

**BRETENHAM PARISH COUNCIL MEETING
HELD ON THURSDAY 9th JULY 2015 AT 7.30 PM IN THE VILLAGE
MINUTES**

Present Chairman Mr C Clarke, Vice-Chairman Mr D Golding, Clerk/RFO Mrs J Moulding, Councillors Mrs L Collings, Ms B Cronk, Mr P Truin, Ms E Woods, District Councillor Mr M Creffield and 9 members of the public.

1. Chairman welcomed everybody to the meeting and accepted and approved apologies for absence. Apologies for absence received from Councillor Mr P Brinkley and County Councillor Jenny Antill.
2. Received and accepted members' Declarations of Interest for items on the agenda; Emily Woods – Item 4.4 Village Hall Parking Permits.
3. It was resolved that the Minutes of the meeting held on the 14th May 2015 which had previously been circulated were a correct record. Approved and signed by the Chairman.

PUBLIC FORUM

Michael Creffield - District Councillor had nothing to report but was questioned regarding difficulty in accessing Council Tax page on BDC website, he will raise the issue and report back.

David Golding – SALC Representative reported on Area Meeting held 8th June 2015. Courses are available for councillors to attend. Bill Newman reported on The Joint Local Plan and the Rural Growth Plan for BDC. 500 homes to be built east of Sudbury, also developments being considered at Brett Works in Hadleigh. Consideration being given for Sudbury bypass. Rural communities aired concerns regarding increased HGV and home delivery van traffic.

Emily Woods – Website Co-ordinator reported that she will be attending course at SALC and RFO/Clerk will assist with website given new Transparency Code and Regulatory items needing to be published.

Peter Truin – BVA reported that a new caretaker is required, may now operate as a Caretaking team. Position is being actively advertised. The Village Inn continues to go from strength to strength and on the 25th July there is a band playing, tickets available.

Jenny Antill in her absence provided a report which was read out and is attached.

Duncan Rollo – Centre Academy reported that the school is thriving and was very pleased to have the children's work exhibited at the recent Art Fair.

It was suggested by member of the public that given the excellent work being undertaken by the Gardening Club that Brettenham be put forward for Village of the Year. This year criteria are for villages with 500+ residents. Will therefore consider next year.

Thanks given by member of the public that Footpaths are now being cleared. It was clarified that potentially landowners could be fined if footpaths are not cleared.

Forthcoming open day taking place on the 11th July at Rattlesden Airfield was promoted.

Public Forum was closed at 7.50pm.

4. Clerks report of progress of actions from previous meeting
 - 4.1. Village Review/OBH Project, exact date still to be confirmed by Community Action Suffolk, once agreed full details will be submitted to Councillors and advert will be placed in the August Magazine.
 - 4.2. Planning Application Email List has now been formulated; it was clarified that emails regarding planning would only be circulated in respect of new building and extensions.
 - 4.3. Signage for Village Hall Car Park/Children Playing to be sourced by the RFO/Clerk and No Kite Flying sign has been replaced.
 - 4.4. Village Hall Parking Permits, advice in respect of wording has now been sought. Chairman/Councillors will now seek copy of permits from associates to then use similar wording.

5. Planning

5.1. To consider and receive updates on Planning Applications

- 5.1.1 B/14/01605 Sunnyside, 42 The Street, IP7 7QP - Repollard 1 No. Lime tree back to previous pruning points. Granted BDC.
- 5.1.2 B/15/00362 66 The Street, IP7 7QP - Erection of detached 1 & ½ storey dwelling and construction of new vehicular access to serve existing dwelling. Decision Pending BDC.
- 5.1.3 B/15/00559 Charlies Farm, Church Road, IP7 7QR - Application for Listed Building Consent - Installation of 2 no. rooflights to rear elevation. Granted BDC 17 2015.
- 5.1.4 B/15/00750 Hall Lodge Cottage, The Street, IP7 7QP - Remove one small shrub/tree from the front garden of the property to enable the creation of an off-road parking space. Decision pending, subsequently approved 17.7.2015 post meeting.
- 5.1.5 No other planning applications/notifications received.

6. Correspondence

Items Marked * indicate that they have been circulated via email prior to meeting.

- 6.1. Pensions Auto Enrolment - Pensions regulator advised Staging Date is 1 10 2016, RFO/Clerk will undertake all necessary requirements but no financial impact upon the Parish Council as only employee is not entitled to workplace pension.
- 6.2. SALC Report to Area Meetings June 2015* - Highlighted further training schedule for councillors and Clerks. Broadband: look out for announcements about SCC initiative new infrastructure in your area before deciding to sign up for access to faster broadband as not always automatically available and not free. Suffolk Village of the Year Finals for villages 501 – 3000 electors.
- 6.3. Suffolk Local Policing Review * - Reminder of meeting dates for councillors to attend Policing Reviews: 14/7, 15/7 and 21/7.
- 6.4. SALC Area Meeting 8th June 2015 Report from SALC Representative – See Public Forum.
- 6.5. Emily Woods Website Co-ordinator Training Course – Agreed at a cost of £20 + VAT.
- 6.6. No further items of correspondence received.

7. Roads and Maintenance of Footpaths

- 7.1. FP8 Erection of sign Orchard Way delayed as waiting for grass to be cut along the footpath. Difficulty with access across bridge: Beverley Cronk has raised the issue with Footpath Officer who is taking forward with council.
- 7.2. Additional item raised regarding Potholes. Clarified the position that all potholes can be reported via the SCC website and report will be tracked and reported upon with feedback.

8. Playing Field/Parking/Health and Safety

- 8.1. Playing field lease, matter has been referred by land owner Peter Haig-Thomas to Nick Taverner who has agreed to draw up appropriate lease.
- 8.2. Additional item raised regarding playing field bench. As agreed at last meeting damaged bench has been removed, quotes for robust hardwood 3 seater bench obtained and agreed by councillor's maximum budget of £300. RFO/Clerk to provide particulars to councillors ahead of purchase.
- 8.3. No further Health and Safety issues raised.

9. Village Magazine

- 9.1. Village Magazine discussed and allocation of duties agreed following impending retirement of Editor David Carter. Magazine to be collected from printer in Bury St Edmunds by pool of people (Katerina Kearns, Chris Clarke, Beverley Cronk, Mark Baker). Emily Woods to co-ordinate. Peter Knight will deliver magazines on David Carters existing route. Jane Moulding to send out magazines in post. Emily Woods to put copies up at Village Hall.
- 9.2. Letter of thanks to be given to Robert Holmes following his retirement from duties as support to Magazine editor.

10. Finance

- 10.1. Financial report provided by Clerk and attached to Minutes.
- 10.2. Payments authorised as detailed on finance report.
- 10.3. Additional item raised regarding Internal Procedures and Controls, following input from Councillors via email, Internal procedures and controls agreed and signed by chairman. Next review date May 2016.

11. Items for consideration of inclusion on next Agenda, RFO/Clerk raised 2016 Parish Council Meeting dates to be organised. Schedule to be established and agreed at next meeting.

12. Next Meeting Thursday 10th September 2015 7.30pm in the Village Hall

Meeting Closed 20.47.

Jane Moulding Clerk/RFO Tel: 01449 736178 Email: brettenhamparishcouncil@btinternet.com

Agenda circulated to:

Chairman

Mr Chris Clarke*

Vice-Chairman and SALC/Thurston College representative

Mr David Golding*

Councillor and Chairman of Planning Committee

Mr Paul Brinkley*

Councillor and Suffolk Passenger Transport Representative

Mr Peter Truin*

Councillors

Miss Beverley Cronk*

Mrs Lindsey Collings*

Councillor and Website Co-ordinator

Miss Emily Adie*

Suffolk County Councillor – Cosford

Mrs Jenny Antill*

Babergh District Councillor:

Mr Michael Creffield (email address not yet known)

Suffolk Constabulary:

PCSO 3226 Jamie Fudge/PCSO 3306 Debbie Rudd/PCSO 3271 Sam Chandler*

Station Clerk Sudbury - Cheryl Morgan*

Internal Auditor

Mr Roger Bere*

Neighbourhood Watch Co-ordinator:

Mr Martin Dye*

* sent via email

Footpath Liaison Officer

Mr Charles Camp*

Tree Officer:

Dr Wendy Wakeman*

VH Noticeboard/Village Website

Old Buckenham Hall School

Mr Tom O'Sullivan*

Centre Academy for East Anglia

Dr Duncan Rollo/Mrs Kim Salthouse*

