



Redgrave Parish Council Meeting
Thursday 2 Nov 23



REDGRAVE PARISH COUNCIL MEETING 2 NOV 23

Agenda

1. Chairman's Welcome and Introduction
2. Apologies for absence and declarations of interest
3. Minutes of the last meeting
4. Public Forum
5. County and District Councillor's Reports
6. Planning
7. Parish Clerk's Report
8. Responsible Finance Officer Report
9. Correspondence
10. Meeting Dates for 2024
11. Policy Documents Review and Approval
12. Appointment of Trustees to Charities
13. To Approve the discussion to respond to Llanover's invitation to discuss the position of the recreation ground
14. Maintenance of the Old School Playing Field
15. Green Cluster Update
16. Any items to be proposed for the next Agenda
17. Date of Next Meeting



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Item 6 - Planning

6.1 To CONSIDER any planning applications received by the Council for comment, including those received after the publication of this agenda.

DC/23/04994 - Application for works to trees in a conservation area. Priory Barn, Half Moon Lane, Redgrave IP22 1RX. Removal of unsafe northern limb from trunk of Oak tree(T1) to approx. 5m above ground level to prevent immediate serious risk of harm with objective of salvaging and best preserving remainder of tree by pollarding to that height.

6.2 To NOTE any planning decisions received.

DC/23/04419 Green Farm House, The Green, Redgrave – Felling of 40ft Pine Tree due to safety concerns – NO OBJECTION



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6.2 To **NOTE** any planning decisions received.

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Item 7 - Parish Clerk's Report

Agenda Item	Subject	Summary	Action	Status
171 – 10.6	Stile on footpath 2	Stile has been re-fitted to British Standards, causing issues for some residents. Awaiting feedback from letter from Chair stating stile does not allow access to elderly and infirm; SH has referred this to its lawyer who has now advised that it be referred to specialist external legal support	Cllr Warnes	Ongoing
195-9.2	Christmas Tree Lighting Decorations	To investigate better Christmas tree lighting once the choice of tree is decided. Agreed to purchase brighter lights for this year.	Cllr Denmark	Ongoing
199-12.2/215-7.2	Maintenance of Oak Benches	Cllr Denmark has agreed to paint the seats: 1 x Fen Street – n/a in good condition 1x Pond – n/a in good condition 1xwalk to Botesdale - in good condition 1x with Cllr Denmark. 2x OSPF - require maintenance 1 x outside the Church, Churchway	Cllr Warnes Cllr Denmark	Ongoing
211.12.1	Half Moon Lane 20mph limit	Clerk to investigate the option of a 'Quiet Lane' status. Quiet Lanes Suffolk has now closed to new requests. Limited options but possible. Clerk to continue looking into other options to provide costs to PC. 20s Plenty option: Clerk to attend a webinar on the subject and discussing the process with Wortham School Head/head of 20splenty.org Clerk is in discussion with neighbouring Parishes, 20splenty.org and QLS. Clerk will provide a separate report to PC. Clerk has attended a 20splenty hosted webinar and will provide feedback.	Clerk	Ongoing

211.13/215.7.7	Concerns on Hinderclay Road	<p>Cllr Andrews to contact Gressingham Foods for suitable dates for a meeting with SH, PC and residents to discuss road signage/restrictions.</p> <p>Cllr Andrews to engage with Gressingham Foods to gain written confirmation of their verbal support for the call to investigate the options.</p> <p>Cllr Andrews reported the Police have no criminal notices related to traffic events in the area noted.</p> <p>It was noted Cllr Fleming is in support of the proposal for a discussion and potential changes to the limits and would be happy to attend discussions.</p> <p>Cllr Andrews confirmed the action was closed following no further communications from Suffolk Highways. It was AGREED to reopen following a near miss with a travelling vehicle.</p>	Cllr Andrews	Ongoing
216.9	Re-use of redundant sign in Churchway	<p>Clerk to investigate logistics and costings of re-using the now redundant sign of ‘children playing’ on Churchway and reposition as one of the two agreed for Half Moon Lane.</p> <p>Clerk has approached Suffolk Highways again for suggestions/feasibility following the new contractor (Milestone) commencement.</p>	Clerk	Ongoing
219.7.7	Welcome Pack for new Redgrave residents	<p>Clerk to request a copy of Botesdale’s welcome pack with a view to producing similar for Redgrave.</p> <p>Pack now received, Clerk now adapting for Redgrave village.</p> <p>To be offered for discussion and approval prior to onward circulation.</p>	Clerk	Ongoing
220.11	Suffolk Green Cluster	<p>Cllr Warnes to update the Parish Council on the Suffolk Green Cluster activities under the Green Redgrave Group.</p> <p>It was agreed Cllr Warnes would provide an update in the November PC meeting.</p>	Cllr Warnes	Complete
225.9.7	Additional Dog Waste Bin	<p>It was AGREED that Cllr Denmark would install the bin already owned by the RPC; possible additional costs for ancillary materials to support this activity would be considered.</p>	Cllr Denmark	Ongoing
"226.10	Process and next steps for the RPC in its position of Appointing Authority	<p>Once the above document has been agreed then:Write to Charities to ask for nominations for the positions of Trustees.Use wider means of searching for applicants for the role of Trustees.Put in place the agreed selection process if more than the required number of eligible applications for the position of Trustee are received</p>	Council	Ongoing
226.11	Dog waste on Redgrave’s footpaths	<p>The Council to consider options to lower the incidents of dog waste being left on the village’s footpaths.</p>	Council	Ongoing
232.9.2	Removal of a 6-7ft Norwegian Spruce from donating property to the Knoll for a Christmas Tree	<p>Donated Norwegian Spruce from a resident to be removed and transferred to the Knoll in preparation for Christmas</p>	Cllr Warnes	Ongoing



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Item 8 - RFO Report – Monthly Report

TOTAL Bank ACCOUNT BALANCE on 2 Nov 23 **£53,752.01**
(Of which £39,205.98 in reserves, £14,705.98 as CIL)

Income since 5 Oct 23:

13 Oct 23 CIL Payment £9,650.63

TOTAL INCOME **£9,650.63**

Invoices Approved and Paid:

Oct 23	TRAMAR Grass Cutting Inv 152&157	£120.00
06 Oct 23	RBL Wreath Type B for Remembrance Service	£23.98
25 Sep 23	SCRIBE Accounts renewal (2023)	£417.60
13 Oct 23	AJG Insurance Brokers (PC Insurance 2023/24)	£915.14
24 Oct 23	Botesdale War Memorial Insurance contribution	£50.00
	October administration costs	£568.52

Total Spend: **£2,095.24**

Invoices to be approved and paid:

PKF External Audit £378.00
(Limited Assurance review of Annual Governance & Accountability Return
for y/e 31 Mar 23)

Total Spend: **£378.00**



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Item 9 - Correspondence

9.1 Updated Operating Model for Suffolk Police.

9.2 Botesdale PC request for contribution towards the War Memorial (£50.00). To discuss the automatic payment of this cost, unless there is an increase of 10% whereupon there will be a need for renewed approval.

9.3 BMSDC Free Trees, Hedgerows and Wildflowers Scheme. Availability with criteria including “helping wildlife and public access”.

<https://www.midsuffolk.gov.uk/web/mid-suffolk/w/trees-and-wildflowers-scheme>

9.4 Funding for Bus Network Improvements - £1.8million grant provided to spend each year in 2023/24 and 2024/25 on enhancements to the current passenger transport network. Some will go to support existing services, and some will go into design work on Bus Priority schemes to get them ready for delivery when we are able to secure capital funding. With the remainder of the grant, to support new or improved services at a local level where demand can be proven. Any suggestions are welcomed.



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Item 9 - Correspondence

9.5 'Communities Together Community Transport': a small charity looking at weekly community transport in more remote villages in mid Suffolk. Seeking feedback on requirements/difficulties Redgrave may have with transport.

9.6 BMSDC have offered 'The Play Inspection Company' offer of a package which includes a play inspection a risk assessment and disability discrimination assessment (DDA). The price is a £53.15 + vat for the inspection plus £5.31 admin charge plus £15 for the DDA. Budget provision (of £200) for this was made at the beginning of the year.

9.7 Correspondence received from Redgrave Amenities Trust: "The Redgrave Amenities Trust (R.A.T.), is currently not asking the Redgrave Parish Council to appoint any trustees. All the current trustees have been correctly appointed according to charity and trust law and none have resigned. Trustees can only be removed if they choose to resign. The trustees are quite comfortable with explaining to the Charity Commission if ever necessary".

9.8 Rickinghall resident request for Footpath 14 accessibility to be addressed.



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Item 10 - Meeting Dates for 2024

Proposed dates for next year's Parish Council meetings:

Thursday 11 Jan 24

Thursday 1 Feb 24

Thursday 7 Mar 24

Thursday 4 Apr 24

Thursday 2 May 24 (Annual Parish Council Meeting – Date of APM decided and issued separately)

Thursday 6 Jun 24

Thursday 4 Jul 24

Thursday 5 Sep 24

Thursday 3 Oct 24

Thursday 7 Nov 24

Thursday 5 Dec 24 (if required)



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REDGRAVE PARISH COUNCIL MEETING 2 NOV 23

Item 11 – Policy Document Review and Approval

Existing policy documents for annual review:

- Data Protection Policy
- Information Security Incident Policy
- Document Control & Records Management Policy
- Communications Policy



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REDGRAVE PARISH COUNCIL MEETING 2 NOV 23

Item 12 – Appointment of Trustees to Charities

12.1 Appointment Panel Confirmation

The following trustees have volunteered to be on the Appointment Panel

Cllr Andrews; Cllr Giddings; Cllr Gillett; Cllr Preston; Cllr Warnes

3 or 4 of these will be confirmed depending on dates of appointment panel meetings

12.2 Costs for legal support

Costs for solicitors to affirm the position regarding the appointment of trustees and implementation measures

Initial estimates up to £1,750 plus VAT

12.3 Possible use of Mediation/Arbitration Service



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Item 13 – To Approve the discussion to respond to Llanover's invitation to discuss the position of the recreation ground

- An incorrect version of the Agenda EPCM held on 21 Sep 23 was put on the parish noticeboard and website after the full agenda had been agreed by Council
- This meant that the agreed Item 4 (To discuss the situation of and possible options for the future of the Old Recreation Ground) did not appear on that published agenda
- As a result the discussions held and decisions made were not valid.
- Proposed Actions:
 - Council to approve the discussions held and decision made at the meeting on 21 Sep 23 in retrospect
 - The Chairman to send a clarifying letter to Susie Philips as Llanover to explain the error



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Item 14 – Maintenance of the Old School Playing Field

- The surface of the playground is uneven and needs levelling off to prevent trip hazards and the lawn mower catching the edges of the rubber matting. Topsoil is needed to level off; spreading work by volunteers.
 - One tonne of topsoil required now
 - Perhaps 2 tonnes more in 2 more phases next year.
- The gate to the playground area is not sufficiently robust and keeps breaking. It has been repaired several times but now needs replacing with something more rigid and strong.



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Item 14 – Maintenance of the Old School Playing Field

Pricing:

- One tonne topsoil
 - Dandy's Super Saver Peat Free Multi Purpose Topsoil × 1 approx 1000kgs £99.95
 - Discount -£19.99
 - Subtotal £79.96
 - Shipping £27.95
 - Estimated taxes £17.99
 - Total (inc VAT) £107.91**
- Gate from Clarke;
 - Premium Picket Gate PPG90 £50.23
 - Hinges 14" x two £16.40
 - 1.5m x 100mm wooden posts x two £23.54
 - Total (inc VAT) £89.97**

£600 in this year's budget for contingencies such as this; none of it used as yet



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Item 15 – Suffolk Green Cluster Briefing

- The Suffolk Green Cluster (SGC) was formed in May 23 as a grouping of villages and organizations interested in promoting net-zero solutions to the climate emergency
- An initial briefing and support for this activity was noted in the May 23 RPC minutes solutions
- The SGC currently includes the villages of Hopton, Hinderclay, Blo Norton, Ixworth, Thelnetham, Redgrave, Botesdale
- The SGC holds quarterly meetings to coordinate plans to improve the environment and to help SCC towards the zero carbon target for 2030.
- Hopton has received lottery funding to create a Climate Action Plan that will potentially be shared nationally.



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Item 15 – Suffolk Green Cluster Briefing

In its meeting of 11 May 23, the RPC agreed to:

- Support Suffolk County Council and related initiatives by declaring a Climate Emergency (a draft statement to be prepared for subsequent agreement and publication)
- Work with the SGC to create action plans to help mitigate the effects of the climate emergency (RPC would be updated on activities to allow for a vote on each proposed action)
- Work to help Suffolk County Council meet its aims of making the Suffolk carbon neutral by 2030
- Join the NALC Climate Emergency Network of councils trying to tackle the Climate Emergency

The purpose of this briefing is to update the RPC on the SGS activities as required by the agreement above

- Note that the Parish Council has a statutory duty to comply with the Government's Biodiversity duty policy – see <https://www.gov.uk/guidance/complying-with-the-biodiversity-duty>



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Item 15 – Suffolk Green Cluster Briefing

The six main action areas are:

- Biodiversity
- Green energy
- Retrofitting
- Green transport (being headed by Cllr Warnes),
- Green food production
- Green housing/planning

I will cover each area below in turn



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Item 15 – Suffolk Green Cluster Briefing - Biodiversity

Biodiversity

- Each parish council is required to comply with the Government's Biodiversity duty policy
 - "You must complete your first consideration of what action to take for biodiversity by 1 January 2024. You must agree your policies and objectives as soon as possible after this
 - You must reconsider the actions you can take within 5 years of when you complete your previous consideration."
- A biodiversity audit for Hopton has been completed and published
- Ixworth has already started and is using drones to map sites; Hinderclay looking to start an audit
- A similar biodiversity audit is being discussed for Redgrave
 - This may require funding for support of a professional ecologist and the BMSDC Biodiversity Officer has been asked to see if he can help fund.
 - Parish Council funding may be required
- An Ancient, Veteran & Notable Tree Survey for Redgrave has been started – more work to be done
- Assessment of the existing Tree Preservation Orders conducted
 - Will try to get additional protection for identified Veteran trees (in the case of Oaks, those more than 200 years old)



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Item 15 – Suffolk Green Cluster Briefing - Biodiversity

Ancient, Veteran & Notable Tree Survey Redgrave

Site			Species			Tree Preservation Order								Surroundings	Category
Date	GPS	W3W	Name	Common Name	Latin Name	Girth (cms) *	Approx Age (yrs)	TPO Y/N?	TPO Reference	Alive/Dead	Standing / Fallen	Hollowing Y/N	Pollarding Y/N		
19-Oct-23	04620 77520	///choice.newsstand.audible	The Green	Pedunculate oak	Quercus robur	377	185	No	N/A	Alive	Standing	No	No	Hedgerow	Notable
19-Oct-23	04625 77437	///sardine.rattled.debut	Oak House	Pedunculate oak	Quercus robur	469	260	Yes	MS36/T1	Alive	Standing	No	No	Garden	Veteran
19-Oct-23	04275 77750	///commutes.typed.partly	Normans Field 1	Pedunculate oak	Quercus robur	276	120	No	N/A	Alive	Standing	No	No	Field	Notable
27-Oct-23	04344 77734	///custodial.expert.mobile	Normans Field 2	Pedunculate oak	Quercus robur	477	270	No	N/A	Alive	Standing	No	No	Field	Veteran
27-Oct-23	04349 77778	///brief.detonated.sweetly	Normans Field 3	Pedunculate oak	Quercus robur	490	290	No	N/A	Alive	Standing	No	No	Field	Veteran
27-Oct-23	04496 77948	///trophy.storeroom.galloping	The Knoll	Pedunculate oak	Quercus robur	320	140	No	N/A	Alive	Standing	No	No	Village Green	Notable
27-Oct-23	04710 77727	///whistling.nametag.bolt	The Flatiron	Pedunculate oak	Quercus robur	493	290	No	N/A	Alive	Standing	No	No	Open Field	Veteran
28-Oct-23	04507 77372	///conducted.league.convinces	Searchlight Hill	Pedunculate oak	Quercus robur	550	350	Yes	MS36/G2	Alive	Standing	Yes		Hedgerow	Veteran
28-Oct-23	04507 77369	///reliving.prom.boomers	Searchlight Hill	Pedunculate oak	Quercus robur	330	150	Yes	MS36/G2	Alive	Standing	No		Hedgerow	Notable
28-Oct-23	04496 77366	///artichoke.salsa.eyebrows	Searchlight Hill	Pedunculate oak	Quercus robur	400	205	Yes	MS36/G2	Alive	Standing	No		Hedgerow	Veteran
28-Oct-23	04510 77361	///afternoon.wages.votes	Searchlight Hill	Pedunculate oak	Quercus robur	380	190	Yes	MS36/G2	Alive	Standing	No		Hedgerow	Notable
28-Oct-23	04543 77358	///promotion.overused.bordering	Searchlight Hill	Pedunculate oak	Quercus robur	TBD	TBD	Yes	MS36/G2	Alive	Standing	No		Hedgerow	
28-Oct-23	04635 77346	///decorator.vans.sprinkle	Searchlight Hill	Pedunculate oak	Quercus robur	480	275	Yes	MS36/G2	Alive	Standing	No		Hedgerow	Veteran
28-Oct-23	04667 77361	///attaching.studs.claims	Searchlight Hill	Ash	Fraxinus excelsior	TBD	TBD	Yes	MS36/G2	Alive	Standing		Branched	Hedgerow	
			Searchlight Hill	Pedunculate oak	Quercus robur				MS36/T2		Standing			Field	
			Searchlight Hill	Pedunculate oak	Quercus robur				MS36/T3		Standing			Field	
			Searchlight Hill	Pedunculate oak	Quercus robur				MS36/T8		Standing			Field	
			Searchlight Hill	Pedunculate oak	Quercus robur				MS36/T10		Standing			Field	
			Hall Lane	Pedunculate oak	Quercus robur				MS36/T12		Standing			Hedge	
			Hall Lane	Pedunculate oak	Quercus robur				MS36/T13		Standing			Hedge	
			The Street	Lime	Tilia x europaea				MS138/T1						



REDGRAVE PARISH COUNCIL MEETING 2 NOV 23

Item 15 – Suffolk Green Cluster Briefing – Green Energy

Green Energy

- Work to look at Green Energy generation in the areas covered by the Suffolk Green Cluster being included in the membership of the Community Energy Suffolk programme (we are one of 7 projects being funded by Suffolk County Council)
- Initial projects identified – starting with 5 sites in Hopton
- Farmers and landowners to potentially site a wind turbine
- Discussions with Hinderclay landowner to use his roofs and grain stores for energy generation
- In Redgrave
 - Proposal to include decarbonization of the Crossways pub proposed to the Redgrave Community Society – response awaited
 - Discussions taken place with Gressingham Foods to look to see if we can cooperate with them on decarbonization - unlikely to proceed
 - Other proposals may follow



REDGRAVE PARISH COUNCIL MEETING 2 NOV 23

Item 15 – Suffolk Green Cluster Briefing – Retrofitting

Retrofitting

- Intend to examine houses for improvements to energy efficiency
- Have a qualified Retrofit Engineer on the SGS team (and more being trained up)
- Will start looking at houses in Hopton
- Looking to identify measures that can be taken and government funding to assist with implementation
- Will move to Redgrave when time permits and if demand for the service



REDGRAVE PARISH COUNCIL MEETING 2 NOV 23

Item 15 – Suffolk Green Cluster Briefing – Green Transport

Green Transport

- Discussions held with various agencies providing community transport solutions nationwide and BMSDC and Suffolk County Council transport officers
- Rapidly clear that we (the SGC) do not have the resources to provide a separate transport service
- Advised by Suffolk County Council to partner with existing community transport suppliers to the Council
 - A new contract is about to be let and the existing suppliers are putting in their offers
- We have submitted proposals to the suppliers covering mid-Suffolk and West-Suffolk
 - Communities Together East Anglia & the Voluntary Network
- Our proposals, which have been welcomed by both groups, include:
 - Improved Community Transport Arrangements to include:
 - Transport Hubs
 - Additional (potentially electric) vehicles
 - Access facilities including feeder buses and cargo bikes
 - Community electric vehicle sharing
- We have identified that BMSDC has £800K available to support such measures and have talked to Katherine Davies to see if some of this could be made available



REDGRAVE PARISH COUNCIL MEETING 2 NOV 23

Item 15 – Suffolk Green Cluster Briefing – Green Transport

Green Transport

- Study of needs was undertaken earlier this year by SCC
 - https://www.transporeast.gov.uk/wp-content/uploads/RuralMob_SurveyResults.pdf
 - Results very general and do not provide detailed proposals for improvements
- Now Parish Councils now being approached by various bodies for input from suppliers
 - Communities Together East Anglia in correspondence
 - New pilot is looking at ways to provide a weekly service for the more remote villages in the area that currently have no, or limited transport links.
 - Seeking feedback on requirements/difficulties Redgrave may have with transport.
- Suffolk County Council seeking input for spend of its £1.8M for enhancements to the transport network
 - Parish/Town Councils, Bus Companies and other groups to submit ideas and suggestions for these improvements
 - Applications submitted by community groups demonstrate that they have the support of their county councillor
 - Meeting by Zoom on 14 Nov 23



REDGRAVE PARISH COUNCIL MEETING 2 NOV 23

Item 15 – Suffolk Green Cluster Briefing – Green Food Production

Green Food Production

- iFarm in Blo Norton used as the hub for this activity
- 10 acres of land purchased and now operating as a Farm
 - Exploring routes to market for fruit and food produced
 - Volunteers have planted 1,000 trees under the “Queens Canopy Project”.
 - More funding has been applied for, for 100 regional fruit trees
 - 3 new orchard to be built with funding from Tree Council (if money granted)
 - Meeting with Richard Parmee (BMSDC Biodiversity Officer)
 - Addressing how can we raise funds to plant a Tree Nursery.
 - iFarm likely to be the delivery partner for a Market Garden for the Royal Norfolk Showground and Royal Norfolk Agricultural Association.
- Other sites as extension for iFarm being looked for
 - Redgrave possible site



REDGRAVE PARISH COUNCIL MEETING 2 NOV 23

Item 15 – Suffolk Green Cluster Briefing – Green Housing/Planning

Green Housing/Planning

- Hopton PC has tasked Joolz Thompson to find a Rural Exception Site on which to build Social Housing
 - Wants to ensure that such houses can be kept for local people
 - No “right to buy” for the tenants but guaranteed affordable rents (40-60% of market value)
 - Head of Planning at West Suffolk said he would look very favourably on such a Rural Exception Site development
 - Potential funding from socially minded investor already identified
- Examining potential Rural Exception Sites in Redgrave



REDGRAVE PARISH COUNCIL MEETING 2 NOV 23

Agenda

1. Chairman's Welcome and Introduction
2. Apologies for absence and declarations of interest
3. Minutes of the last meeting
4. Public Forum
5. County and District Councillor's Reports
6. Planning
7. Parish Clerk's Report
8. Responsible Finance Officer Report
9. Correspondence
10. Meeting Dates for 2024
11. Policy Documents Review and Approval
12. Appointment of Trustees to Charities
13. To Approve the discussion to respond to Llanover's invitation to discuss the position of the recreation ground
14. Maintenance of the Old School Playing Field
15. Green Cluster Update
16. Any items to be proposed for the next Agenda
17. Date of Next Meeting



REDGRAVE PARISH COUNCIL MEETING 2 NOV 23

Item 16 – Items for Next Agenda

- Draft Budget for 2024/25



REDGRAVE PARISH COUNCIL MEETING 2 NOV 23

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REDGRAVE PARISH COUNCIL MEETING 2 NOV 23

Item 17 – Date of Next Meeting

- Thursday 7 Dec 23 at 7pm in All Saints Church, Redgrave



Redgrave Parish Council Meeting
Thursday 2 Nov 23

