

## Bredfield Parish Council

### Minutes of the Meeting of Bredfield Parish Council held at the Village Hall on 24<sup>th</sup> July 2023

Parish Councillors present: Nik Bestow, Vincent Buckman, Hilary Harker, Anne Henderson, David Hepper, Tony Richardson, Lynn Taylor together with County Councillor Elaine Bryce & District Councillor Dan Clery

There were no members of the public present

#### **1/240723 Apologies and approvals of absence**

Apologies had been received from District Cllr Hedgley.

#### **2/240723 Declarations of Interest and Requests for Dispensation**

There were no declarations of interest.

#### **3/240723 Approval of the Minutes of the Annual Parish Council meeting held on 22<sup>nd</sup> May and the meeting held on 4<sup>th</sup> July 2023**

Both sets of minutes were approved and signed by the Chair.

#### **4/240723 Reports from the District and County Councillors and comments from members of the public on items on the Agenda**

Reports had been received from County Cllr Bryce and District Cllr's Hedgley and Clery. These are all available to view on our website.

County Cllr Bryce asked if we had any Highways issues – Cllr Bestow mentioned the large sign which had been left on the Green following recent works, this would be taken up with Highways.

District Cllr Clery was welcomed to the first of our meetings following his election in May. Highlights from his report were school uniform funding; the Community Partnership (see Item 11 below); and changes to planning rules whereby should opposition to an application be received from a PC, the Ward Councillor and one or more statutory consultees the application would be referred to the Planning Referral Panel.

District Cllr Clery advised the meeting that he was in discussion with District Cllr Hedgley as to how they were going to split the 17 parishes within their Ward for meeting attendance.

#### **5/240723 Consideration of any current planning matters (including Listed Building Consent)**

**DC/22/2707/FUL - The Old Rectory, The Street:** Creation of vehicular access - this is still outstanding and there had been no further updates since an amended plan was submitted in January.

**DC/20/1801/VOC - Variation of Condition No. 2 on application DC/18/3474/FUL (Proposed removal of existing dwelling and erection of new dwelling on same location) - Wyndways, Dallinghoo Road, Bredfield** – this application has now been withdrawn.

There were no new applications.

#### **6/240723 To receive an update on the Jubilee Meadow and Orchard including finances**

The Clerk had received notification from Angela Derham that a Wildlife Walk had taken place in June and there were currently no expenses. They are looking into purchasing stakes etc for the trees. Cllr Hepper confirmed that the BJMO had again been awarded the Community Green Flag award for 2023.

#### **7/240723 To note any developments regarding the ditch and footpath at the new Woods Meadow Development**

There has been no further progress on this matter. Cllr Harker passed on the contact details she had obtained back in May and Cllr Hepper will follow this up.

**8/240723 To discuss the website Accessibility Audits offered by OneSuffolk**

OneSuffolk are offering Accessibility Audits at a cost of £108.00 plus VAT. This was noted but at present no action will be taken. Cllr Bestow has reviewed the website and will be making some amendments and identifying any further areas that need updating.

**9/240723 To receive an update on the recent Road Safety Forum**

The most recent Road Safety Forum in June had continued to be held remotely. There will again be a Road Safety Week this year - 19<sup>th</sup> to 25<sup>th</sup> November 2023. No other items were of relevance to Bredfield as they were more related to Kesgrave/Martlesham areas.

**10/240723 To note the request from Siobhan Middleton at SuffolkNews for information & Agendas**

An email had been received from this journalist who is planning to focus more closely on the stories coming out of East Suffolk. Cllr Henderson has passed on details of our village websites and added her to Mailchimp.

**11/240723 Appointment of representative for the ESC Community Partnership Forum**

Cllr Bestow has agreed to be our representative at this Forum, he attended his first meeting on 21<sup>st</sup> July and presented a report. A full brief would be circulated to all councillors but it was noted that some actions that could be pursued by the PC were to investigate possible support for teenagers; linking with neighbouring villages in an environmental partnership and consideration of public transport needs

**12/240723 To note that the new CIL Infrastructure Charging Schedule has been adopted**

The new charging schedule comes into force on 1<sup>st</sup> August and Bredfield continues to be in Zone 1 which is a high value band generating £300 per square metre floorspace. This applies to developments not individual houses and is charged to developers in instalments which is paid to parishes in instalments in April and October.

**13/240723 To receive feedback from Chair & Clerk following attendance at recent ESC Planning Forum**

The Clerk will forward the Presentation Slides from this forum to all councillors. A couple of items of interest to the PC; when submitting planning comments these should also be sent to our Ward Officers; we can request an extension to response times for planning applications although this may not be granted; and from 2025 all new builds will require renewable energy systems.

**14/240723 To discuss future contributions to the village Lantern magazine**

The church Lantern magazine is to be expanded to include more input from village organisations and would like contributions from the PC. It was agreed that we would be pleased to contribute and Cllr Bestow volunteered to be our representative.

**15/240723 To consider letter received from Suffolk Accident Rescue Service (SARS) regarding grant funding**

This was noted however we have not budgeted for donations to charity this year.

**16/240723 To discuss the Audit Report 2022/23**

The Clerk had compiled a detailed response report following the Audit carried out in May which had been forwarded to all Councillors. This was discussed and details of the recommendations and responses will be made available on the website, but it was specifically noted that:

- the Public Contracts limit would remain unchanged at this time.
- authorising Councillor will be noted.

- a new Risk Assessment document had been produced.
- Insurance Fidelity Guarantee was reviewed.
- New GDPR documents have been produced.

Cllr Hepper thanked the Clerk for an excellent report.

### 17/240723 Finances

A **bank reconciliation** had been circulated by the Clerk showing a balance of £34621.34

|                          |           |                  |
|--------------------------|-----------|------------------|
| Community                | £ 5177.43 |                  |
| Parish Reserve           | £27081.60 |                  |
| BJMO Reserve             | £ 2328.41 |                  |
| Total:                   | £34587.44 |                  |
| Petty Cash (BJMO) held - | £33.90    | TOTAL: £34621.34 |

### Invoices Paid since last meeting:

| Date  | Payee     | Net Amount | VAT   | For                          | Cost Centre | Authorised  |
|-------|-----------|------------|-------|------------------------------|-------------|-------------|
| 30/04 | SALC      | 213.00     | 42.60 | Annual Internal Audit        | Audit       | Cllr Hepper |
| 01/04 | SALC      | 191.59     |       | SALC Membership Subscription | SALC        | Cllr Hepper |
| 31/05 | L Buckman | 241.11     |       | Clerk May Salary             | Wages       | Cllr Hepper |
| 31/05 | HMRC      | 5.20       |       | Clerk PAYE                   | Wages       | Cllr Hepper |
| 01/06 | CAS       | 484.28     |       | Annual Insurance Renewal     | Insurance   | Cllr Hepper |
| 25/05 | D Harker  | 77.01      |       | Coronation Post Exp          | Community   | Cllr Hepper |
| 25/05 | D Harker  | 22.74      | 4.55  | Oil for Bench & Notice Board | Maintenance | Cllr Hepper |
| 04/07 | L Buckman | 240.91     |       | Clerk June Salary            | Wages       | Cllr Hepper |
| 04/07 | HMRC      | 5.40       |       | Clerk PAYE                   | Wages       | Cllr Hepper |

The first six invoices were approved for payment at the meeting on 22<sup>nd</sup> May 2023. The final two payments were retrospectively approved as they were agreed expenses.

### Invoices to be Paid

| Date  | Payee        | Net Amount | VAT  | For   | Cost Centre  |
|-------|--------------|------------|------|---|--------------|
| 09/05 | V Buckman    | 10.40      | 2.08 | Material for Coronation Post                                  | Community    |
| 17/07 | L Buckman    | 3.96       | 0.79 | Copy/Printing Paper   | Supplies/Web |
| 31/07 | L Buckman    | 241.11     |      | Clerk Pay July  | Wages        |
| 31/07 | HMRC         | 5.20       |      | Clerk PAYE  | Wages        |
| 29/07 | ICO          | 35.00      |      | Data Protection Registration                                  | Supplies/Web |
| 31/07 | ESC          | 78.54      |      | Election Nomination Papers                                    | Supplies/Web |
| 25/07 | Bredfield VH | 10,000.00  |      | Grant for Replacement Flat Roof agreed at meeting on 27.03.23 | CIL - VH     |

All seven of these payments were approved for payment

### Breakdown of Income received since last meeting:

05/06 £48.31 Interest on Reserves Account

04/05 £6.49 Interest on BJMO Reserve Account

### Data Protection Renewal

This is due for renewal on 29<sup>th</sup> July and as we pay by direct debit the cost will be reduced by £5 to £35.00.

### CIL Monies

No further applications for funding have been received at present. The £10,000 grant towards the village hall flat roof replacement, which was approved at the March meeting, would now be passed to the Village Hall as work commences shortly.

### Progress with Change of Bank Signatory

Forms were completed and forwarded to Barclays Bank in June to remove David Leyland and replace with Cllr Harker – we are still awaiting confirmation that this has been actioned! Clerk to chase.

**AGAR Exempt Status**

We declared exempt status by the deadline of 30.06.23 and a confirmation email has been received from PKF Littlejohn LLP.

**Insurance**

The annual insurance was renewed on 1<sup>st</sup> June 2023. The Employers & Public Liability Certificates have been uploaded to the website.

**18/240723 Correspondence and urgent matters to be brought to the attention of the Council**

D-Day 80 is being organised to commemorate the 80th Anniversary of the D-Day landings on 6th June next year. The Prime Minister is encouraging local communities to take part by lighting a Beacon at 9.15pm on 6 June 2024. This was noted but not of interest to our parish.

Information had been received regarding a Hedgehogs R Us Highway Project asking parishes/towns to purchase leaflets and a display box for £150.00. As we do not currently have funding available for this project no further action will be taken.

There being no further business, the meeting closed at 21.00.