

BRETENHAM PARISH COUNCIL MEETING HELD ON THURSDAY 14TH SEPTEMBER 2017 WHICH COMMENCED AT 7.30PM IN THE VILLAGE HALL

MINUTES

Present: Chairman Mr C Clarke, Clerk/RFO Mrs J Moulding, Councillors Mr D Golding, Ms E Woods, Mr P Truin, Ms L Collings, Mr P Bendall, BDC Councillor Mike Creffield, Bill Newman BDC Corporate Manager Strategic Planning and 13 members of the public.

1. Chairman welcomed everybody to the meeting and accepted and approved apologies for absence from Cllr B Cronk, and SCC Councillor R Lindsay.
2. Declaration of Interest for items on the Agenda received from Chairman C Clarke for item 11.2; Grass Cutting Grant to St Mary's PCC.
3. It was resolved that the Minutes of the meeting held on the 13th July 2017 which had previously been circulated were a correct record. Approved and signed by Chairman.

PUBLIC FORUM

Report from SCC Councillor Robert Lindsey who was not present at the meeting is attached.

Bill Newman, Corporate Manager – Strategic Planning BDC, outlined the work being undertaken on The Joint Local Plan for Mid Suffolk and Babergh District Councils which is aiming to address the development needs in the districts over the next 20 years. It will establish how much housing and land for businesses will be needed and where it will go, alongside protecting and enhancing the environment and delivering infrastructure. A consultation is currently underway and feedback from local communities is being welcomed, the deadline for feedback is Friday 10th November 2017. Full details can be found on the website: www.babergh.gov.uk/jointlocalplan

BDC Councillor Mike Creffield advised that Arthur Charvonia, Chief Executive of Babergh and Mid Suffolk District Councils is to be consulting with residents on the proposal to dissolving the two Councils (Babergh and Mid Suffolk) to form a new single district council for the area.

No other reports were called for due to the time devoted to the reports already received from BDC representatives.

PUBLIC FORUM CLOSED 8.15pm

4. Received Clerks report on matters from previous meeting and to date.
 - 4.1 First quarter accounts to June 2017 have been completed and signed off by the independent auditor.
 - 4.2 Transparency Fund Grant Application 2017 deferred until cost of annual website has been established.
 - 4.3 Year ended March 2017 audit has been completed on the 23rd August 2017 and no matters required the issuing of a separate additional issues arising report. The annual return having already been presented to the council was unanimously approved and accepted by the council.
 - 4.4 Playing field gate entrapment, remedial action has been completed as recommended in the Safety Inspection report.
 - 4.5 2018 Meeting dates approved and circulated, details to be published on the website and Village Notice Board.
 - 4.6 Joint Local Plan Briefing Meetings, Cllrs P Bendall and D Golding attended.
 - 4.7 Replacement Goal Nets have been purchased but before being put up some remedial work to the goal posts is required. Further investigation to be undertaken and reported at the next meeting.
 - 4.8 Data Protection Course has been booked and will be attended by the Clerk/RFO before the next meeting at a cost of £22 + VAT.
 - 4.9 Footpath issues raised at least meeting have been forwarded to the Footpath Liaison Officer. No further feedback has been received.
5. Planning
 - 5.1 Considered and received updates on Planning Applications
 - 5.1.1 DC/17/04594 Notification of Works to trees in a Conservation Area: various – 11 The Gardens, Bury Road, IP7 7PJ, it was agreed that the application would be discussed with the Tree Officer before formal comment given to BDC but no councillor raised any objections.

5.1.2 No other planning applications received since agenda prepared. Chairman C Clarke advised that he has been notified by the Old Buckenham Hall School Planning Advisor that their final application is being prepared for submission to BDC for a scheme which will include alterations to existing properties Cedar Lodge and Claremont House as well as building new properties. Once the application has been received by Brettenham Parish Council, a public meeting will be arranged to enable residents to share their views on the proposal before Brettenham Parish Council consider their response.

5.2 Cllr P Truin proposed to elect Cllr P Bendall as Planning Chairman which was seconded by Cllr L Collings. Cllrs unanimously supported the proposal.

5.3 Following Cllr P Bendalls appointment as Planning Chairman, it was agreed that he would consider the basis of the election of the Planning Committee and review the Terms of Reference for the Planning Committee and report at the November meeting.

6. Correspondence

6.1 Discussed items of correspondence received:

6.1.1 SALC Newsletter of the year, Cllr E Woods to send entry to SALC.

6.1.2 SALC Website of the year, Cllr E Woods to liaise with Emma McKenna and send entry to SALC.

6.1.3 Suffolk Most Active Community. Not taking forward.

7. Roads and Maintenance of Footpaths

7.1 Received reports of maintenance issues on roads/pavements which are to be reported to SCC Highways for remedial action:

- Signpost at the junction of Buxhall Road and Hare Road has collapsed, reported to SCC Highways 12/9/2017.
- Subsidence of pavement along The Street at the footpath entrance next to 3 The Street. To be reported to Suffolk Highways.

8. Playing Field/Parking/Health and Safety

8.1 Report received from Chairman C Clarke regarding progress of playing field lease (attached). In addition costs have been incurred for Land Registry Search fees of £71.82 (includes VAT).

8.2 Investigations are to be carried out on work required on goal posts to make them secure and report back next time.

8.3 Following consideration of the proposals for the refurbishment of the Play Area and having referred the position to the Council's insurers it was unanimously agreed to defer instruction of the annual Playing Field Inspection until the works had been completed and ROSPA inspection of the newly refurbished Play Area was required.

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

9. Website

9.1 Volunteer to fill the vacancy for website co-ordinator has been received and following some discussion with the existing co-ordinator Emma McKenna has agreed to take on this role. Cllr E Woods will be available to support and train Emma.

10. Annual Parish Meeting

10.1 Considered outstanding action points from meeting

10.1.1 Speeding; SCC Cllr R Lindsay has agreed to provide 50% funding for SID/VAS options. It was agreed that the Speeding Working Group would consider their proposal/options and put these to the council at the next meeting for consideration.

10.1.2 Broadband; whilst the Council has been advised that progress is being made for residents served by the Rattlesden Exchange we have now been advised that this work may not complete until December 2017.

10.1.3 Play Area; the Play Area Group have met having clarified the process of releasing funds from the S106 monies held by BDC. Before the application can be completed, a further consultation with village residents needs to be undertaken and presented with the application to ensure the proposed changes to the Play Area meet resident's requirements. An item is to be placed in the Village Magazine and door to door leaflet drops/questionnaires are to be completed to obtain appropriate feedback. It was also proposed that the Play Area be closed during the period when the works is undertaken by volunteers to prepare the area for installation of the new Play equipment. This was unanimously agreed. Cllr C Clarke requested that as well as funding from the S106 monies Grant funding should also be applied for. Further report to be provided at the next meeting.

10.1.5 Good Neighbour Scheme; Cllr L Collings outlined details of the scheme which runs in Lavenham. It is a scheme run by volunteers to help the elderly and those resident's in need, this could be by way of short term help doing domestic chores/providing transport etc. Community Action Suffolk can offer support. There will be costs relating to Mobile phones/CRB checks required for all volunteers. In addition insurance position will need to be considered. Cllr L Collings to investigate further and report at the next meeting.

11. Finance

11.1 Considered and approved insurance renewal with Community Action Suffolk under 5 year undertaking (Year 2) at a cost of £207.15 at the same level of cover as previous years.

11.2 Considered and approved grass cutting grant to St Marys PCC of £330 in line with previous years.

11.3 Clerk provided current financial report (attached).

11.4 Considered and authorised payments detailed on finance report.

12. Internal Procedures and Controls

12.1 Undertook annual review of Internal Procedures & Controls which had previously been circulated to Cllrs. Approved unanimously.

13. No other business and items raised for consideration of inclusion on next Agenda.

Meeting Closed 9.10pm

The next meeting will be held on Thursday 9th November 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

Cllr P Bendall*

Councillor and Suffolk Passenger Transport Representative

Mr Peter Truin*

Councillors

Ms Beverley Cronk*

Mrs Lindsey Collings*

Ms Emily Woods*

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*

Website Co-ordinator

Emma McKenna

Gardening Club

Mrs Carrie 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*

Village Hall Caretaker

Kemal Ozficici*