

**BRETENHAM PARISH COUNCIL MEETING HELD ON THURSDAY 9TH NOVEMBER 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, Mr P Truin, Ms L Collings, Ms B Cronk, Mr P Bendall, SCC Councillor Robert Lindsay, BDC Councillor Mike Creffield, and 11 members of the public.

1. Chairman welcomed everybody to the meeting and accepted and approved apologies for absence from Cllr E Woods, and G Roberts.
2. No Declaration of Interest for items on the Agenda was received.
3. It was resolved that the Minutes of the meeting held on the 14th September 2017 which had previously been circulated were a correct record. Approved and signed by Chairman.

PUBLIC FORUM OPENED 7.35pm

Report from SCC Councillor Robert Lindsey is attached. Cllr Lindsay agreed to take forward the issue of poor internet speed on behalf of the remaining villagers served by the Bildeston exchange following the imminent Broadband upgrade from the Rattlesden exchange which will see speeds improved for some villagers. It was agreed that Cllr Lindsay would make contact with Centre Academy to discuss issues with proposed transport changes which could affect pupils at the school.

BDC Councillor Mike Creffield advised that the last date for Joint Local Plan consultation is 10th November 2017. MSDC & BDC were dissolved on 23/10/2017 and there is now a consultation procedure in place to consult residents on their views for the Council structure in the future. He recently visited Old Buckenham Hall School along with BDC Planning Officer Alex Scott to discuss proposed residential development at the school. No application has been submitted yet, but agreed that Chairman C Clarke and Planning Committee Chairman P Bendall will make contact with Alex Scott to establish status of application and report back at the next meeting or earlier if application submitted before February.

Dr Rollo and K Salthouse of Centre Academy reported on achievements by pupils at the school, students going to university and achievements of a photography student. They have also been approached by the Lord Mayor of London to prepare a report on Special Needs Education.

Cllr David Golding reported on a recent SALC Area meeting, report is attached.

Member of public proposed that when new houses are built in the village which can result in damage to roadways/verges this damage is made good by the builders.

Cllr Peter Truin reported that the BVA had a successful fireworks event which would make a profit after food takings were taken into account. A quiz is arranged for November and New Year's Eve will have a live band playing.

The Gardening Club reported another successful year and is now planning events for 2018.

PUBLIC FORUM CLOSED 8.10pm

4. Received Clerks report on matters from previous meeting and to date.
 - 4.1 Second quarter accounts to September 2017 completed and verified by Internal Auditor.
 - 4.2 Goal repairs to be completed by the end of the month when the replacement nets already purchased will be put up. Material for goal repairs cost £46.62.
 - 4.3 Data Protection Course attended by Clerk. Various matters under new General Data Protection Regulation will need to be put in place and along with recommendation by NALC & SALC the Parish Council will need to appoint an independent fully trained Data Protection Officer. Details are being explored by SALC but early indications are that there will be a cost of £280 for Year 1 and £120 for Year 2; this will need to be accounted for in 2018/2019 precept request.
 - 4.4 Parish Liaison Meetings, no Brettenham Parish Council representatives attended.
 - 4.5 Barclays changes advised that by the end of this year cheques will be able to be paid into bank accounts by scanning the image of the cheque and sending the image direct to Barclays.
 - 4.6 Suffolk Highways; Signpost at Buxhall Road will be replaced within 14 weeks and subsidence on pavement at 65/66 The Street (not no 3) has been reported.
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 – BDC approved.

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

5.2 Planning Committee Chairman Cllr P Bendall has drafted proposals (which will be circulated to Councillors) for election of Planning Committee and will be considered by Councillors at next meeting.

5.3 Planning Committee Chairman Cllr P Bendall has drafted proposals (which will be circulated to Councillors) for Terms of Reference for Planning Committee and will be considered by Councillors at next meeting.

6. Correspondence

6.1 Discussed items of correspondence received:

6.1.1 Draft recommendations from Boundary Commission were circulated prior to meeting. The proposal for Brettenham is that rather than being in Brett Vale Ward, will be in Bildeston Ward which will comprise the parishes of Bildeston, Hitcham, Brettenham, Thorpe Morieux, Preston St Mary and Brent Eleigh. There will be one BDC councillor for Bildeston Ward. Councillors supported this proposal and will provide feedback before consultation period ends on the 11th December 2017.

6.1.2 Considered correspondence from Countess of Euston regarding commemorative events for The Centenary of The Armistice which had been circulated prior to meeting and agreed to put item in December Village Magazine to seek feedback from residents in the village. There is also a wooden plaque to be placed in the village in respect of the planting of the bulbs in the village; Cllr B Cronk agreed to consult with Charles Camp and The Gardening Club regarding the location of this sign.

6.1.3 Additional item of correspondence received after preparation of the agenda; Brian Gooderham advised of his retirement from cutting the Playing Field grass. Additional item to be discussed under 8.4 regarding replacement for Brian.

7. Roads and Maintenance of Footpaths

7.1 No reports of any maintenance issues received.

7.2 Charles Camp has resigned as Footpath Liaison Officer and thanks has been extended to Charles for his work over the years as Footpath Liaison Officer. Martin Annis who regularly walks all of the footpaths has volunteered to take over the role and has already agreed to walk the footpaths ahead of the next meeting in February 2018 and report any issues he finds including missing signs.

8. Playing Field/Parking/Health and Safety

8.1 Received report of progress of playing field lease from Cllr C Clarke (attached). The issue of “reasonable costs” for maintenance of the road was debated. It was proposed that usage of the roadway was monitored over the next 12 months to establish the percentage of village hall traffic against the remaining traffic to try and establish a “reasonable cost” if called upon to fund repairs. In addition the Chairman asked the BVA to consider their possible contribution to this as although the Playing Field is for use by the whole community the driveway and parking area adjacent to the Playing Field is mainly used by users of the Village Hall. The Chairman would be present at the next BVA meeting to clarify the position as required.

8.2 The cost of instruction for Playing Field Inspection post new equipment installation is advised at £250 + VAT. Cllrs agreed that this would have to be paid to release funding from BDC.

8.3 No reports of any other Health and Safety issues were raised.

8.4 Following advice of Brian Gooderham's retirement from cutting the Playing Field grass, the job is to be advertised in the magazine and village website inviting applicants, applicants will have to be treated in line with tender rules outlined in Financial Regulations and attempt to obtain at least 3 quotes.

9. Annual Parish Meeting

9.1 Considered outstanding action points from meeting

9.1.1 Speeding Action Group have met and Cllr Golding reported that the Group recommended that a community Speedwatch Kit is purchased at a cost of £1,000/£1,200, SCC Councillor R Lindsay has agreed to fund 50% of the cost from his locality budget. There are sufficient volunteers to manage and operate the system and as a minimum 6 residents will need to be trained. Further clarification was requested regarding the operation of the kit and the Chairman also agreed to write to the both schools in the village to seek support from the parents reducing their speed whilst travelling in the village. Once Cllr Golding has the more detailed information regarding the operating of the Speedwatch system then the councillors will consider the request for funding ahead of the next meeting and if appropriate an interim meeting will be arranged prior to the February meeting.

9.1.2 Broadband; no further update has been received advising of a different scheduled date of December 2017 for completion of the upgrade works.

9.1.3 Play Area; item has been placed in the Village Magazine outlining the proposed changes to the Play Area. Still need to seek specific feedback by way of consultation with villagers. The working group will get together again

following Cllr Woods return from holiday to progress consultation to enable application to be submitted to BDC for approval of use of S106 monies. In addition Grant application to assist with funding is to be explored.

9.1.5 Good Neighbour Scheme; Cllr Collings outlined the scheme already in place in Lavenham. All volunteers need to have DBS checks completed, the contact telephone is run by one person and the funds needed to operate the scheme will be minimal and can be funded by way of grants from CAS which Cllr Collings will explore.

10. Finance

10.1 Considered 2018/2019 Precept proposal which was circulated prior to meeting, but following information subsequently received regarding requirement for a Data Protection Officer to be appointed at a potential cost of £280 in 2018/2019 and the retirement of B Gooderham, investigation is required to establish likely grass cutting costs for 2018/2019. Clerk/RFO will investigate and report back to councillors in December to enable final Precept request to be agreed. Draft proposal was for Precept request of £4,319 before the raised issues are investigated.

10.2 Considered and approved donation to RBL for £17.

10.3 Considered and approved Transparency Code Grant application for £162.70. Clerk/RFO to apply before 1/12/2017 deadline.

10.4 Considered and approved Advert cost write-off £48. Policy then made that all new advertisers would have to pay advert costs up front before advert placed in magazine. Subsequently Internal Auditor R Bere agreed to have one final chase for the outstanding monies.

10.5 Clerk provided current financial report (attached).

10.6 Considered and authorised payments detailed on finance report.

11. No other business and no other items raised for consideration of inclusion on next Agenda but Clerk/RFO advised that new schedule for 2018 meeting dates to be publicised. In addition, if appropriate an interim meeting may be called to consider final Precept request and purchase of Speedwatch Kit.

Meeting Closed 9.30pm

The next meeting will be held on Thursday 8th February 2018 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 Martin Annis*

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