

**BREDFIELD PARISH COUNCIL**  
7.00pm on Thursday May 24, 2018  
**Bredfield Village Hall**

**Minutes**

**AGM of the Parish Council**

1/240518	<p><b>Election of Chair and Deputy for 2018/19</b></p> <p>David Hepper was elected Chair and David Leyland was elected Deputy Chair without contest</p>
2/240518	<p><b>Apologies for absence and approvals</b></p> <p>Cllrs Vincent Buckman and Geoff Spain had sent apologies due to pressure of work and their absence was approved.</p> <p>District Cllr Tony Fryatt was unable to attend.</p> <p>Seven members of the public were present for the AGM and the Annual Parish Meeting, together with County Cllr Robin Vickery.</p>
3/240518	<p><b>Declarations of interest and dispensations requested</b></p> <p>None</p>
4/240518	<p><b>Approval of the Minutes of the PC meeting on March 26, 2018</b></p> <p>The Minutes were approved.</p>
5/240518	<p><b>Reports from the District and County Councillors and comments from members of the public on items on the Agenda.</b></p> <p>The Chairman thanked Cllr Vickery for arranging the meeting with Highways officers planned for June 11. Cllr Vickery presented a written report which will be published on the village website. He also thanked the Parish Council and Village Hall for agreeing to plant an oak sapling to mark the centenary of the end of WWI. Cllr Vickery's budget will contribute 50% of the cost. Exact details of time and place are to be arranged.</p>

	David Hepper presented Cllr Tony Fryatt's written District Council report, which will be published on the website.
6/240518	<p><b>Progress reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Vehicle Activated Speed Signs</b></li> <li>• <b>Access from Bredfield to the A12</b></li> <li>• <b>Neighbourhood Plan</b></li> <li>• <b>Planning updates</b></li> <li>• <b>Repairs to the war memorial</b></li> <li>• <b>Compliance with GDPR</b></li> <li>• <b>Tree planting for WWI commemoration</b></li> </ul> <ol style="list-style-type: none"> <li>1. The VAS has been positioned at the Caters Road end of The Street for the past two weeks and data from it will be circulated shortly. The new Speed Indicator Device (SID) has been ordered and it is planned to fix it to the post on Debach Road at the entrance to the village.</li> <li>2. The A12 access question will be discussed at the Highways meeting on June 11.</li> <li>3. The site assessments are complete and on the website. The latest draft of the Plan will soon be back from the District Council and can then go out to consultation during the summer.</li> <li>4. The application to construct a 20 metre tall mast on the end wall of the grain store on Ufford Road (18/1994) was felt to lack information about its purpose and possible added equipment. The Clerk will seek further facts.</li> <li>5. The professional survey of the war memorial has established that the memorial itself is in good and stable condition. The plinth however needs to be replaced as it is damaged beyond repair. Clerk will find out whether a grant is available to cover that work and will also seek builders' estimates for the work.</li> <li>6. Parish Councils are no longer required to appoint Data Protection Officers (DPOs) but do have to work towards compliance with GDPR. Bredfield is on track to become fully compliant.</li> <li>7. The oak sapling will probably be planted in the Village Hall car park with a suitable plaque.</li> </ol>
7/240518	<p><b>Financial report, including payments currently due</b></p> <p><b>Presentation and approval of</b></p>

	<ul style="list-style-type: none"> <li>• <b>The accounts of the Parish Council for 2017/18 (and the relevant annual return paperwork)</b></li> <li>• <b>The updated Standing Orders</b></li> <li>• <b>The Asset Register</b></li> <li>• <b>The Risk Assessment</b></li> <li>• <b>The updated Financial Regulations</b></li> </ul> <p>A bank reconciliation to date was presented showing a balance after presentation of uncleared cheques of £16,821.77. The first instalment of the precept has been received (£2,750). Payments were made to Rod Caird (cheque 645, £26.90, stationery); Gem Conservation (646, £210, war memorial survey); Norse (647, £250.38, waste collection); SALC (649, £179.25, subscription); Came &amp; Co (650, £374.44, insurance renewal); HMRC (651, £8.40, PAYE); Rod Caird (652, £259.43, Clerk pay).</p> <p>The accounts for 2017/18 were approved and the Annual Return was signed for audit. It was agreed to hold £9,380 of the end-of-year funds as an earmarked reserve for village projects, and £6,000 as a general reserve.</p> <p>The standing orders, asset register (subject to removing the outworn owl box), risk assessment and financial regulations were approved and adopted.</p>
8/240518	<p><b>Urgent matters to be brought to the attention of the Parish Council</b></p> <p>None</p>
9/240518	<p><b>Dates of meetings in 2018/19</b></p> <p>July 30 and September 24 at 7.00pm in the Church Room.</p>

### Annual Parish Meeting

1	<p><b>Apologies for Absence</b></p> <p>Helen and Nick Young and Janet D’Arcy had sent their apologies.</p>
2	<p><b>Chairman’s welcome, introduction and report on 2017/18</b></p>

	<p>The Chairman's written report will be published on the website.</p>
3	<p><b>Village organisation reports:</b></p> <p><b>The Meadow and Orchard, the Village Hall, the Village Shop, St Andrew's PCC, Bredfield Town Lands Charity and others.</b></p> <p><b>Matters raised for discussion by residents</b></p> <p>Written reports from the Meadow, the Village Hall, the Shop, the Bowls Club and Townlands Charity are published on the website.</p>
5	<p><b>Date of Next Meeting</b></p> <p>May 2019, exact details to be confirmed.</p>

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