

Bredfield Parish Council

Minutes of the Meeting of Bredfield Parish Council held at the Village Hall on 27th November 2023

Parish Councillors present: Nik Bestow; Vince Buckman; Hilary Harker; Anne Henderson, David Hepper, Lynn Taylor, Tony Richardson; together with District Councillor Colin Hedgley
There were 10 members of the public present.

1/271123 Apologies and approvals of absence

None.

2/271123 Declarations of Interest and Requests for Dispensation

None

3/271123 Approval of the Minutes of the Meetings of the Parish Council held on 25th September & 17th October 2023

Both these Minutes were approved and signed by the Chair.

4/271123 Members of the public are invited to give their views and question the Parish Council on issues on the agenda. Reports may be received from the District and County Councillors

Reports had been received from County Cllr Bryce & District Cllr Hedgley. These had been circulated to all Councillors and are available to view on our website. Cllr Hedgley highlighted Grants for victims of Storm Babet and the importance of reporting any flooding – the PC had sent this information out via Mailchimp. He also advised that there was Cost of Living Grants available and he was keeping an eye on the Forge planning application. Cllr Hedgley advised the meeting that East Suffolk was looking into a future flood warning system.

Several members of the public highlighted their issues with flooding during Storm Babet. It had affected properties and gardens at Pump Corner, Woodbridge Road, Boulge Road, Caters Road and Ufford Road. Parishioners expressed their concerns that ditches had not been maintained and asked the PC to contact landowners to remind them of their responsibility for keeping ditches clear.

5/271123 To consider any current planning matters, including:

Previous applications, decisions still outstanding:

DC/22/2707/FUL - Creation of vehicular access - The Old Rectory, The Street, Bredfield - **Awaiting decision: discussed at meeting August 2022**

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 – **Awaiting decision: discussed at meeting on 16th August.**

DC/23/2650/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 - The plot has a new owner who would like an amended layout of the proposed dwelling. The changes include slightly different proportions to the dwelling, revised internal layout, and revised external changes to suit new layout, Wyndways, Dallinghoo Road, Bredfield – **Permitted**

DC/23/3675/LBC - Replacement of existing northwest dormer window retaining existing cheeks and roof at Bredfield Place, Dallinghoo Road, Bredfield, Woodbridge, Suffolk IP13 6BD – **Permitted**

There were no new applications.

6/271123 Update on the condition of the Village Green following cancellation of mole contract

Stewart Belfield had forwarded a report from the small group set up to monitor the mole situation on the Green – this had been passed to all Councillors. Since our last meeting no molehills have appeared and

this will continue to be monitored. At present any decision on alternative methods of mole control has been deferred.

7/271123 To discuss the flooding in the village following Storm Babet

Cllr Bestow had received a communication from Green Farm regarding the problems on Caters Road possibly made worse by a collapsed Culvert. Highways have been informed about the issues and Graham Taylor will be monitoring the issue during heavy rain and reporting back to Green Farm. A copy of Tom Evans' (St Andrews) letter to Highways regarding the two overflowing public surface drains on The Street, has been forwarded to County Cllr Bryce and she has escalated this matter. It was pointed out that Landowners are responsible for maintaining ditches and Highways maintain roads, path and verges. Ponds can also be an issue with flooding if not looked after. Following on from all the parishioners' concerns after the flooding the PC agreed to make contact with landowners to issue guidance reminding them of their responsibility for ditch maintenance. A small sub committee, Cllr's Buckman, Harker and Taylor, would liaise with Graham Taylor in this matter.

8/271123 To discuss the adopting of a Community Emergency Plan

The District Councillors' report mentioned that Storm Babet highlighted the fact that many parishes across the district do not have a community emergency plan. The Suffolk Resilience Forum has advice on setting up a plan. Cllr's Hepper & Bestow had investigated our options, many plans were very detailed and some other parishes had much simpler versions. Cllr Bestow to investigate further and report back at our next meeting.

9/271123 To receive an update on the Jubilee Meadow and Orchard including finances

A report had been received from Stewart Belfield which was forwarded to all Councillors. A Working Party had completed maintenance works at the BJMO on 25th November which was successful and should become an annual event. The BJMO group has decided to fit new and improved tree guards around all the orchard trees, Botanica will be carrying out the work in early February at a cost of £1295.71 plus VAT. Other items of small equipment and a couple of replacement trees have been purchased amounting to £190.13. Both these costs are to be funded from the BJMO Reserve account.

10/271123 To note any developments regarding the ditch and footpath at the new Woods Meadow Development

The ditch has been cleared and Cllr Hepper had been assured by Chapel Homes that a knee rail would be installed. It was still unsure on the ownership of the ditch which would need investigating for health and safety purposes. Cllr Taylor agreed to investigate this and also pursue the installation of the rail with Chapel Homes.

11/271123 To receive any updates from the Community Partnership Forum

Cllr Bestow advised that no meeting had taken place since September and the next one would be in early January.

12/271123 To receive East Suffolk Council's Strategic Waste & Contract Management Team's draft policy on Litter and Dog Waste Bins

This communication had been forwarded to all Councillors for information. ESC are no longer installing new litter or dog waste bins but would continue to empty current ones.

13/271123 Replacement of the current Defibrillator

Information had been received regarding grants for new defibrillators and as ours is shortly due to run out of warranty and the replacement batteries and pads have increased significantly in price, it was suggested and agreed to follow up the possible grant option with the PC matching funding. Cllr Hepper agreed to

follow up on the grant and defib purchase and report back to other Councillors. We would need a defibrillator that fits into the current box. It was proposed and agreed that the necessary match funding should be allocated from CIL funding.

14/271123 To consider updating Parish Council email address to gov.uk domain name

A communication had been received from Community Action Suffolk regarding parish councils having more secure email addresses at a cost of £138.00 for 2 years. This was discussed and agreed that at this time we would not be taking up the offer.

15/271123 To review and update the Infrastructure Investment Plan

A new plan had been forwarded to all Councillors. It was discussed and following a few minor amendments by Cllr Hepper this was approved and will be uploaded to the website.

16/271123 To adopt the statutory Internal Control Statement & Report

This is a recommendation outcome from our Audit Report last May. The Clerk had found a template on the SALC website which would be amended to fit our requirements and forwarded to all Councillors for approval at the January meeting.

17/2711/23 Finances

Cllr Bestow had circulated a **Finance Report including a bank reconciliation** to all Councillors showing a balance of £27173.06. This will be uploaded to the website.

Paid Invoices approved at meetings on 25th September & 17th October:

Date	Payee	Net	VAT	For	Category	Authorised
11/09	SWT	120	24.00	BJMO mowing	Meadow	Cllr Hepper
31/07	Bredfield VH	40.00		Hall Hire April to Sept	Hall Hire	Cllr Harker
30/09	L Buckman	240.91		Clerk Sept Salary	Wages	Cllr Hepper
30/09	HMRC	5.40		PAYE Tax Sept	Tax	Cllr Harker
01/10	CAS	50.00	10.00	PC Website Hosting	Website	Cllr Harker
30/09	SALC	45.00	9.00	6 Months Payroll Services	Wages	Cllr Harker
13/10	SALC	60.00	12.00	Councillor Training – N Bestow	Training **	
01/11	L Buckman	241.11		Clerk Oct Salary	Wages	Cllr Hepper
01/11	HMRC	5.20		PAYE Tax Oct	Tax	Cllr Hepper

** This has not been paid yet as due date is beginning of December

Payments to be considered at this meeting:

Date	Payee	Net	VAT	For	Category
02/11	East Suffolk Council	256.69	51.34	Waste Collection – Oct-Dec	Waste
30/11	L Buckman	240.91		Clerk Nov Salary	Wages
30/11	HMRC	5.40		PAYE Tax Nov	Tax
17/11	Botanica	1295.71	259.14	Mulch, Deer Guards & Installation	BJMO Reserve
17/11	A Derham	147.89		Various Supplies & Tools	BJMO Reserve
20/11	SALC	60.00	12.00	Councillor Training – V Buckman	Training
17/11	P & A Cannard	44.99		Replacement tree for BJMO	BJMO Reserve

All these invoices were approved for payment.

Breakdown of Income received since last meeting:

- 04/09 £59.47 Parish Reserve Bank Account Interest
- 04/09 £6.24 BJMO Reserve Bank Account Interest
- 24/10 £4031.70 ESC – CIL for Wyndways
- 15/11 £85.56 Waste Shop
- 15/11 £85.56 Waste Village Hall

CIL funding of £4031.70 had been received in respect of the Wyndways development and further sums would be due in the future. There is still a small amount to be received from the Woods Meadow development. No additional applications for CIL funding had been received at the present time although the agreed matched costs for a new defibrillator have been added to the IIP.

Precept 2024/2025

The Precept notification letter had been received from ESC. Following discussion around the 2024/25 fixed costs for the PC it was agreed that the parish precept would be increased by 8%. This would mean a 3% increase on a band D property charge from £36.86 in 2023/24 to £38.00 for 2024/25. Clerk to forward our precept request to ESC by the deadline of 25.01.24.

Budget 2024/2025

Cllr Bestow had circulated a proposed Budget Plan following on from discussions at the September meeting. To cover fixed costs the Precept request will need to be increased to £6027. BJMO and the Wildlife Friendly Village group will receive support during 2024/25 - £300 for maintenance of BJMO assets and £114 for BWFV, this being the final year of the 3-year support for their website hosting. Funding for Community Projects/Section 137 Payments £500 and Assets/Asset Maintenance £400 will be included. Looking to the future it was noted that several small items of equipment that the BJMO have purchased are being added to our Asset register and will then fall to the PC to maintain. This may strain the £300 BJMO asset maintenance allocation and future financial contributions from BJMO activities may be used. The budget was approved and it will be uploaded to the website.

Clerk LG Pay Award

The National Joint Council for Local Government Services has finally reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024. Councillors agreed the Clerk’s pay increase which is backdated to 01.04.23. Clerk to notify SALC enabling the back pay to be included in the December salary.

18/272223 Confirmation of meeting dates for 2024

The following dates were confirmed for next year and the Clerk will book the village hall:

- Monday 29th January
- Monday 25th March
- Monday 20th May – AGM & APM
- Monday 22nd July
- Monday 30th September
- Monday 25th November

19/271123 Correspondence, and urgent matters to be brought to the attention of the Parish Council

Chair expressed his thanks to Cllr Bestow for his contributions to the village Lantern magazine.

The Government has confirmed backing for A12 road improvements with committed funding for north to the A1152 at Woods Lane, and a new dual carriageway section replacing the existing single carriageway bottleneck at Seckford Hall between the B1438 and B1079. It will also deliver improvements to bus links and walking and cycling connections to reduce the issue of severance for communities on either side of the A12. The PC had responded to the consultations for these improvements.

There being no further business the meeting closed at 21.10.
Next meeting Monday 29th January 2024 at 7.30pm in Village Hall.