

Bredfield Parish Council

Minutes of the Annual General Meeting of Bredfield Parish Council held at the Village Hall on 22nd May 2023

Parish Councillors present: Vincent Buckman, Hilary Harker, Anne Henderson, David Hepper, Lynn Taylor together with County Councillor Elaine Bryce & District Councillor Colin Hedgley

There was one member of the public present

1/220523 Election of Chair and Deputy for 2023/24

David Hepper was elected Chair without contest. No one had come forward for the position of Deputy therefore it was decided not to fill this position for the forthcoming year.

2/220523 Apologies and approvals of absence

Apologies had been received from Cllr Richardson and this was approved. Apologies were also received from newly appointed District Cllr Clery

3/220523 Declarations of Interest and Requests for Dispensation

There were no declarations of interest.

4/220523 Approval of the Parish Council meeting Minutes held on 27th March 2023

These minutes were approved and signed by the Chair.

5/220523 Reports from the District and County Councillors and comments from members of the public on items on the Agenda

County Cllr Bryce had forwarded her annual report and we had also received District Councillor Hedgley's May report, both of which are available to view on our Website.

County Cllr Bryce again thanked us for our support during absence from meetings in the past due to health issues. She also thanked Councillors for all they do for our parish. She highlighted a number of items from her report, namely the automatic number recognition scheme, extra SEN & violence against women & girls strategy funding, 200,000 trees planted in the County during last two years, the highest number of budget consultation responses last year and Highways. She also advised that her Locality Budget was open and accepting bids. The PC thanked her for the funding towards our Coronation Post. District Cllr Hedgley confirmed that as well as himself, for the Conservative party, our other elected District Councillor is Dan Clery, for the Green Party. The Green/Lib Dems/Independent have agreed to form an administration. Both Councillors will share parishes and their roles will be updated in due course. The budget has been set for the year and both Councillors have a Community Budget of £7500 each which is available for grants. Cllr Hedgley confirmed he will focus on planning matters.

The PC expressed some concerns regarding overgrown verges which could affect visibility for drivers – this will be taken up with Highways.

There were no items raised by the public.

6/220523 Consideration of any current planning matters (including Listed Building Consent) DC/22/2707/FUL - The Old Rectory, The Street: Creation of vehicular access is still outstanding

There were no new applications.

7/220523 To note the outcome & formalities for the Parish & Local Elections

Cllr Leyland had decided not to re-stand on the PC but all other Councillors were re-elected. Declarations of Acceptance of Office and Expense claim forms were handed to the Clerk by all councillors and they were reminded to complete their Register of Interests online.

The elected District Councillors are Colin Hedgley and Dan Clery.

8/220523 To Co-opt a new Councillor and confirm Councillor responsibilities

Nik Bestow had agreed to fill the vacancy for a Councillor on the PC, a completed Co-option form was received and the Declaration of Acceptance of Office signed. Cllr Bestow was welcomed to his first meeting. Clerk will inform East Suffolk Council.

Councillor Responsibilities were agreed as follows:

Governance & Village Hall	Cllr Hepper
Webmaster	Cllr Henderson
Infrastructure & Highways	Cllr Richardson
Asset Register	Cllr Harker
Jubilee Meadow & Orchard	Cllr Buckman
Neighbourhood Partnership	Cllr Taylor
Finance Tracking & Web Support	Cllr Bestow

9/2205/23 To receive a report on the Jubilee Meadow and Orchard including finances

A report had been received and this was available to view on the website. It was noted that the PC had agreed an annual budget of £300 for expenses and that anything over this sum would need to be taken from the BJMO reserve funds which currently stood at £2321.92.

10/220523 To discuss the recent email regarding the new East Suffolk Planning Alliance

This steering group has been formed following a breakdown between ESC and the communities they represent. Following discussion it was decided not to affiliate ourselves with ESPA at the present time as it could be quite political.

11/220523 To note that parish council paperwork has been archived with Suffolk Records Office

Cllr Hepper had archived items with the Suffolk Records Office relating to the period prior to 2016, namely minutes and accounts plus correspondence files on rights of way/footpaths and the village sign plus copies of village appraisals and the parish plan plus the hedgerow survey.

12/220523 To discuss email received regarding traffic exiting onto the A12 from the village

A letter had been received from David Houchell suggesting a permanent speed restriction on the A12, as had been imposed during the recent roadworks. Cllr Hepper had contacted County Cllr Bryce supporting this idea to ease exiting the village onto the A12. Cllr Bryce confirmed she was in discussion with Highways on this matter.

13/220523 To note that Highways have been informed of the dangerous site at the new Woods Meadow Development

Cllr Hepper had received complaints regarding the ditch and footpath at Woods Meadow and reported it to ESC planning, Highways and Cllr Bryce.

A planning enforcement officer had visited the site and confirmed:

"It was viewed that all new planting had been completed to the approved plans of DC/21/4166/VOC. The approved plans show a large portion of the ditch exposed with only a grass area between the path and the ditch. It was noted a small section of additional existing hedge had been removed in front of the last plot. However this only covered a small section of the ditch at the end of the plot and was not a protected hedge". Due to this it has been determined the removal of the small section of hedge is "non expedient to pursue". Cllr Bryce was talking to Highways. Cllr Harker had also spoken to a representative for the developers and was advised that part of the ditch would be piped and hedging planting, however they were awaiting authorisation from the Environment Agency. PC to monitor the situation.

14/220523 To discuss the updating of the Asset Register

Cllr Harker had updated the Asset Register adding the Clerk's printer and the Coronation Post. Items were now split into Municipal and All Risks in line with the insurance policy. The new register was agreed and it will be uploaded to the website

15/220523 To consider the SALC Training for new Councillors

Councillors had been passed details of the latest training available for those new in post or as a refresher for others. Clerk to look into costs for Cllr's Bestow. Taylor & Buckman to attend and then book places with SALC.

16/220523 Finances

A **bank reconciliation** had been circulated by the Clerk showing a balance of £36064.06

Community	£ 6708.85	
Parish Reserve	£27033.29	
BJMO Reserve	£ 2321.92	
Total:	£36064.06	
Petty Cash (BJMO) held -	£33.90	TOTAL: £36097.96

Invoices Paid since last meeting in 2022/23 Budget agreed at meeting on 27.03.23

Date	Payee	Net Amount	VAT	For	Cost Centre
01/03	SALC	45.00	9.00	6 Months Payroll Service to 31.03.23	Wages
31/03	L Buckman	246.31		March Salary	Wages
31/03	L Buckman	3.45		Envelopes	Supplies/Web
20/03	Bredfield Village Hall	20.00		Hall Hire 30/01 & 27/03	Community
28/03	Technicraft	491.20	98.26	Coronation Crown	Community
28/03	H Harker	12.00	2.40	Materials for Post for Crown	Community

Invoices Paid since last meeting in 2023/24 Budget

Date	Payee	Net Amount	VAT	For	Cost Centre
12/04	Signs Express	50.00	10.00	Signs for Coronation Post	Community
17/04	Suffolk Norse	256.62	51.32	1 st Quarter Waste	Waste
02/05	L Buckman	241.11		Clerk April Salary	Wages
02/05	HMRC	5.20		Clerk PAYE April	Wages

These invoices were approved retrospectively as they were agreed expenses.

Invoices to be Paid

Date	Payee	Net Amount	VAT	For	Cost Centre
30/04	SALC	213.00	42.60	Annual Internal Audit	Audit
01/04	SALC	191.59		SALC Membership Subscription	SALC
31/05	L Buckman	241.11		Clerk May Salary	Wages
31/05	HMRC	5.20		Clerk PAYE to HMRC	Wages
01/06	CAS	487.31		Annual Insurance Renewal	Insurance
22/05	H Harker	87.42	16.88	Materials for Coronation Post	Community

All six of these payments were approved for payment.

Breakdown of Income received since start of financial year

17/04	£85.54	Shop	Refuse
24/04	£85.54	Village Hall	Refuse
25/04	£621.21	HMRC	VAT Refund for 2021/22
29/04	£5437.96	ES Council	Precept

CIL Return

The Clerk had completed the CIL Return for 2022/23 using information from the Finance spreadsheet and this was approved and signed by the Chair. This will be uploaded to the website and forwarded to East Suffolk Council which is an annual requirement.

Annual Insurance Renewal

The insurance is due for renewal on 1st June 2023. 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 together with recommendations in our Audit Report and the necessary changes made. This renewal premium will now be £487.31. 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 Clerk will produce a summary of the recommendations and this will be discussed at the July meeting. 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 30.06.23. A Notice of Public Rights & Publication, which outlines our finances for the 2022/23 year and gives anyone the right to inspect these records within a set timescale, will also be uploaded to the Website.

17/220523 Correspondence and urgent matters to be brought to the attention of the Council

Cllr Hepper had received a reply from ESC regarding the Neighbourhood Plan Policy Usage Statistics which had been passed to all Councillors.

We had taken part in the Rural Mobility Survey and the results were available at:

<https://www.transporeast.org.uk/rural-transport/rural-mobility-survey-dashboard/>

An email had been received inviting us to the 20's Plenty for Suffolk - Briefing and Webinar, this was noted but no action required.

Correspondence had been received regarding the ceasing of the operational contract with Norse for waste management and street scene services in East Suffolk with effect from 30th June. ESC has set up an arms-length Local Authority Trading Company called East Suffolk Services Ltd (ESSL) which will deliver these services from 1st July. Contact information has been received and this will be sent out to residents via Mailchimp.

The Adnams Community Trust Annual Report had been received by the Clerk.

Thanks were extended to Cllr Harker for her fantastic work on the Coronation Crown and to Cllr Buckman and Mr Harker for all their work in erecting the post.

18/220523 Dates of meetings in 2023/24

Monday 24th July

Monday 25th September

Monday 27th November

Monday 29th January

Monday 25th March

Monday 20th May (AGM & APM)

All meetings at 7.30pm in the Village Hall

There being no further business, the meeting closed at 20.45.