

APPENDICES

Suffolk Coastal District Council Report

Suffolk County Council Report

Cookpole Energy Action Report

Halesworth Campus Update

SUFFOLK COASTAL DISTRICT COUNCIL

REPORT BY COUNCILLOR STEPHEN BURROUGHES – JAN/FEB 2015

- **ENCOURAGING MORE WOMEN INTO SPORT**

A national campaign has been launched to encourage and inspire more women to participate in sport. 'This Girl Can' is a celebration of active women across the UK taking part in sport and physical activity without any worries about how they look. The campaign, developed by [Sport England](http://www.sportengland.co.uk) and a range of partnership organisations, has been created to inspire women and girls to be more physically active. Studies show that women play less sport than men and one of the major barriers preventing women participating in more sports activities is a fear of judgment - over their appearance, their abilities and their choice to spend time on themselves rather than with family. This Girl Can aims to break down this barrier and show that women can exercise with confidence and without the fear of being judged.

If you would like to try a new sport, there are hundreds of sports clubs, classes and activities in Suffolk Coastal to choose from. Go to <http://www.suffolksport.com/> and search for activities and events in your area. There is also a wide range of classes and activities at the Council's [sport and leisure centres](#) in Woodbridge, Felixstowe and Leiston.

For more information and inspiration, please visit <http://www.thisgirlcan.co.uk/> and join in the conversation on Twitter using #thisgirlcan.

- **KEEP WARM THIS WINTER**

Suffolk Coastal is reminding people to take care during the cold weather which is expected in the next week and is encouraging those who may be entitled, to get help heating their homes. The message comes as NHS England issues a cold weather alert for the next seven days and warns that prolonged periods of cold weather can be dangerous, especially for the very young, very old or those with chronic diseases. Suffolk's Warm Homes Healthy People project helps vulnerable people and families make their homes cheaper to heat. The scheme can help home owners or tenants who privately rent and are on a low income or in receipt of a means tested benefit. The scheme also takes into account age, disability and cold related health conditions.

If you're struggling to keep warm or are worried about the cost of heating your home, you could get help with: Emergency boiler and heating repair costs. A contribution towards heating costs. Free home energy survey with advice on insulation, fuel switching and cheaper oil prices. Basic draught proofing. Temporary loan of heaters. People with vulnerable relatives or neighbours are also urged to help them find out more about the support available.

Eligibility criteria apply. For more information, call Warm Homes Healthy People helpline on 08456 037 686 (Local rate, lines open Monday-Friday, 9 - 5pm) or visit our website: www.suffolkcoastal.gov.uk/yourhome/warmhomes

Warm Home Discount Scheme

Did you know that electricity suppliers can award eligible customers with a £140 Warm Home Discount? Receiving this discount won't affect your cold weather or winter fuel payment. To find out more, contact your energy supplier direct.

- **NEW LOCAL ENABLING BUDGET FOR COASTAL AREA A SUCCESS**

A new community enabling budget introduced across Suffolk Coastal District in 2014 to help promote the core aims of the council, i.e., protecting the environment, promoting healthier lives, and increasing physical involvement of young people, has been a roaring success. It is seen as a way to significantly help promote active community involvement and applications for funding can be made to your District Councillor setting out the nature of the scheme, how it will be of benefit to your community, and how it will be delivered sustainably. The County Council already operates a successful 'Locality' Scheme, which is vital in the Council's objective of supporting communities financially.

- **SUFFOLK COASTAL COUNCILLORS APPROVE MOVE TO NEW HQ**

Councillors have given their approval for negotiations to commence on moving it's operations to a new site based in Melton. The move to a new site and the construction of state of the art office space will take the best part of 2 years, but will enable the council to change the way it works, and become a new and contemporary local authority building. The cost of the build will be met mainly through the sale of the Melton Hill offices and land for development. The existing office are becoming increasingly costly to run, are not particularly accessible or 'fit for purpose'.

Suffolk Coastal's Full Council members gave approval at a special 'extraordinary' meeting held in Woodbridge.

- **NEW LEISURE STRATEGY UNDERGOING CONSULTATION**

A new coastal leisure strategy is still out for consultation to parish councils and community groups looking at assessing what the capability is locally for providing leisure opportunities and gathering evidence of exactly where facilities are located in order to help it identify and focus on local needs etc. It is important to pull together all the leisure assets we have throughout Suffolk Coastal, particularly in the more remote rural areas and add this to the whole offer for a joined up and effective leisure service. Hopefully all parishes will look at the strategy and feedback information and details particularly the areas they feel are relevant for them.

For further information please visit www.suffolkcoastal.gov.uk or email me at stephen.burroughes@suffolkcoastal.gov.uk

- **SUFFOLK SCHOOLS RISE UP THE LEAGUE TABLES**

Figures out last month confirmed the trend of improvement in Suffolk's relative position in educational attainment. In data released by the government in January, Suffolk has climbed 12 places in the national league table for GCSE results since the previous year; from 137th to 125th out of 151 local authorities. This means we are getting ever closer to bridging the gap between ourselves and the national average. This was always expected to be a tough year for results, on account of changes to the way GCSEs are measured nationally. As a result, there was a nationwide reduction in the level of results. In Suffolk this meant that just over half (51.7%) of pupils scored at least five C grades including English and maths last summer, compared with a higher number of 54.6% in 2013. However, the key statistic is the relative improvement of Suffolk, something which is now becoming a clear trend. In 2012, Suffolk had fallen 8.9% behind the national average at GCSE, prompting the establishment of the Raising the Bar programme. Since then, there has been slow but inexorable improvement, with the gap between Suffolk and the national average narrowing to 4.6% in 2013, and now, following 2014's results, to just 1.7%.

- **SUFFOLK TO HOLD PUBLIC MEETING ON THIRD CROSSING FOR LOWESTOFT**

The people of Lowestoft are invited to attend a public presentation of options for a new road crossing over Lake Lothing. The public meeting will take place in the town on Wednesday 18th February to discuss and present the independent report regarding possible locations for a new crossing which was recently published by engineering consultants WSP. Members of the community are invited to come together to listen to and discuss the options in the report. This public meeting has been proposed and arranged by SCC. Peter Aldous MP will chair the meeting, accompanied by SCC leader Mark Bee. A representative from WSP will present and discuss the report. Other representatives confirmed to attend include the county's cabinet member for roads and transport, Graham Newman and Colin Law, leader of Waveney District Council. The report indicates that the most cost-effective and appropriate crossing option is at the eastern end of the lake. In his recent letter published in the Lowestoft Journal, Mark Bee moved to reassure people that, contrary to some claims being made, any new bridge across Lake Lothing would not be built as a replacement for the existing Bascule Bridge; a point made very clearly in the report produced by WSP.

- **FINAL PHASE OF TRAVEL IPSWICH WORKS UNDERWAY**

The final phase of Travel Ipswich is set to begin with the final upgrading of signals and improvement of junctions in and around the town centre. Over the last few months there has been significant improvement work carried out, which is delivering on the overall aims and objectives of Travel Ipswich. This work includes: upgrading traffic signals across the town to enable them to be linked into the new state-of-the-art Urban Traffic Management Control (UTMC) system; improvement work at Commercial Road, including narrowing of the slip lane to the railway station to reduce speeding, removal of signalised pedestrian crossing and installation of a wide zebra crossing, upgraded street lighting; new traffic signals, new crossings across Princes Street and Chancery Road as well as new road and footway resurfacing; new toucan crossing at Barrack Lane to provide cycle link from Geneva Road and north of town down Portman Road and on to the station; and simplifying the crossings on London Road and enhancing the bus priority, new signing, road resurfacing and footway resurfacing. In the next and final phase of Travel Ipswich, the remaining schemes and junction improvements will be taking place. Work is being planned to ensure that closures and disruption are kept to the absolute minimum. However, where disruption is expected, we will make every effort to give advance notice and whenever possible suggest alternative routes.

- **RAISING THE BAR FUNDING OPPORTUNITIES FOR SCHOOLS NOW AVAILABLE**

The second round of funding has now been made available to Suffolk schools who are operating or want to initiate ambitious and innovative projects that aim to raise attainment.

Schools are invited to bid for funding from the RtB Challenge Fund and demonstrate parental engagement and sustainability through their planning. Schools are also expected to work collaboratively with other schools to access the funding. The project could be focused on a particular issue, subject or need. As long as the project can show how it aims to make a direct impact on pupil attainment or progress then it will be eligible for consideration. The Challenge Fund is designed to support projects which have ambitious targets. In order to support this ambition the fund works on the principle of being rewarded for performance. The fund will support up to 50% of the project costs, to a maximum of £5,000 per school (however there is some flexibility to recognise the varying sizes of schools). The first 40% is paid up front to facilitate the project starting within the remaining 10% to be paid on achievement of targets. It is anticipated that most projects funded through this round would start either in April 2015 if ready to go, or September 2015. The fund will be open to any publicly funded school in Suffolk. Visit [The Challenge Fund](#) page for more information and details around how you can get involved.

- **WORK TO BEGIN ON TRANSFORMING IPSWICH MARKET AND WATERFRONT**

SCC and Ipswich Borough Council, together with Ipswich Central, have announced their plans for transforming the Queen Street and Princes Street area to improve the market and pedestrian link from the centre to the waterfront. The scheme will look to pedestrianise the area with alterations including extension of the present market into Queen Street, whilst changes to St Nicholas Street will improve routes for cyclists and pedestrians to and from the waterfront.

Work will include additional upgrades such as new paving, kerbing, street lighting and other general enhancements to the area. Some alterations will be made at Giles Circus in order to extend the market and allow access to the Buttermarket. After the transformation, traffic will flow in the opposite direction, meaning traffic will come into Queen Street near Bowman's Bar, travel towards Giles Circus and then through Princes Street in the direction of the Willis Building. A consultation took place last year regarding proposals for the area. During the consultation process some businesses in the area raised issues with restrictions on loading and unloading. After careful consideration a comprehensive set of traffic regulation orders is now being developed, where access will be restricted on both market days and non-market days. Legal orders for traffic regulations are expected to be advertised at the end of February 2015. Ipswich Central will be contacting businesses affected in order to alleviate any concerns they may have.

- **NEW CAMPAIGN TO MAKE THE CONNECTION WITH LONELINESS**

A new campaign, launched by Suffolk's health professionals, invites people to play their part to beat loneliness; drawing attention to the fact that loneliness can affect any of us at any time. An estimated 800,000 people in England feel lonely, and Age UK Suffolk predicts that 15,000 older people in Suffolk can go a month without speaking to a friend, family member or neighbour. The campaign, entitled 'Loneliness. Make the connection', began last month and kicks off a year-long focus on loneliness and how it affects people in different ways, from new parents to bereavement and unemployment. A number of studies have linked the harmful effects of loneliness to both mental and physical health; claiming the same long-term harmful effects as obesity and smoking. SCC's public health team is joining forces with voluntary-sector organisations and other partners to co-ordinate the campaign, drawing attention to the support already available from befriending schemes and organised groups to telephone and on-line advice. More information about this campaign is available from www.healthysuffolk.org.uk including the ability to make a pledge, find out what support is available, read case study examples and download a range of useful resources.

Cookpole Energy Action Report to C & W Parish Council

- The presentation by our Chairman Simon Weeks at the Science Café at the Cut in Halesworth on Thursday 29 January was well received. The theme was Energy Provision and Climate Change.
- Fundraising letters have now been written to individuals and organisations to raise capital for our community wind turbine project.
- Grants and pledges amounting to £4,500 have been obtained towards the community Electric Bike project. Other applications are still pending. Meanwhile CEA is proceeding with negotiations with the Playing Field Trust regarding the site and specifications for a secure shed to house the bikes and electrical infrastructure.
- A fund-raising cookery book is in production – all recipes welcome!

Zoé Mair

On behalf of CEA – 17 February 2015

Halesworth
CAMPUS
Update - January 2015

The Campus Site

- The whole of the former Halesworth Middle School site (except the North Suffolk Skills Academy) has now been transferred from Suffolk County Council to Halesworth Campus Ltd (HCL)
- HCL has commissioned Collyers to drain all the grass pitches to a high standard. This work will go ahead as soon as the soil is dry enough
- The site is being maintained under contract by Waveney Norse

Sale of Dairy Hill Playing Field

- The sale of the field by Halesworth Playing Fields Association (HPF) to our preferred housing developer, and the transfer of the receipt from HPF to HCL are governed by a three-way option agreement. This is a lengthy legal document, which is still being finalised by solicitors working for each party.
- The developer working with Halesworth Health to build a new health facility to replace Patrick Stead Hospital will buy approximately an acre of the field.

Sports Facilities

- The proposed new facilities on The Campus include: a new access road and parking, an all-weather pitch, newly drained grass pitches, tennis/netball courts, an indoor sports hall, an indoor swimming pool (20m, constant depth), outdoor and indoor changing rooms, a cafe/bar/social space, multi-purpose rooms and a fitness gym. In addition, the Kuk Sool Won club is hoping to have a new Dojang on the site.

Funding

- The sale price of the existing field has not yet been agreed, and may involve an independent chartered surveyor appointed by the Royal Institute. Until that process has been completed, we will not know exactly how much we have to invest in the new facilities, but we are working on an assumption of £2.5m at minimum.
- This will not be enough to fund all the proposed facilities, so we are working hard to try and attract additional funding to make up the shortfall. We are applying to Sport England and sports governing bodies - The FA and The RFU. We are also applying to the Local Enterprise Partnership for a donation towards the cost of the new access road.
- We are also just starting the process of selecting a partner to manage/operate the new sports complex, and we hope that some of the potential operators might want to invest in the project.
- We have just appointed a consultant to work with us on producing business plans/business cases to maximise our chances of attracting external funding.

Demand Survey

- We are currently carrying out a massive survey of potential demand for the proposed new sports facilities. The evidence will be crucial for the business plans we submit in support of external funding applications. The survey covers all of Halesworth and twenty surrounding parishes. 10,000 hard copies of the questionnaire have been printed and people can also complete the survey online (via www.halesworthcampus.org)

Planning

- The planning application will be phased. Initially, the housing developer will put in a composite application - seeking full consent for the housing development and outline consent for the sports and health facilities. Applications for full consent from the sports and health developers for those facilities will follow this.
- There are no guarantees, of course, but our informal discussions with planning officers at Waveney District Council have suggested that there are no fundamental obstacles to achieving planning permission.

Time-scale

- There are many factors affecting the time-scale for the project. If all goes well, we are hoping that building work on The Campus could start at the beginning of 2016, with opening to the public at the start of 2017.

Further Information

- Simon Weeks 01986 784348
- Erik Wilcock 01986873557

