

**BRETENHAM PARISH COUNCIL MEETING HELD ON THURSDAY 13TH JULY 2017 WHICH COMMENCED AT 7.30PM IN
THE VILLAGE HALL**

MINUTES

Present: Chairman Mr C Clarke, Clerk/RFO Mrs J Moulding, Councillors Ms E Woods, Mr P Truin, Ms L Collings, SCC Councillor R Lindsey, BDC Councillor Mike Creffield and 5 members of the public.

1. Chairman welcomed everybody to the meeting and accepted and approved apologies for absence from Cllr P Bendall, Vice Chairman D Golding, Cllr B Cronk, Martin & Carrie Dye, Julie & Oz Ozficici.
2. There were no members' Declarations of Interest for items on the Agenda.
3. It was resolved that the Minutes of the meeting held on the 11th and 24th May 2017 which had previously been circulated were a correct record. Approved and signed by Chairman.

PUBLIC FORUM

Report from SCC Councillor Robert Lindsey attached.

BDC Councillor Mike Creffield advised that he will be shortly attending meetings to discuss the boundary review at BDC. From initial draft reports on the Joint Local Plan he advised that Brettenham had now been designated a Countryside village as opposed to a Hinterland village. Clarification on this classification was requested and he agreed to report back.

Val McGuill Neighbourhood Watch Co-ordinator reported that there had been an attempted break in of vehicles at Buxhall Road but with no items taken. Some response received in respect of setting up a "Call Tree" to raise awareness of suspicious activities in the village. 3 volunteers so far, in addition 3 more volunteers offered at the meeting so with 6 volunteers and Val co-ordinating this should now be able to be put in place.

Peter Truin BVA Chairman advised that following installation of the acoustic panels, these had proved to be successful in cutting down the noise levels and Nobodies Wedding event had proved to be very successful.

PUBLIC FORUM CLOSED 8.10pm

4. Received Clerks report on matters from previous meeting and to date.
 - 4.1 Town & Parish Liaison Meeting held on 29th June 2017 was not attended by any members of the Parish Council and minutes yet to be received.
 - 4.2 Transparency Fund Grant Application 2017 now in the process of being completed.
 - 4.3 Year ended March 2017 audit completed and submitted to external auditor with all relevant public notices posted at the village hall and on the website.
 - 4.4 Bill Newman BDC Corporate Manager Strategic Planning is booked to attend the September Parish Council meeting when he will give more information on the Joint Local Plan. It was agreed that his attendance will be published in the village magazine so that all villagers will have the opportunity to listen to his comments and ask questions.
 - 4.5 BDC have advised that they will be changing the way that they communicate with Parish Councils; all communication will be electronic with only hard copies sent for major applications and all Parish comments to applications can be submitted directly on the BDC website.
5. Planning
 - 5.1 Considered and received updates on Planning Applications
 - 5.1.1 B/17/00909 Erection of detached 1 & ½ storey dwelling (amended scheme to that approved under OPP B/15/00362/OUT and B/16/00149 – 66 The Street, IP7 7QP. BDC approved.
 - 5.1.2 No other planning applications/notifications were received since agenda prepared but the Chairman advised that the Parish Council had been approached informally by OBH regarding a proposal being prepared to submit to BDC for approval a scheme to demolish and replace Cedar Lodge, build 3 new terraced properties, split existing Claremont House into 2 semi-detached properties, and build 2 further large detached properties at a site at the corner of OBH land along The Street opposite Step Cottage/Pound Farm. The Parish Council are concerned that a precedent will be set along The Street if an application of this nature is approved. Issue will be raised at September meeting with Bill Newman (BDC Corporate Manager Strategic Planning).

5.2 The issue of BDC Interim 5 year housing land supply statement was raised with both the BDC & SCC Councillors, and with Bill Newman(BDC Corporate Manager Strategic Planning) .

5.3 Election of Planning Chairman and Committee to be held over to September meeting when all Councillors will be available.

5.4 Review of Terms of Reference for Planning Committee to be held over to September meeting when all Councillors will be available. Clerk to resend current Terms of Reference ahead of next meeting.

6. Correspondence

6.1 To discuss items of correspondence received:

6.1.1 BDC Boundary Review was discussed and rather than submitting views now at first consultation stage, will wait for draft proposals which should be available in October and the 2nd consultation period will be opened. Any views will be submitted at this stage.

6.1.2 No nominations were made for the CAS Awards, but next year when the awards are announced details will be circulated to the broader community for nominations.

7. Roads and Maintenance of Footpaths

7.1 Received reports of maintenance issues on Footpaths which are to be reported to Charles Camp Footpath Officer for remedial action:

- FP 4 past Hitcham Lodge is very overgrown and barely passable, needs cutting back.
- FP 8 at the end of Orchard Way is very overgrown and barely passable, needs cutting back.
- Some FP signs have disappeared and need to be replaced, FP 4 cross field at Hitcham Lodge, FP 1 towards Bloxhall Farm.

8. Playing Field/Parking/Health and Safety

8.1 Papers relating to Playing field lease have now been received from Peter Haig-Thomas, the papers are to be considered and reported back at next meeting by Chairman C Clarke .

8.2 To purchase of further goal net by next meeting.

8.3 To take remedial action on gate entrapment by next meeting.

8.4 No further reports of any Health and Safety issues raised.

9. Magazine

9.1 Reviewed standard of magazine printing, positive feedback received and agreed to continue with the printers Parish Magazine Printing with monthly printing costs for standard magazine of £89.80. No changes to magazine advertising charges proposed. Subsequent to meeting it was agreed by the Councillors to extend the August edition by 4 pages at an additional cost of £9.10 to include Nobodies Wedding photographs.

10. Website

10.1 Considered implications of new Data Protection legislation coming into force in May 2018 with particular reference to the village website and magazine, it was agreed that SALC be approached for advice and subsequently agreed that the Clerk would attend a course regarding the new legislation at a cost of £22 (VAT element to be reclaimed).

10.2 Emma McKenna expressed interest in becoming website co-ordinator, agreed that Emily Woods existing website co-ordinator would show Emma the work involved before she commits to the role.

11. Annual Parish Meeting

11.1 Considered outstanding action points from meeting

11.1.1 Speeding; SCC Councillor R Lindsey agreed to contribute towards cost of a SID (Speed Indication Device) if the Parish Council matched his contribution. Also advised that the Safety Camera Team have been tasked to enforce speeding control in Brettenham for up to 1 hour; at an unspecified time in the near future. Agreed to investigate the options of SID against VAS equipment.

11.1.2 Broadband; BT Openreach have conducted their survey, a plan has been written and we have been advised that Fibre Optic will be available at the cabinet by the Church by Autumn 2017. This will mean that broadband speeds for residents close to the church may be up to 80 Mbs and further away will be up to 30 Mbs, of course this is only for residents served by the Rattlesden exchange.

11.1.3 Play Area; the team headed by Emma McKenna have obtained quotes from 3 different suppliers for new play equipment, excluding VAT these schemes cost between £9,840.85 and £10,994. These quotes include delivery and installation, but do not include the preparation of the ground to ROSPA standard pre installation, it is proposed that volunteers are used to undertake this work. It was agreed that all quotes will be sent to the Councillors for consideration and ahead of the next meeting BDC Open Spaces team will be contacted to see how S106 funds can be accessed and to proceed with application.

11.1.5 Good Neighbour Scheme; Cllr L Collings to report at September meeting.

12. Finance

- 12.1 Clerk provided current financial report, report attached.
12.2 Considered and authorised payments detailed on finance report.

13. Internal Procedures and Controls

13.1 Annual review of Internal Procedures & Controls to be undertaken at next meeting when all Councillors will be available, existing Internal Procedures & Controls to be circulated again to Councillors ahead of next meeting.

14. No other business was raised and no items raised for consideration of inclusion on next Agenda.

Meeting Closed 9.10pm

The next meeting will be held on Thursday 14th September 2017 at 7.30pm in the Village Hall.

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

Position Vacant

Councillor and Suffolk Passenger Transport Representative

Mr Peter Truin*

Councillors

Ms Beverley Cronk*

Mrs Lindsey Collings*

Ms Emily Woods*

Mr P Bendall*

Suffolk County Councillor – Cosford

Mr Robert Lindsay*

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*

Village Hall Caretaker

Kemal Ozficici*

VH Noticeboard/Village Website