

**BRETENHAM PARISH COUNCIL MEETING HELD ON THURSDAY 14th FEBRUARY 2019 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, Cllr L Collings, Ms B Cronk, Mr P Truin, Mrs A Wilson, SCC Councillor Robert Lindsay, and 10 members of the public.

1. Chairman welcomed everybody to the meeting and accepted and approved apologies for absence from BDC Cllr Michael Creffield, G Roberts and K Ozfici.
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 8<sup>th</sup> November 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 1: How will Special Education Needs investment affect Centre Academy with a surge in demand but advised this will not affect overall pupil numbers. Question 2: How can £8million be spent on shelved Orwell project, Cllr Lindsay to take back to full council meeting. Question 3: Can independent schools be considered for catering for Special Needs Education places, Cllr Lindsay to take back.

Report from David Griffiths Headmaster OBH: Planning meeting delayed to 3/4/2019 and lots of feedback received. Feeling of disengagement with the village and wants to see this improved both to Brettenham and the wider community. Is looking at providing a Bursary for local village community.

Report received from BDC Councillor M Creffield read out by Chairman which is attached.

SALC: Cllr Alyson Wilson attended SALC quarterly meeting on 26<sup>th</sup> November 2018. Very informative and format of future meetings to be changed.

Chairman of BVA advised that there had been very successful New Years Eve and Burns Night and that Bigger Ernie collection for 2019 had been completed. Updated on upcoming planned activities: February Sunday Village Inn will be providing Sunday Lunch for a charitable cause, proposals for a Summer Party and Dog Show are being discussed.

Chairman of the Gardening Club advised that the AGM was held in January and there is planned an active programme of events. At the March Sunday Village Inn the seed potatoes will be available for the Potato in a Bucket competition; this will be judged 7/7/2018 at the Summer Fayre run in conjunction with the church. There will also be a talk in the Summer by Bob Jackson of Woolpit Nurseries date to be confirmed. Another batch of daffodils are to be planted in the Autumn, request to plant on the edge of the Playing Field near the seating area. Chairman advised would need to liaise with Peter Haig-Thomas and the Playing Field Grass Cutter.

**PUBLIC FORUM CLOSED 8.05PM**

4. Received Clerks report on matters from previous meeting and to date.
  - 4.1 Quarter 3 Oct – Dec 2018 Accounts have been completed and signed off by R Bere Independent Auditor.
  - 4.2 Clerk Pay Scales 2019-2020 have been approved by NALC. Increasing with effect from 1/4/2019 from £9.808ph to £10.16ph.
  - 4.3 Precept 2019/2020 has been agreed at £4,544, 50% to be paid in April 2019 and 50% in September 2019. Council Tax Band D amount £36.03, down 1.59% on previous year.
  - 4.4 S137 Expenditure Limits 2019/2020 agreed by NALC at £8.12 per head of relevant population.
  - 4.5 New Village Green Road Sign funding has been referred to SCC & BDC. SCC have initially quoted scheme estimate cost of £1,100 - £1,300 but BDC have advised that this cannot be funded from S106 funds. Agreed to put this as a separate item on the April PCM Agenda.
  - 4.6 Clearance of ditch at The Street has been completed and thanks have been extended to the Farm Manager at Strutt & Parker.
  - 4.7 Final Playing Field grass cut has not been completed but Roger Staines will be starting his cuts for 2019 imminently, agreed that annual contract would be renewed for Playing Field Grass Cutting on existing basis i.e. 16 cuts at £35 per cut.
  - 4.8 Parish Elections 2019 procedure outlined and asked all Parish Councillors who wished to re-stand to complete Nomination Papers by 12<sup>th</sup> March 2019 to enable Clerk to deliver to BDC on 13<sup>th</sup> March 2019. Notice of the Parish Election posted on Parish Council website and emailed to Parish Council residents email list. Due to the Purdah period the Annual Parish Meeting has been deferred to the 9<sup>th</sup> May scheduled meeting date.
  - 4.9 Openreach box at Church has been repaired.
  - 4.10 Archiving exercise completed and records delivered to Suffolk Records Office.

## **5. Planning**

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

**5.1.1 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 approved.**

**5.1.2 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. BPC objected, consultation period entered and BDC decision pending. Called in full planning committee meeting 3/4/2019, new plans received 13/2/2019 to be reviewed.**

**5.1.3 DC/18/04584 Conversion of barn and stable block into residential dwelling – Castle Farm Barn, Brettenham Road, Felsham IP30 0PT. BPC neutral, BDC approved.**

**5.1.4 DC/18/04689 Listed Building Consent for erection of conservatory following removal of existing conservatory – Poplar Farm, Buxhall Road IP7 7PA. BPC supported, BDC approved.**

**5.1.5 DC/18/05714 Erection of 2 bay cartlodge, workshop and garden room with ancillary accommodation to first floor (following demolition of double garage and summer house) – Francis House, Buxhall Road IP7 7PA. BPC supported, BDC approved.**

**5.1.6 No other planning applications/notifications received since agenda prepared.**

**5.2 & 5.3 Celebration of Rural Housing Event and Housing Needs Survey (following items placed in village magazine) has yielded limited interest/support. Planning Committee Chairman will discuss with the Chairman the benefit of organising a Community Rural Affairs presentation and report at next meeting.**

## **6. Correspondence**

**6.1 Since agenda prepared notice of Parish Liaison Meetings to be held on 5/3/2019 received; no councillors to attend.**

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

**7.1 Received report from Footpath Liaison Officer: New footpath leaflet is going to designers, 1<sup>st</sup> draft should be available by end of February and will be sent to the Chairman hopefully ready to be sent for final print in April. Issue raised about reference to parking facilities as land at Church and Playing Field is not owned by the Parish, agreed to take parking reference out of leaflet.**

**7.2 Annual Litter Pick will be undertaken on an informal basis as in previous years by Parish Councillors. Notice to be placed in March village magazine asking for volunteers to assist. Chairman will purchase litterpickers for anybody who wishes to use them.**

**7.3 Maintenance issues received:**

- **Pot Holes: reminder for residents to use the SCC Highways reporting tool if Potholes were seen in the village.**
- **Foot Path at the rear of The Street is becoming very narrow and difficult to walk along, will be monitored and reported to land owner as necessary.**
- **Parking Signs at Village Hall Parking Area need replacing; clerk to order new signs.**

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

**8.1 Received an update on Play Area refurbishment and funding and S106 monies remaining: New equipment installation completed and small rectifications made as identified by the Play Area Inspector who signed off the installation before BDC S106 monies could be released. Financial summary of project already circulated to Councillors and is attached. Final actions to be taken are to place more soil under the bouncer and to refurbish the existing swing (new seats and paint already purchased), these are to be undertaken once the weather is drier and fear of frost has passed. VAT relating to Play Area totalling £2,443.10 is to be reclaimed then will be placed back into reserves (Bank deposit account). Following installation balance of monies held with BDC S106 is £3,288.99 and CIL balance is £2,201.71. It was unanimously decided not to have a grand opening as the Play Area is already being well utilised.**

**8.2 The Play Area Inspection completed on the 19<sup>th</sup> December 2018 was previously circulated to the Parish Councillors and the issues which needed to be addressed was the moving of one set of Goal Posts away from the Multi Play Area and the jagged edges of the Goal Posts needed to be made safe. It was agreed that the Goal Posts closest to the Multi Play Equipment would be removed; subsequently taken down. The remaining Goal Post supports have subsequently been made safe with protection around the jagged edges and then the Chairman is to speak to a few volunteers to seek best way of permanent resolution.**

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

## 9. Broadband

9.1 No further update on current Broadband position in respect of progress with Bildeston exchange upgrade and Broadband upgrade at Dux Street. Agreed to refer to Suffolk Better Broadband update at next meeting.

## 10. Speeding

10.1 Received update on Speedwatch implementation, Val McGuill has met with Rodney Curtis who has confirmed that there would be no interference to the radar device at the village hall site and there are 4 other sites which are suitable in his opinion. The police have checked the sites and confirmed all OK so volunteers will now be completing application forms and undergoing training. Note that the project is to be funded £600 from BPC and £600 from SCC (this has already been received and in BPC bank account).

## 11. Parish Clerk/RFO Vacancy

11.1 Applicant Jo Schofield has been interviewed by Chairman C Clarke and Councillor A Wilson and it was proposed to appoint Jo to the position which was unanimously approved. Jo is to have handover in March and April and formal SALC training is to be arranged. Exiting Clerk/RFO Jane Moulding will leave her post at the May meeting but has offered continued support to Jo if needed.

## 12. Finance

12.1 Clerk provided current financial report, attached.

12.2 Considered and authorised payments detailed on finance report.

12.3 Reserve monies held once VAT reclaim is received will be £4,920.94 and one year "normal" expenditure was £4,945.75 year ended 31/3/2018, therefore complies with regulations that no more than one year expenditure can be held in reserve.

12.4 CIL guidance states that if Parish Councils do not spend/allocate CIL Income within 5 years of receipt, BDC may issue a repayment notice. Given the balances currently held (S106 is £3,288.99 and CIL balance is £2,201.71) it was agreed that The Clerk would advise the Councillors of regulations ahead of the next meeting in order that allocations for the funds could be considered.

13. AOB and item for consideration of inclusion on next Agenda: 1) Donation to Suffolk Accident Rescue Service and 2) Installation of a Defibrillator. (It was noted that there is one for Public Use at OBH).

Meeting closed at 9.01pm.

The next meeting will be held on Thursday 11th April 2019 at 7.30pm in the Village Hall. Please note that this will not include the Annual Parish Meeting which has been deferred to 9<sup>th</sup> May 2019 and the April Meeting will not have a Public Forum due to Purdah.

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

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 Ozficipi\*

Website Co-ordinator

Fraser Gipson+\*

VH Noticeboard/Village Website