

**BRETENHAM PARISH COUNCIL MEETING HELD ON THURSDAY 8<sup>TH</sup> FEBRUARY 2018 WHICH COMMENCED AT 7.30PM  
IN THE VILLAGE HALL**

**MINUTES**

Present: Chairman Mr C Clarke, Clerk/RFO Mrs J Moulding, Councillors Mr P Truin, Ms L Collings, Ms B Cronk, SCC Councillor Robert Lindsay, BDC Councillor Mike Creffield, and 8 members of the public.

1. Chairman welcomed everybody to the meeting and accepted and approved apologies for absence from Cllr E Woods, Cllr P Bendall and Vice Chairman Cllr D Golding.
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 9<sup>th</sup> November 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 also advised that the SCC budget had been approved. Question raised: In view of the issue regarding the potholes in roads and damage caused to vehicles, SCC must have a compensation fund for claims from the public, if so how much and could this not be put to better use repairing the roads. Cllr Lindsay was not sure what the position was but will investigate.

BDC Councillor Mike Creffield advised that there was still major debate over the merger of Babergh DC and Mid Suffolk DC, most of which has been well publicised in the press. A telephone poll seeking views of 2,000 of the districts residents had been undertaken and closed 5/2/2018. (There was a suggestion at the meeting that the online survey details should be sent to all residents, however this also closed on the 5/2/2108) A business case would now be put together regarding the merger, but the earliest time for final decision was 2019. It is understood that the vacated BDC offices at Hadleigh will be demolished and the land used to build new houses. The Local Boundary Review results have not yet been published.

Val McGuill Neighbourhood Watch Co-ordinator reminded all residents to take care when opening their doors given the recent aggravated burglary in The Street.

Cllr David Golding prepared a report from the SALC AGM, report is attached.

Cllr Peter Truin reported that the BVA had replaced the clock in the Village Hall.

Cllr L Collings reported that the church had recently been inspected and repairs to the church tower were to be undertaken.

**PUBLIC FORUM CLOSED 8.05pm**

4. Received Clerks report on matters from previous meeting and to date.
  - 4.1 Third quarter accounts to December 2017 completed and signed off by Internal Auditor R Bere with no issues raised.
  - 4.2 Goal post repairs have been completed and replacement goal nets to be put up once weather improves.
  - 4.3 GDPR/Data Protection, latest position; SALC/NALC confirms that no councillor or Clerk/RFO can be Data Protection Officer. The DPO centre has offered to provide this service at revised cost of £120 Year 1 and then £45 Year 2. Interest noted but no commitment to use this service yet, await further update from SALC.
  - 4.4 Good Neighbour Scheme, after consulting with other Good Neighbour Scheme providers, there is considerable administrative burden particularly around obtaining CRB checks, it has been decided not to formalise a scheme for Brettenham. But Cllr Collings will ask neighbours to informally keep an eye out for their neighbours.
  - 4.5 Following much persistence by Internal Auditor R Bere, £48 has been received from magazine advertiser who was not responding to correspondence. Thanks extended to R Bere.
  - 4.6 Suffolk Highways; Signpost at Buxhall Road has been repaired but still moving in the wind, subsequent to meeting has been secured. Subsidence on pavement at 3 The Street has been repaired.
  - 4.7 Transparency Code Grant, last application approved and funds £162.70 received.
  - 4.8 2018/2019 Precept agreed at £4,469. Council Tax Band D £36.61. Increase of 5.95% on 2017/2018 which was £34.55.
  - 4.9 New Audit Procedure details have been received, no formal audit will be required for Brettenham Parish Council unless there is a Public Interest Report or Advisory Notice received.
  - 4.10 There was no interest in being involved with the Suffolk Walking Festival.

## **5. Planning**

### **5.1 Considered and received updates on Planning Applications**

**5.1.1 DC/18/00242 Erection of 1 No. dwelling and new vehicular access to serve existing dwelling – 4 The Street, IP7 7QP. The details had previously been circulated by the Planning Committee Chairman to Councillors and was supported by BPC. Planning Committee Chairman advised and submitted support to BDC 13.2.18.**

**5.1.2 No other planning applications/notifications have been received since agenda prepared. The Chairman advised that no formal application for the proposed development at Old Buckenham Hall School had been received but when they are received a public meeting will be called at short notice to discuss the application.**

**5.2 Considered Planning Committee Chairman's proposals for election of Planning Committee and Terms of Reference for Planning Committee. Agreed Terms of Reference as presented in draft format 9.11.17. Proposal to co-opt any serving councillors from the Parish Council, including the Chairman, to achieve a quorum of 3 as the Planning Committee agreed by councillors.**

## **6. Correspondence**

### **6.1 To discuss items of correspondence received:**

**6.1.1 Considered donation requests from Neighbourhood Watch but wished to defer decision pending clarification of what role they would play in the community and proposed and agreed that precept monies not to be used for charity donations, in this instance; Brain Tumour Research.**

**6.1.2 Reconsidered correspondence from Countess of Euston regarding The Centenary of The Armistice (circulated prior to November meeting). Agreed that no more events to be planned, but following the planting of bulbs in the village over recent years in commemoration of World War 1, a plaque is to be placed in the village at a location to be agreed, this will be decided at the PCC meeting but suggested this is placed at the base of the Village sign on the village green.**

## **7. Roads and Maintenance of Footpaths**

**7.1 Received reports of Pot Holes at Dux Street; this has already been reported to SCC Highways. Also, the drains at Fir Cottage are still an issue creating flooding, this was reported to Suffolk Highways last year and the Clerk was advised that this was not seen as priority in 2017/2018 budget so no action at this stage; will report again in new financial year.**

**7.2 Received report from Footpath Liaison Officer; FLO has walked all footpaths and put up additional Waymarkers, repaired post, cleaned signs and put up new signposts to ensure all rights of way are clearer. Since November FLO has also cleared vegetation and cut back trees blocking paths. Contact has been made with SCC and local farmers and established that the grass on footpaths will be cut between 1<sup>st</sup> May and 14<sup>th</sup> June and again between 1<sup>st</sup> August and 14<sup>th</sup> September, he will ensure that no footpaths are blocked by parked cars in order that access can be gained. Now proposes to prepare comprehensive village Footpath maps, options to be explored and reported back at next meeting with a view to keeping costs to a low level. Many thanks extended to the great work undertaken by the FLO.**

**7.3 Agreed that annual litterpick will be undertaken by the councillors for completion by the end of March in their pre-designated areas, Clerk will email councillors to confirm areas each councillor will cover. Normal considerations for councillors safety, i.e. high vis jackets etc.**

## **8. Playing Field/Parking/Health and Safety**

**8.1 Received report of progress of playing field lease from Chairman Chris Clarke. He has discussed the maintenance of the drive with the landowner and amendments have been made to the lease. The lease has now been prepared and signed by the landowner, the Lease and Agreement to Lease is to be sent to the Chairman at which stage a further meeting of Councillors will be called to propose the signing of the lease. It was agreed that subject to approval the documents would be signed by the Chairman and Vice Chairman and witnessed by the RFO/Clerk. Post meeting a Parish Councillor Meeting was arranged for Tuesday 20<sup>th</sup> February, minutes to be provided.**

**8.2 Considered quotes provided for Playing Field Grass cutting; Roger Staines and Derek Haynes quoted £35 per cut at 16 cuts per year and contractor quoted £60 + VAT per cut. After consideration agreed to award contract to Roger Staines as he already undertakes work at the church. Clerk to make contact with Roger Staines to confirm contract.**

**8.3 Concerns have been raised about the parking arrangements at Village Hall. It has been noted that people are using the parking facilities when the Village Hall is not in use and overnight. It was agreed that the position would be monitored but in the meantime new signs would be put up stating that parking is strictly for Village Hall users only and there should not be overnight parking.**

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

## 9. Annual Parish Meeting

### 9.1 Considered outstanding action points from 2017 meeting

9.1.1 It was unanimously agreed by Councillors that a Community Speedwatch Kit could be purchased. The cost up to a maximum of £1200 would be 50% funded by SCC Councillor Robert Lindsey from his locality funding budget and 50% by the Parish Council (Monies held in reserves). There are already 3 volunteers who have agreed to manage the Speedwatch programme (Val Mcguill, David Golding, Katrina Kearns). Chris Clarke agreed to contact Cllr R Lindsay to formalise the request for funding.

9.1.2 Broadband upgrade; it is understood the work is ongoing but no definitive completion date has been provided, further update at next meeting.

9.1.3 Play Area refurbishment, the sub-committee has a meeting on Saturday 10<sup>th</sup> February and an update will be provided at the next Parish Council meeting.

### 9.2 Agreed that the format for April 2018 Annual Parish Meeting will be the same as the 2017 meeting.

## 10. Finance

10.1 Clerk provided the current financial report; attached.

10.2 Councillors considered and authorised payments detailed on finance report.

11. AOB; Cllr L Collings wished to clarify the position regarding the Good Neighbour Scheme, there will not be a formal arrangement but asked residents to be aware of their neighbours and offer help and support when required, an item will be placed in the village magazine.

Meeting was closed 9.02pm.

The next meeting which will include the Annual Parish Meeting will be held on Thursday 12<sup>th</sup> April 2018 at 7.30pm in the Village Hall.

Jane Moulding Clerk/RFO Tel: 01449 736178 Email: [brettenhamparishcouncil@btinternet.com](mailto: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\*

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\*