

Bredfield Parish Council

Minutes of the Annual General Meeting of Bredfield Parish Council held at the Village Hall on 20th May 2024

Parish Councillors present: Nik Bestow; Vince Buckman; Anne Henderson, David Hepper, Lynn Taylor, Tony Richardson; together with District Councillor Colin Hedgley
There were 4 members of the public present.

1/200524 Election of Chair and Deputy for 2024/25

Cllr David Hepper was elected Chair without contest. No deputy was elected.

2/200524 Apologies and approvals of absence

Apologies had been received from Cllr Harker and this was approved. District Cllr Hedgley passed on apologies from County Councillor Elaine Bryce.

3/200524 Declarations of Interest and Requests for Dispensation

Cllrs Henderson & Hepper declared personal dispensation in Item 12, CIL funding application, as Chair & member of the Village Hall committee. Cllr Henderson also declared an interest in Item 6 Planning Application DC/24/1302/FUL.

4/200524 Approval of the Minutes of the PC Meeting held on 25th March 2024

These Minutes were unanimously approved and signed by the Chair.

5/200524 Reports from the District and County Councillors and comments from members of the public on items on the Agenda

District Cllr Hedgley had forwarded his report which was circulated to all Councillors and is available to view on our website. Questions were raised regarding ESC car parking charges for using the Ringo App which would now incur a 20p charge, this having previously been funded by ESC. There was also an issue with using the Ringo App at the Station Car Park in Woodbridge. These comments were noted by Cllr Hedgley. He confirmed that District Cllr Dan Clery would be taking over as our representative from August.

A member of the public asked about ditch cleaning along Hasketon Road towards properties on Woodbridge Road. It was confirmed that the water was free-flowing and that the problem was pipes that were too small under the properties – if the ditches were dug out more it could cause more issues for residents.

6/200524 Consideration of any current planning matters, including any Listed Building Consent

DC/23/2693/FUL - Demolition of the existing commercial buildings on site and the erection of 7no dwellings and 14no commercial units on land of the former forge site - The Forge, Woodbridge Road, Bredfield – **Still awaiting decision**. Cllr Richardson had recently been in contact with District Cllr Hedgley to ascertain why ESC Planning were re-consulting Highways regarding this application when nothing had changed regarding their objection. District Cllr Hedgley had sent these queries to the Planners and would get back to us. Cllr Richardson thanked Cllr Hedgley for his support on this application however he did stress that it would be more helpful if the Planners were more open with PC's in these situations.

DC/23/4606/FUL -The erection of 1no. new detached bungalow with new shared vehicular access and parking area 1 Glebe Road, Bredfield – **Application withdrawn**

DC/24/0330/FUL Two storey side extension, single storey rear extension, raise existing roof to form first floor accommodation and internal alterations Tojanti, Woodbridge Road, Bredfield – **Application permitted**

DC/24/0488/FUL Proposal: Extension to existing Cemetery St Andrews Church, The Street, Bredfield, Suffolk – **Application permitted**

DC/24/1302/FUL Proposal: Change of use from a tennis court to a multi use area for games. The tennis court net will be removed and two standalone goal ends with basketball boards and hoops, each 7.2 metres wide by 2.4 metres high, installed. The Playing Field, Bredfield Village Hall, The Street, Bredfield – Residents at a neighbouring property, who border the tennis courts and had not received notification from ESC Planning, raised their objections to this application. Their concerns were centred around noise pollution, misuse of the MUGA and not meeting Basketball England regulations. Cllr Henderson responded on behalf of the Village Hall Committee. Following a lengthy discussion the PC has no objection in principle to this application, but note that the height of the proposed fencing may be too low at 2.4m. The Clerk will pass our comments to ESC Planning.

7/200524 To receive an update from the Working Party on village flooding

No further updates at the present time, although it was mentioned that we had not heard anything from SCC regarding their flood investigation. District Cllr Hedgley agreed to contact County Cllr Bryce's office to request an update.

8/200524 Jubilee Meadow and Orchard, including

The BJMO report was available to view on our website. Apologies had been received from Stewart Belfield for this meeting but he highlighted the following points in a recent email which had been forwarded to all councillors:

- The Committee have agreed a general plan for the next stage of ditch clearance (alongside the southern side of the entrance path). They are contacting possible contractors to gain estimates of cost, one meeting taking place on Friday. They are planning for work to take place in October.
- A draft BJMO 5 year financial plan has been prepared and was shared with Cllr Hepper. Angela Derham and Stewart Belfield will be finalising the spreadsheet shortly and it will be forwarded to the PC before the end of the month.

All drainage works at the meadow have now been completed and the spoil has been used on the car park. Minutes from the BJMO Committee meeting on 17th April and the Open Meeting on 17th May had been circulated to all Councillors and will be uploaded to the website.

It was understood that some maintenance, such as ditch cleaning and hedge-cutting should be carried out on a planned regular basis, and this should be factored into the BJMO plans, also the legal ownership of boundary hedges should be clarified. Cllr Buckman will liaise with the BJMO committee on these issues. The £300.00 annual maintenance contribution from the PC will be transferred to the BJMO Reserve bank account along with a refund of VAT for their purchases during 2023/24. Fundraising discussions also need to take place with the BJMO committee to increase their bank balance to cover unexpected costs.

9/200524 To consider additional traffic calming measures and replacing village name signs

Cllr Hepper would be meeting with a Highways representative shortly to discuss traffic calming on Dallinghoo Road. He had details of gates, new signs and a new post for a VAS to discuss with the Highways rep and will report back to the July meeting.

10/200524 To discuss the updating of the Asset Register

Cllr Harker had updated the Asset Register and forwarded to all Councillors. It was agreed to write off the old Radarlux Vehicle Activated Sign which had proved to be heavy on battery usage and was difficult to move, and we will investigate how to safely dispose of it. The new Asset Register will be uploaded to the website.

11/200524 To receive a report on the recent Road Safety Forum

Cllr Henderson attended the recent virtual Road Safety Forum where last year's Road Safety Week was discussed and confirmed to be a success.

Andrew Jolliffe will be contacting Tim Passmore to re-allocate a police contact to co-ordinate information for the Speed Watch/SID.

The Community Partnership has 2 years of financial commitment confirmed. Andrew Joliffe will explore the possibility of using CIL money for road safety projects. Next CP meeting will be 2pm on 10th June at Adastral Park

Cllr Henderson raised the question of vehicles parking on pavements and it was agreed that nothing could be done about this.

Next Road Safety meeting will be in 3 months on Teams. There will soon be resources from the Community Partnership on Teams.

12/200524 Finances

2023/24 Finances

Paid invoices approved at meeting on 25th March

Date	Payee	Gross	VAT	For	Category	Authorised	Power
01.03.24	L Buckman	255.04		February Wages	Wages	Cllr Harker	LGA 1972 s.111 s.112
01.03.24	HMRC	8.60		February PAYE Tax	Wages	Cllr Harker	LGA 1972 s.111 s.112
21.02.24	CAS Ltd	123.00		Wildlife Friendly Village Website Hosting	Wildlife	Cllr Hepper	LGA 1972 2.142
01.11.24	Bredfield Village Hall	40.00		Hire of Hall Oct 23 – Feb 24	Hall Hire	Cllr Harker	LGA 1972 s.111
19.03.24	Ernest Doe	193.34	32.33	BJMO Mower Service	BJMO	Cllr Harker	Open Spaces Act 1906 ss.9,10,15
18.03.24	Bredfield Village Hall	15.00		Hire of Hall March 2024	Hall Hire	Cllr Harker	LGA 192024/25 72 s.111
31.03.24	L Buckman	254.34		March Wages	Wages	Cllr Hepper	LGA 1972 s.111 s.112
31.03.24	HMRC	8.80		March PAYE Tax	Wages	Cllr Hepper	LGA 1972 s.111 s.112

Retrospective paid invoice (approved by email) to be approved at meeting on 20th May

29.03.24	SALC	54.00	9.00	6 Months Payroll Service	Payroll	Cllr Hepper	LGA 1972 s.111; s.112
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2024/25 Finances

Payment approved at meeting on 25th March

Date	Payee	Gross	VAT	For	Category	Authorised	Power
12.04.24	Catering Hygiene	3891.20	648.54	Shop Freezer	CIL	Cllr Harker	CIL (Amend) Regs 2013 s.59c

Retrospective payments to be approved at meeting on 20th May:

Date	Payee	Gross	VAT	For	Category	Authorised	Power
30.04.24	L Buckman	255.04		April Wages	Wages	Cllr Harker	LGA 1972 s.111 s.112
30.04.24	HMRC	8.60		April PAYE Tax	Wages	Cllr Harker	LGA 1972 s.111 s.112

Invoices to be approved at meeting on 20th May:

Date	Payee	Gross	VAT	For	Category	Power
02.04.24	A Derham	35.05		BJMO Tree	BJMO	Open Spaces Act 1906 ss.9.10
01.04.24	SALC	203.73		Subscription	SALC Subs	LGA 1972 s.143
17.04.24	John Nunn	1731.00		Drainage Works at BJMO	CIL	PHA 1936 s.260
31.05.24	L Buckman	240.24		May Wages	Wages	LGA 1972 s.111 s.112
31.05.24	HMRC	23.40		May PAYE Tax	Wages	LGA 1972 s.111s.112

All these invoices were unanimously approved for payment.

Breakdown of Income received since last meeting:

17.04.24	ESC CIL Funding	£11905.05
30.04.24	ESC 2024/25 Precept	£6027.00
18.04.24	VAT Refund 2023/24	£783.32
07.05.24	Cash from BJMO	£11.41

Cllr Bestow had forwarded the final 2023/24 Financial Summary report to all Councillors and this will be uploaded to the website.

The first bank reconciliation for 2024/25 will be forwarded by email shortly.

The Clerk had completed the 2023/24 VAT Reclaim and this was repaid on 18th April totalling £783.32.

The Clerk will be transferring £315.36 into the BJMO Reserve bank account to cover the VAT on their purchases during 2023/24.

As agreed at the meeting in March Cllr Bestow was going to amend and re-email the updated Finance Regulations to all Councillors. However, SALC had advised us that a significant update was due in the near future therefore this will now be deferred to our July meeting for approval. The Governance Calendar needs a further amendment and this will also need to be approved in July.

Discussion took place on a CIL funding application received from the Village Hall for £10,000 towards a new Multi Use Games Area on one of the Tennis Courts. The application had been forwarded to all Councillors and questions were raised by Cllr Bestow which were clarified by Cllr Henderson on behalf of the Village Hall. It was unanimously agreed to approve this grant application providing planning permission is received.

Discussion took place on possibly providing tighter guidelines for individuals/groups applying for CIL monies.

The CIL Return for 2023/24 had been circulated to all Councillors and was signed as agreed by the Clerk and the Chair. This will be uploaded to the website and sent to ESC.

Annual Insurance Renewal

The insurance is due for renewal on 1st June 2024. A quote had been received from CAS under the same terms as last year with Ansvar Insurance. Cllrs Hepper & Harker together with the Clerk had reviewed the cover in line with the updated Asset Register. The Clerk had spoken to CAS with a couple of queries which had been clarified. This year's renewal premium will be £543.73 which was a larger increase than we had budgeted for unfortunately. It was unanimously agreed to renew this policy.

AGAR & Annual Audit Report

SALC completed our annual Audit at the beginning of May and the report has been received. The report will be circulated to all Councillors and only contained a couple of recommendations which will be discussed at the July meeting. Cllr Hepper thanked the Clerk for all her work to achieve this report. The Clerk has also completed the Annual Governance & Accountability Return (AGAR) and this was approved and signed by the Chair. As we are a small authority with an income and expenditure below £25,000 we can register as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. As part of the AGAR a Certificate of Exemption will be forwarded to the External Auditor by 30.06.24. A Notice of Public Rights & Publication, which outlines our finances for the 2023/24 year and gives anyone the right to inspect these records within a set timescale, will also be uploaded to the Website. Cllr Bestow will update the website with a list of the financial transactions for 2023/24.

13/200524 Actions taken under Delegated Powers

There were no actions taken.

14/200524 Correspondence, and urgent matters to be brought to the attention of the Parish Council

A 'Here to Help You' leaflet had been received from our local MP, Dr Daniel Poulter, which has been placed on the Village Hall notice board.

An email has been forwarded to Councillors from ESC Community Partnership about the new Teams sharing folder which is being set up.

15/200524 Dates of meetings in 2024/25

Monday 22nd July 2024

Monday 30th September 2024

Monday 25th November 2024

Monday 27th January 2024

Monday 31st March 2024

Monday 28th April 2024 (Annual Parish Meeting)

Monday 19th May 2024 (PC Annual General Meeting)

All meetings to be held in the Village Hall at 7.30pm.

There being no further business the meeting closed at 21.20.