

Clerks Report August 2018

7.1 New Planning Procedure

The step-by-step bullet points below explain how the agreed new system of dealing with planning applications will work going forward:

- When a new planning application arrives, instead of emailing Councillors with the case ref number, address and proposal, the Clerk will send each Councillor a form via email.
- This form will contain the case ref number, the address and proposal for planning.
- There are three options: **‘support’**, **‘no objection’** or **‘object’**. Each recipient must choose an option.
- If the recipient selects either **‘supports’** or **‘no objection’**, the form is **complete**, and it must now be **sent back** to the Clerk.
- If the recipient selects **‘objects’** to the application, they must choose from a tick list of material considerations contained in the section below the options. More than one box can be ticked from this list.
- There is a free text box at the bottom of the form for recipients to explain on what grounds they have chosen the particular material consideration/s to object to the application.
- Once completed, the recipient must **return the form** to the Clerk.
- The information contained in the responses from Councillors will automatically download into a spreadsheet on the Clerk’s laptop.
- The Clerk will use the information in the spreadsheet to analyse the data and create a Planning Report which will be circulated to each Councillor prior to each PC meeting.
- Using the data contained in the report, each planning application will be discussed (if necessary) and a vote taken.
- It is envisaged that using this system will reduce the amount of time needed for discussions in meetings.
- If the application is complex or controversial, the Planning Group still exists to enable Councillors to seek advice and guidance.
- The Clerk will also seek advice and guidance from the Planning Group as to whether a site visit is required and/or if further information needs to be gathered to help Councillors in their decision-making process.
- This system will be reviewed after 6 months. Any improvements needed will be identified and implemented.

7.2 Register of Interests – update of records

Currently the Clerk does not hold any Councillor Register of Interests on her laptop. Normally the District Council can also provide a source of information regarding all Councillor Register of Interests but due to the impending merger between Suffolk and Waveney District Councils, the normal link is unavailable to access.

Therefore, in order to comply with the Localism Act 2011, the Clerk kindly requests that each Councillor completes a new form which will then be uploaded onto the

website to allow for public scrutiny. The form will need to be updated every 12 months going forward and the Clerk will send out a reminder when this is due. She apologises for any inconvenience caused.

7.3 Draft Policies/Procedures for ratification

- Equality and Diversity Policy
- Health and Safety Policy
- Grievance Procedure
- Disciplinary Procedure

7.4 Freedom of Information Request – Carlton Meres

The Clerk sent a formal Freedom of Information request to the General Manager, Mr Steve Potts on 2nd August 2018 asking them to provide copies of all current site licences under which the park operates. She received an email acknowledgement from Mr Potts who stated that he had passed it onto their legal department to deal with. The Clerk is currently awaiting a response.

7.5 Lockable Safe

This is a formal request for the Parish Council to purchase a lockable safe to be used when the Parish Council is running events. The Clerk has checked the Insurance Schedule in relation to the upcoming Firework/Bonfire event in the autumn and discovered that the PC are only covered to hold up to £2,500 cash if not stored in a lockable safe. If the cash is stored in a lockable safe, cover increases to £10,000. Therefore, a safe is required that is big enough to store large quantities of change.

7.6 Horse-riding Warning Signs – Rosemary Lane

The Clerk received an email from a member of the public regarding a decision that was taken by the parish council in April 2017. The minutes state that it was agreed to purchase two horse-riding warning signs to be sited on Rosemary Lane at the cost of approx. £300 each. The Clerk at the time was actioned to try and pay for the cost of the signs by accessing a highways fund. However, it appears that the actions were not carried out. The present Clerk emailed Council members to try and find out more about this. As this happened such a long time ago, the Clerk is requesting that this matter is raised again and discussed at this meeting to enable action to be taken now.

7.7 Feedback regarding reported Highways issues

The Clerk reported the following highways issues:

- **Rosemary Lane, Kelsale-cum-Carlton – missing road signs.** The Clerk reported to Suffolk CC that the road signs for the Poacher's Pocket public house had disappeared after having been taken down previously. She received a response saying that this was not considered a priority and that the signs would be replaced at an unspecified point in the future. The Clerk sent back a response pointing out that these signs had been paid for by the landlord at the Poachers Pocket and that if the signs are not replaced quickly he should be compensated. The Clerk is awaiting a response.

- **Lowes Hill, Kesale-cum-Carlton – degrading potholes.** A number of potholes that had previously been reported to Suffolk CC by the Clerk as needing repair were reported again due to them having degraded even further. The Clerk received a response stating that the potholes had been inspected and were not deemed serious enough to require immediate attention. Whilst the Clerk was preparing a response to appeal against this decision, she was informed that the potholes had been marked in yellow and have subsequently been filled in. This matter is now closed.

7.8 Spinney Pocket

The Clerk received a telephone call from a member of the public complaining that the wooded area in Spinney Pocket (at the back of her house) was very overgrown and contained a number of wasp's nests, resulting in an infestation of wasps in her back garden. The Clerk contacted Cllr Buttle who in turn contacted the contractor who tends this area. The contractor cleared the area within 5 working days but found no evidence of a wasp nest. Cllr Buttle reported that she had spoken to a neighbour who had complained that a bin in the area was not being emptied often enough and was in a bad location. Therefore, the Clerk and Cllr Buttle propose that a request is made to Suffolk Coastal Norse to relocate the bin to a more appropriate location and arrange for it to be emptied more frequently.

7.9 Scottish Power Statement of Community Consultation

The Clerk was contacted by Scottish Power Renewables requesting that the Parish Council display their Statement of Community Consultation regarding the proposed East Anglia TWO and East Anglia ONE North offshore windfarms. The consultation will begin on 19th September 2018 for a period of one month. The Clerk requested both a hard and electronic copy to be forwarded to her, one for display at the Village Hall and the other for upload onto the website. The Clerk proposes that the Parish Council give their permission to support this consultation.

7.10 Further changes to the 2018 Model Standing Orders (NALC)

NALC have issued an amended version of their model Standing Orders to address anomalies in three areas:

- The last-minute change to Data Protection legislation meaning that councils are not now required to appoint a Data Protection Officer.
- To address technicalities around procurement.
- To address technicalities regarding the Annual Return.

Councils have been asked to ensure that the amended standing orders are adopted at a full council meeting. The Clerk is in the process of amending the Parish Council Standing Orders to reflect these changes.

7.11 New National Planning Policies

The following information was provided by SALC regarding new proposed national planning policy changes:

‘Building attractive and better-designed homes in areas where they are needed is at the centre of new planning rules published by Secretary of State Rt Hon James Brokenshire MP.

The new rules will also make it easier for councils to challenge poor quality and unattractive development and give communities a greater voice about how developments should look and feel.

The revised National Planning Policy Framework follows a public consultation launched by the Prime Minister earlier this year to provide a comprehensive approach for planners, developers and councils to build more homes, more quickly and in the places where people want to live.

<https://www.gov.uk/government/news/governments-new-planning-rulebook-to-deliver-more-quality-well-designed-homes>

The new rule book will focus on:

- promoting high quality design of new homes and places
- stronger protection for the environment
- building the right number of homes in the right places
- greater responsibility and accountability for housing delivery from councils and developers

Secretary of State for Communities, Rt Hon James Brokenshire MP said:

‘Fundamental to building the homes our country needs is ensuring that our planning system is fit for the future.

This revised planning framework sets out our vision of a planning system that delivers the homes we need. I am clear that quantity must never compromise the quality of what is built, and this is reflected in the new rules.

We have listened to the tens of thousands of people who told us their views, making this a shared strategy for development in England.’

Ministers have been clear on their ambition to achieve 300,000 new homes a year by the mid-2020s, which follows 217,000 homes built last year, the biggest increase in housing supply in England for almost a decade.

The new rules will see 85 of the proposals set out in the housing white paper and the Budget, implemented in the new National Planning Policy Framework.’

7.12 East Anglian Air Ambulance – Basic Life Support training session for community groups.

SALC is hosting a session led by East Anglian Air Ambulance to provide basic life support training specifically for community groups. The session is being held on Friday 5th October 2018 from 11.00am-12.00noon or 1.45pm-2.45pm. Each session will cover the following:

- Introduction and facts/figures about out of hospital cardiac arrest
- Chain of survival
- DRsABC (primary assessment of casualty)
- CPR explanation and demonstration
- Hands-on CPR practice techniques on latest Bluetooth-enabled manikins
- Introduction to defibrillation and use of AED (defibrillator)
- Practice in using an AED (training version)
- Recap and questions

The trainer, a current EAAA senior Critical Care Paramedic, will also 'bust some myths' about using an AED