

BRETENHAM PARISH COUNCIL MEETING HELD ON THURSDAY 8TH SEPTEMBER 2016 AT 7.30PM IN THE VILLAGE HALL

MINUTES

Present: Chairman Mr C Clarke, Vice-Chairman Mr D Golding, Clerk/RFO Mrs J Moulding, Councillors Ms E Woods, Mr P Brinkley (part of the meeting, left at 7.50pm), Ms B Cronk, District Councillor Mr M Creffield and 7 members of the public.

1. Chairman welcomed everybody to the meeting and accepted and approved apologies for absence from Cllr P Truin, Cllr Mrs L Collings, Suffolk County Councillor Mrs Jenny Antill.
2. Received and accepted members' Declarations of Interest for items on the Agenda. Received from Cllr P Brinkley; Item 5.1.1 Planning Application B/16/00661 erection of 3 No one and half storey dwellings with detached garages and vehicular access – F A Brinkley, Breakers Yard and Premises, Old School Corner IP7 7PA.
3. It was resolved that the Minutes of the meeting held on the 14th July 2016 which had previously been circulated were a correct record. Approved and signed by Chairman.

PUBLIC FORUM OPENED

In the absence of SCC County Councillor Mrs Jenny Antill, she had provided a full report prior to the meeting which was read out by the Chairman, the full report is attached along with a Suffolk Better Broadband Programme Position Statement.

Babergh District Councillor, Mr Mike Creffield; no further progress regarding decisions on Devolution, but responses from local people very similar to the views of Suffolk County Councillor Mrs Jenny Antill. Four District Councils are not interested in Devolution. Three companies have placed equipment on the Hitcham new telephone mast, these being O2, EE & Vodafone. For people who still have issues with telephone signals, the response is to switch to one of the 3 afore mentioned providers. The plans for merging BDC and MSDC are still in the melting pot, some opposition is being given by MSDC. Chairman C Clarke expressed his personal views that the main offices should be in Babergh or Mid Suffolk districts and not in Ipswich and asked Cllr Creffield to pass on these views.

Centre Academy, Dr D Rollo reported that 20 schools attended the final of a Shakespeare competition at Stratford Upon Avon to perform their version of Midsummer Night's Dream. Thespians attending commented that they were not aware from the performance that the children performing had special needs. All students applying for university places were accepted. The number of boarding students has increased and the school is expanding the courses at the school. The school is experiencing great difficulty with their internet speed and asked what action is being taken. Dr Rollo requested that the village start a campaign by making complaints to the internet providers. It was agreed that the Chairman Chris Clarke would speak to Dr Larry O'Hara who has recently passed his concerns to the local MP James Cartlidge and has previously indicated he would like more action to be taken.

Neighbourhood Watch Co-ordinator, Val McGuill, reported that there have been various Village Hall break in's in the Suffolk and Essex area over recent weeks and asked everybody to be vigilant. This is to be reported to the chairman of the BVA Peter Truin.

Cllr E Woods, Website Co-ordinator reported that One Suffolk can no longer fund the costs of running village websites and this is now to be taken over by CAS (Community Action Suffolk) at a cost of £50+VAT. The Clerk/RFO confirmed that at the moment any costs of running a website can be claimed back from NALC as a cost relating to compliance to the Transparency Code. Further investigation is to be undertaken by Cllr E Woods and Clerk/RFO to ensure that matters are taken forward for continued running of the website.

PUBLIC FORUM CLOSED at 8.10pm

4. Received Clerks report on matters from previous meeting and to date.
 - 4.1 The external audit of year end accounts 31/3/2016 has been completed by BDO LLP and there were no matters which came to their attention which required the issuing of a separate additional issues arising report. The annual return; having been previously reported to the Council and now that the audit opinion has been given has been approved and accepted by the Council.
 - 4.2 The internal audit of 1st quarter accounts 30/6/2016 has been completed and signed off by R Bere.
 - 4.3 2017 Meeting date schedule has been finalised and attached to these minutes.
 - 4.4 Cllr Mrs L Collings has now been added to the Barclays bank signatories, in the event that the Chairman or Vice Chairman is unavailable to authorise payments Cllr L Collings will sign along with either the Chairman or Vice Chairman.
 - 4.5 Installation of a defibrillator provided by British Heart Foundation now requires a £400 donation. No decision made by Parish Council, to be discussed at the Village Review.

4.6 Application for Transparency Code Grant 2016/2017 has been submitted for £111.60 and is awaiting approval.
4.7 Drainage issue close to Fir Tree Cottage raised at the last Parish Council meeting has been raised with SCC Highways. They have agreed to visit the site and if necessary will seek a meeting at the site with the Parish Council, Cllr P Truin has agreed to meet SCC Highways when required.

5. Planning

5.1 Planning Applications considered:

5.1.1 B/16/00661 Erection of 3 No one and half storey dwellings with detached garages and vehicular access – F A Brinkley, Breakers Yard and Premises, Old School Corner IP7 7PA. BPC supported and BDC approved.

5.1.2 B/16/00705 and B/16/00706 Listed Building Consent and Planning Permission for erection of single storey rear and side extension, removal of section of wall to existing kitchen rear lean-to, reduction of window opening and replacement window unit to first floor bedroom, replacement door unit to living room and associated external hard landscaping - Pear Tree Cottage, 24 The Street, IP7 7QP. BPC supported and BDC approved.

5.1.3 B/16/00742 and B/16/00743 Listed Building Consent and Planning Permission for erection of two storey rear extension and single storey front extension - Lower Farm, Lower Farm Road IP7 7BS. BPC supported, BDC decision pending.

5.1.4 B/15/00299/FHA Non material amendments relating to erection of two-storey rear extension and alterations – Willow Cottage, The Street, IP7 7QP. BDC approved.

5.1.5 No other planning applications/notifications received since agenda prepared.

6. Correspondence

6.1 An email has been received from a resident of The Street, to report that the footpath leading from The Street to the back of Church Farm had recently seen an increased amount of dog fouling along the footpath which crosses privately owned land. It was agreed that a notice would be placed in the village magazine to remind dog owners of their responsibility for clearing up after their dogs and also new dog fouling signs are to be purchased and placed in prominent places in the village.

7. Roads and Maintenance of Footpaths

7.1 Update from Cllr B Cronk regarding FP8 and erection of sign Orchard Way. Whilst it has now been established that it is the responsibility of SCC to maintain the field edge path, the Footpath Liaison Officer Charles Camp has cleared FP8 personally. The Parish Council thanked Charles Camp for this. Cllr B Cronk will now arrange for the sign to be erected and take the opportunity for photographs to be taken and placed in the Village magazine.

8. Playing Field/Parking/Health and Safety

8.1 No further progress regarding the playing field lease reported, to be held over to next meeting.

8.2 No update regarding purchase of further goal net, sizes still need to be checked, Chairman to provide clarification to enable Clerk/RFO to order.

8.3 Agreed that annual playground inspection to be instructed.

9. Village Review

9.1 Village Review has been organised for Monday 24th October commencing at 7.00pm. Village hall has been booked, Community Action Suffolk (CAS) have agreed to attend. Cllr E Woods has advertised the event in August and September Village Magazine with a final item planned for the October magazine to raise awareness of proposed meeting. CAS is charging £575 +VAT for their input to the event, this has been funded from Suffolk County Councillor Mrs Jenny Antill utilisation of her locality budget, funds have already been received by BPC and thanks extended to Cllr Antill. Refreshments are to be organised by BPC. Posters are to be put up and points of contact for CAS is to be Clerk/RFO, Cllr E Woods and Chairman C Clarke.

10. Visit to Recycling Plant

10.1 In the absence of Cllr P Truin, to be held over to next meeting.

11. Village signs

11.1 No progress regarding the costing for the replacement/refurbishment of the Fred Hatherall plaque, Chairman to investigate, to be held over to the next meeting.

11.2 Village sign has been removed and is now being refurbished by Dave Pearcy.

12. Finance

12.1 Clerk reported that under SALC/NALC guidelines, the Parish Council should notify the Information Commissioner Office annually of their purposes in the processing of personal data. The cost for this annual registration is £35p.a. and is not subject to VAT. It was agreed at the meeting that this registration should be taken forward.

12.2 Current financial report provided by Clerk/RFO, report attached. It was agreed unanimously by the councillors that a previous invoice raised for £11 to Brettenham Gardening Club in respect of leaflet printing costs is to be cancelled as this is a non-commercial village association. This item has been deleted from the financial report to be circulated.

12.3 Payments as detailed on finance report agreed and authorised.

13. Parish Council Standing Orders and Financial Regulations

13.1 Councillors have been provided with a draft copy of the proposed Standing Orders, following requested input from councillors, agreed that Clerk/RFO will prepare final Standing Orders for approval at next meeting.

13.2 Councillors have been provided with a draft copy of the proposed Financial Regulations, following requested input from councillors, agreed that Clerk/RFO will prepare final Financial Regulations for approval at next meeting with copy to be provided to Roger Bere (Independent Auditor).

14. No further items of business raised or requested to be added to the next Agenda.

Meeting closed 8.45pm

The next meeting will be held on Thursday 10th November 2016 at 7.30pm in the Village Hall.

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

Minutes 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

Ms Beverley Cronk*

Mrs Lindsey Collings*

Councillor and Website Co-ordinator

Ms Emily Woods*

Suffolk County Councillor – Cosford

Mrs Jenny Antill*

Babergh District Councillor:

Mr Michael Creffield*

Suffolk Constabulary(Parish Council Liaison Officer):

Laura Mansell*

Internal Auditor

Mr Roger Bere*

Neighbourhood Watch Co-ordinator:

Ms Val McGuill*

Gardening Club

Mrs Carrie Dye*

* sent via email

Footpath Liaison Officer

Mr Charles Camp*

Tree Officer:

Dr Wendy Wakeman*

Old Buckenham Hall School

Mr Tom O'Sullivan*

Centre Academy for East Anglia

Dr Duncan Rollo/Mrs Kim Salthouse*

VH Noticeboard/Village Website