

## Bredfield Parish Council

### Minutes of a meeting of Bredfield Parish Council held at the Village Hall on 27<sup>th</sup> March 2023

Parish Councillors present: Vincent Buckman, Hilary Harker, Anne Henderson, David Hepper, David Leyland, Tony Richardson, Lynn Taylor together with County Councillor Elaine Bryce

There were no members of the public present

#### **1/270323 Apologies and approvals of absence**

Apologies had been received from District Cllr Fryatt.

#### **2/270323 Declarations of Interest and Requests for Dispensation**

Cllr Henderson declared an interest in Item 17 Agenda - CIL Monies.

#### **3/270323 Approval of the Parish Council meeting Minutes held on 30<sup>th</sup> January 2022**

These minutes were approved and signed by the Chair.

#### **4/270323 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**

County Cllr Bryce had forwarded her March 2023 report which was available to view on our Website. She thanked the PC for being patient with her absence from meetings in the past due to health issues however she was now back to her regular duties and visiting all her parishes. She highlighted the ANPR campaign as the pilot scheme has been extended. We had expressed an interest when it was first introduced but had received no contact – Cllr Bryce will follow up on our behalf. Thanks were expressed to Cllr Bryce for the £600 locality budget funding she had allocated for our Coronation Post project. It was confirmed that District Cllr Fryatt would not be re-standing for election in May. There were no items raised by the public.

#### **5/270323 To consider any current planning matters (including Listed Building Consent)**

**DC/22/3869/FUL - 2 Forge House, Woodbridge Road:** Construction of a single storey ground floor rear and first floor rear extensions – This application has now been permitted.

**DC/22/2707/FUL - The Old Rectory, The Street:** Creation of vehicular access is still outstanding

There were no new applications however it was believed that the refused Ivy Meadow application had gone to appeal and there was also likely to be a new application for The Forge in the near future.

#### **6/270323 To receive an update on maintenance and replacement of Defibrillator**

The Clerk reported that she had been advised by Andrew Deptford that he had made a mistake with the requirement to order adult pads and battery. We currently have a spare set and these do not expire until 06.08.24 therefore replacements have not been ordered. The Clerk also reported that she had received one or two emails offering grants for purchasing defibrillators. As there is no immediate urgency to replace our existing defibrillator this would be an ongoing project for the next financial year and beyond.

#### **7/270323 To receive a report on the Jubilee Meadow and Orchard including finances**

Stewart Bellfield had forwarded the following update:

The inspector from Green Flag awards paid a visit on 21st March. All went well and he seemed suitably impressed. We will update the PC on the report's recommendation when we receive it.

There was nothing to report on expenditure.

**8/270323 To note the timetable, nomination process and other arrangements for the Parish Council elections on 4<sup>th</sup> May 2023, and to confirm the date for the Annual General Meeting of the Parish Council and the Annual Parish meeting**

The Notice of Election had been sent out via Mailchimp and displayed on the Parish Notice Boards on 16<sup>th</sup> March, as per East Suffolk Council's instructions. Nomination papers had been received by the Clerk and passed to all councillors. The deadline for nominations to be received by ESC is 4pm on Tuesday 4<sup>th</sup> April and the Clerk has booked an appointment to deliver completed forms to their offices at 9.30am on Thursday 30<sup>th</sup> March. We will receive a Publication of statement of persons nominated after 4pm on Wednesday 5<sup>th</sup> April. Should ESC receive no more than 7 nomination papers there will be no election for the parish council and all candidates will form the new council from 5<sup>th</sup> May 2023 for four years. The AGM and Annual Parish Meeting will be held on Monday 22<sup>nd</sup> May 2023 at 7.30pm in the Village Hall.

**9/270323 To discuss East Suffolk Bulb Scheme**

A communication had been received launching 'East Suffolk Blooms' – a new scheme to provide spring bulbs to voluntary and community groups throughout East Suffolk. Cllr Buckman agreed to investigate if we could apply and also to plant if we were successful.

**10/270323 To discuss the Neighbourhood Plan Policy Usage Statistics received from East Suffolk Council**

This information was discussed and noted. Cllr Hepper agreed to respond with our views on the data received and its usefulness together with improvements that could be made.

**11/270323 To receive an update on the recent Road Safety Forum**

Cllr Hepper had attended the recent virtual Community Partnership Road Safety Forum. It was well attended and included our County Cllr Elaine Bryce. Local issues were discussed and also the ANPR and Speedwatch campaign. The Road Safety Week last November was deemed to be a great success and will be repeated this year. The next meeting will be in June and it was noted that there maybe a meeting in the future at the BT Conference facilities to discuss the Brightwell Lakes development.

**12/270323 To consider Clopton Parish Council's invite to a proposed public meeting to discuss HGVs on rural roads with SCC Highways**

Following discussion, the Clerk will respond to Clopton Parish Council confirming that we would be pleased to be invited to any public meeting and also to include areas of concern that Bredfield experience, especially in respect of sending HGV's off the A12 to negotiate 90 degree blind bends, one of which is Potash Corner.

**13/270323 To discuss traffic calming at Potash Corner**

This item has been discussed at previous meetings and noted that no traffic calming could be installed as Potash Corner is outside the 30mph limit. There may be the possibility of a suitable VAS sign which could flash 'bends slow down'. It needs to be born in mind that following elections in May a new Council maybe looking at new projects to spend money on.

**14/270323 To receive an update on the proposed erection of a Coronation Post**

Progress had been made with the proposed Coronation way marker post discussed at January's meeting. Cllr Harker showed the councillors an example of the post head and she had approached three companies for quotes. A successful bid of £600 from County Cllr Bryce's locality budget had been received and after enlisting help from Cllr Buckman, Technicraft at Melton has been chosen to make the crown at a cost of £491.30 plus VAT. There are also costs for the post and additional materials. Congratulations were passed to Cllr Harker for all her hard work on the design. At the January meeting Cllr Harker agreed to investigate purchasing Coronation mugs. It was decided not to pursue this any further.

**15/270323 To consider the Suffolk Highways Street Furniture Licence**

Following discussion, it was agreed that we had no requirement for a licence to install street furniture

**16/270323 To discuss the New Communities Network Database communication**

Claire Ling has been appointed to the role of Community Support Officer (Renewable Energy) for the Suffolk Climate Change Partnership (SCCP) and had forwarded information regarding supporting communities and community groups. This was discussed and it was agreed to forward to the Bredfield Wildlife Friendly Village group.

**17/270323 Finances**

A bank reconciliation had been circulated by the Clerk showing a balance of £31,202.49

Community	£ 7,387.35	
Parish Reserve	£21,459.32	
BJMO Reserve	£ 2,321.92	
Total:	£31,168.59	
Petty Cash (BJMO) held -	£33.90	TOTAL: £31,202.49

**Invoices Paid since last meeting**

Date	Payee	Net Amount	VAT	For	Cost Centre
31/12	Bredfield VH	60.00		Hall Hire May – Nov 2022	Community
01/01	Norse	231.53	46.31	4 <sup>th</sup> Quarter Refuse	Waste
02/01	L Buckman (Argos)	133.33	26.66	Printer for Clerk	Supplies/Web
31/01	L Buckman	246.51		January Salary	Wages
07/02	Bredfield Village Shop	541.68	108.34	Replacement Lighting	CIL - Shop
28/02	L Buckman	246.31		February Salary	Wages
28/02	CAS	113.50		Wildlife Website Hosting	Wildlife
06/03	Nelson Potter	88.03	17.61	Coronation Post	Community

**Invoices to be Paid**

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
22/03	H Harker	12.00	2.40	Coronation Post Materials	Community
17/03	Technicraft	491.30	98.26	Coronation Post Crown	Community

All six of these payments were approved for payment.

**Income received since last meeting**

01.02.23	Bredfield Village Hall	£77.18	4 <sup>th</sup> Quarter Refuse
06.03.23	Barclays	£26.60	Interest on Parish Reserve
06.03.23	Barclays	£2.88	Interest on BJMO Reserve
15.03.23	Cllr Bryce Locality Budget	£600.00	Grant for Coronation Post

**CIL Funding & Expenditure**

Cllr's Hepper & Leyland together with the Clerk had attended online training provided by East Suffolk Council on CIL funding and eligible expenditure. Details of how to access our funding data on the East Suffolk website was confirmed and this will be helpful in determining any future payments and to ensure transparency.

An application had been received from the Village Hall for CIL funding of £10,000 towards the cost of replacing the flat roof over the hall and village shop. Cllr Henderson advised that four quotes had been obtained and they had accepted one from East Anglian Roofing Services for £17,000. She also outlined the works to be carried out. The Village Hall will be funding the balance from their own resources and the work is due to commence in August. Following discussion this application was approved and the Village Hall committee will be informed of their successful bid.

#### **Budget 2023/2024**

This had been approved at the January meeting and Cllr Leyland advised that it was being kept under review and adjusted where necessary, especially with regard to CIL monies.

#### **SALC Internal Audit 2023**

The Clerk has booked the annual audit with SALC for week commencing 2<sup>nd</sup> May 2023 and all relevant documents will need to be electronically forwarded to them the week before.

#### **18/270323      Review of the following policies and procedures for Audit purposes:**

**Risk Assessment**

**Standing Orders**

**Financial Regulations**

Councillors had been asked to review these documents prior to the meeting. After discussion, it was agreed no amendments needed to be made and all three were approved. Cllr Leyland will arrange for the policy dates to be updated on the website.

#### **19/270323      Correspondence and urgent matters to be brought to the attention of the Council**

Cllr Leyland raised concerns regarding space on the parish website for the 'We Live in Bredfield' project. He will contact Julie Crabb to advise that we have limited space and that she may need to set up a separate website which we could promote a link to.

Cllr Harker advised that there were one or two PC assets that would require maintenance in the near future which would incur costs in the region of £50.00. It was unanimously agreed to approve these expenses.

There being no further business, the meeting closed at 20.50.