

BRETENHAM PARISH COUNCIL MEETING HELD ON THURSDAY 13th SEPTEMBER 2018 AT 7.30PM IN THE VILLAGE HALL

MINUTES

Present: Chairman Mr C Clarke, Clerk/RFO Mrs J Moulding, Vice Chairman Ms E Woods, Councillors Mr P Bendall, Ms L Collings, Ms B Cronk, Mr P Truin, Mrs A Wilson, SCC Councillor Robert Lindsay, BDC Councillor Michael Creffield and 12 members of the public.

1. Chairman welcomed everybody to the meeting and accepted and approved apologies for absence from Val McGuill, Carrie and Martin Dye.
2. No members' Declarations of Interest for items on the Agenda received.
3. It was resolved that the Minutes of the meeting held on the 12th July 2018 which had previously been circulated were a correct record. Approved and signed by Chairman.

PUBLIC FORUM

Report received from SCC Councillor R Lindsay which is attached. Question asked if there were going to be cuts to taxis for special needs children attending Centre Academy, advised as this is a statutory requirement this service will not be affected by budget cuts.

Report received from BDC Councillor M Creffield: Update on final decisions from Boundary Review. For 2019 BDC elections there is a vacancy for a Conservative candidate for the new area known as North West Cosford. By August 2019 it has been announced that 98% of Babergh District will have Superfast Broadband coverage. Suggested that he can provide Parliament updates for the village magazine.

OBH new Headmaster David Griffiths made an introduction and committed to get more involved in the village.

Dr Rollo and K Salthouse advised on the year at Centre Academy; the year has been challenging, resulting in Good Ofsted reports. Generally the number of special needs children is rising but funding for schooling places remains an issue. Centre Academy numbers are up by 30% and now reached capacity at 50 students.

Chairman of BVA updated on upcoming activities: Apple Day, Fireworks, Quiz night, New Year Eve party, Burns Night.

PUBLIC FORUM CLOSED 8.05PM

4. Received Clerks report on matters from previous meeting and to date.
 - 4.1 Quarter 1 April – June 2018 Accounts completed and signed off by internal auditor R Bere.
 - 4.2 Bank confirmation of change to signatories received, signatories now C Clarke, E Woods and L Collings.
 - 4.3 2019 Meeting Schedule finalised and dates circulated.
 - 4.4 Boundary Review Final Recommendation received; the new ward is to be named North West Cosford as previously advised and there will be one councillor for the ward. The ward will comprise the parishes of Bildeston, Brettenham, Hitcham, Kettlebaston, Preston St Mary, Thorpe Morieux and Wattisham. Basically this is our existing ward plus Kettlebaston, Preston St Mary and Thorpe Morieux.
 - 4.5 New Councillor course booked for Cllr A Wilson £103 + VAT, September and October dates.
 - 4.6 Village Green Signpost renewal has been referred to SCC for advice.
 - 4.7 Additional item; CAS Business Services have issued insurance renewal 2018/2019 at a cost of £207.15 at the same cost and same level of cover as 2017/2018, long term undertaking expires 30/9/2021. Note that this will need to be reviewed when new Play equipment is installed.
5. Parish Council Vacancies
 - 5.1 Cllr A Wilson appointed as SALC representative and will attend future meetings, the September meeting was missed due to the clash with the additional Parish Council Meeting.
6. Planning
 - 6.1 Considered and receive updates on Planning Applications
 - 6.1.1 DC/18/02355 Erection of front and side two storey extensions and alterations – Lower Farm, Lower Farm Road, IP7 7BS. BPC supported and BDC approved 6/9/2018.
 - 6.1.2 DC/18/02545 Removal of existing outbuilding and erection of replacement outbuilding comprising stables, machinery store and other ancillary uses and associated works – Poplar Farm, Buxhall Road, IP7 7PA. BPC supported and BDC approved 26/7/2018.

6.1.3 DC/18/03627 Change of use of part equestrian land to residential and erection of a dwelling with a detached cart lodge – Land opposite The Victorian School, Old School Corner, IP7 7PB. BPC supported, BDC decision pending.

6.1.4 Planning applications/notifications received since agenda prepared: DC/18/03832 Erection of 8 No dwellings and associated carports following demolition of 2 No existing dwellings and utilising existing access - Old Buckenham Hall School, Brettenham Park IP7 7PH.

6.2 No feedback has been received by the Planning Committee Chairman on “Celebration of Rural Housing Event”; a further item will be placed in the October magazine.

6.3 Following receipt of OBH Planning Applications (Item 6.1.4) it was agreed that a further Parish Council Meeting will be arranged and the Parish Council will invite OBH to make a presentation for public consultation. Meeting will be widely publicised at Village Hall, on Village Website, by Email and Councillors to publicise. The Parish Council will then consider their response. (Meeting subsequently arranged for 24th September 2018).

7. Correspondence

7.1 Discussed items of correspondence

7.1.1 Town & Parish Liaison Meetings, no councillors were attending.

7.1.2 Suffolk Highways Grit Bins/Heaps; new guidance received, presently no bins/heaps in Brettenham. Item to be placed in Village Magazine to gauge need and if volunteers come forward to spread Grit.

7.1.3 Consultation details to review principles of Gambling Act 2005 received and have been handed to Chairman C Clarke to consider for St Marys church and the BVA.

7.2 No further items of correspondence received since Agenda prepared.

8. Roads and Maintenance of Footpaths

8.1 Received report from Footpath Liaison Officer(FLO): all footpaths cut on the 13th September, all in good order but issue as Orchard Way was not cut this will be referred to Suffolk Highways by the Footpath Liaison Officer. Considered grass cutting schedules and proposed changes submitted to Suffolk Highways and changes subsequently confirmed. There remains a Dog “Poo” issue, further item to be placed in October magazine and signs held by Clerk to be given to Footpath Liaison Officer to put up in appropriate areas.

8.2 FLO held a meeting with SCC on 30th July regarding the Footpath map and leaflet. Proposed to publicise 3 footpaths. Leaflets, laminated map on board and map holders will be produced at cost suggested of £800. SCC will now do walks and then talk to FLO to finalise the leaflets. Timescales for production is March 2019.

8.3 Received an update from Andrew Gooderham regarding Flooding at The Street; he has been instructed to remove the Willow tree stump and clear the ditch and work will be undertaken as his schedule allows.

8.4 Received reports of further maintenance issues: Hedge from Village Hall to towards OBH is reaching over to the road and affecting visibility, this is the landowners responsibility to cut and not Suffolk Highways. The tarmac to the south of Highlands is breaking away, Cllr B Cronk will report on the Suffolk Highways website reporting tool.

9. Playing Field/Parking/Health and Safety

9.1 Progress is now being made in respect of the Play Area refurbishment and funding. To date the work undertaken has been clearance of the bark at the site, existing matting and dismantling the existing Play Equipment apart from the existing swing frame which is to be refurbished. This work was undertaken by Fred Rufus, Andrew Gooderham and Grahame Moulding. This work has already saved considerable project costs. Andrew Gooderham will be able to undertake the final site preliminary work preparing the site and sow the grass. Subsequent to Parish Council Meeting Cllr Peter Truin has agreed to provide his Telehandler free of charge, provide storage space for the equipment which will mean that we do not have to hire a container, arrange with other volunteers to dispose of packaging/crates etc. so that skip hire is not required and that toilet facilities at the Village Hall will be made available to the contractors so that toilet hire is not required. It was also established that fencing could be by way of orange plastic rolls of security fencing just to make sure people kept of the site rather than large fencing panels. These arrangements have saved project costs of circa £1,800 net of VAT. However, it was established that the previous quotes provided did not include the grass matting underneath the existing swing. In summary after all of these amendments the revised quote from Kompan is for £11,551.95 excluding VAT which is reclaimable. The additional costs we need to add to the project are as follows: Top Soil £500, Grass Seed £100, Refurbish existing swing £250, Plastic security fencing £100. Total additional costs £950 giving Grand Total of project costs £12,501.95. The S106 monies agreed by BDC is £10,544.55. Outcome of Big Lottery Grant Funding application of £5,000 is awaited, the CIL monies already held are £2,200, The Parish Council also have reserves of £4,917 which will be partly required for cash flow purposes to cover VAT element of £2,310.39 which is reclaimable. Kompan have advised that if we can confirm the order by the 1st October then the timeline for installation is the beginning of December which will allow time for the grass seed to germinate subject to rainfall. The existing swing will then be refurbished after the Kompan equipment is installed. Kompan will be raising the order and lining up the contractors but will not confirm the order until the Parish Council agree to the work being undertaken.

9.2 No other Health and Safety issues raised.

10. Broadband

10.1 Residents who are served by the Rattlesden exchange should have Superfast Broadband available by the 23rd September. The Parish Council need to continue to liaise with Suffolk Better Broadband to see what is happening with the Bildeston exchange upgrade as this was previously expected to be completed by late 2018/early 2019.

11. Speeding

11.1 Val McGuill is due to meet with a member of the Speedwatch team within the next couple of weeks to review again the sites to position the Speedwatch guns to check that interference will not be a problem.

12. Standing Orders/ Internal Procedures and Controls/ Financial Regulations/ Code of Conduct

12.1 Reviewed and confirmed acceptance of Internal Procedures and Controls/ Financial Regulations/ Code of Conduct which had been circulated ahead of the meeting. Standing Orders to be reviewed at November meeting.

13. Finance

13.1 Clerk provided current financial report.

13.2 Considered and authorised payments detailed on finance report.

14. AOB and items for consideration of inclusion on next Agenda; it was raised that the Village Hall Car Park needed weeding, Chairman C Clarke agreed that the area would be sprayed with weed killer.

Meeting closed at 8.55pm.

The next meeting will be held on Thursday 8th November 2018 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

Ms Emily Woods*

Councillor and Suffolk Passenger Transport Representative

Mr Peter Truin*

Councillor and Chairman of Planning Committee

Mr Paul Bendall*

Councillor and SALC Representative

Mrs Alyson Wilson*

Councillors

Ms Beverley Cronk*

Mrs Lindsey Collings*

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 Martin Annis*

Tree Officer:

Mr Andrew Godderham*

Old Buckenham Hall School

Mr David Griffiths*

Centre Academy for East Anglia

Dr Duncan Rollo/Mrs Kim Salthouse*

Village Hall Caretaker

Kemal Ozficici*

Website Co-ordinator

Ms Emma McKenna*

VH Noticeboard/Village Website