

Bredfield Parish Council

Minutes of a meeting of Bredfield Parish Council held at the Village Hall 28 March 2022

Parish Councillors present: Stewart Belfield, Vincent Buckman, Hilary Harker, Anne Henderson, David Hepper, David Leyland, Tony Richardson, together with District Councillor Tony Fryatt.
There was one member of the public present

1/280322 Appointment of temporary Clerk for the purposes of the Meeting (LGA 1972 sec 112(5))

It was proposed and unanimously agreed that Cllr Hepper could take notes for minutes

2/280322 Apologies and approvals of absence

County Cllr Elaine Bryce had sent her apologies; Linda Buckman (Parish Clerk) was unable to be present because of a family emergency

3/280322 Declarations of Interest and Requests for Dispensation

None

4/280322 Approval of the Minutes of the Parish Council Meeting held on 31 January 2022

The minutes were approved

5/280322 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

District Councillor Fryatt had circulated his report for March. He drew attention to the next meetings of the Community Partnership Forum and the Road Safety Forum; consultation on the Local Validation Survey was complete and work continued on a new Supplementary Planning Document covering housing in the countryside. A member of the public raised his concerns about the safety of the approach to Bredfield from the A12 heightened following a recent serious road traffic accident.

6/280322 To consider current planning matters

No new applications had been notified. The proposed detached annex at 1 Potash Corner Cottages (DC/22/0127/FUL) had been approved. The two applications at Bredfield Place, Dallinghoo Road (DC/21/5245/FUL and DC/21/5246/LBC) remain outstanding.

7/280322 To receive a report on the Jubilee Meadow and Orchard

Cllr Belfield confirmed that new tree supports had been provided where necessary. It was noted that the sign was in poor condition and will need replacing.

8/280322 To receive an update on the Village Map and production of a Walks leaflet

Cllr Leyland reported that work on the new map was now complete, the invoice was still awaited. All work on producing the template and photographs for the local walks leaflet was complete and had been forwarded to Anna McGowan at Suffolk County Council. Cllr Hepper confirmed that he had advised Mr Banthorp of Boulge Parish Meeting, of the walks, and he had not raised any objections.

9/280322 To receive an update on celebrations for the Queen's Platinum Jubilee in June

Cllr Harker confirmed that Jubilee mugs had been purchased and work was now underway compiling a list of eligible children. Cllr Buckman would liaise with Botanica Nursery for the planting of the Jubilee oak tree. Cllr Henderson advised that a barbecue was planned for Sunday 5 June. A scarecrow competition would be organised prior to this, with the theme 'Best of British' and a virtual duck-race would be available beforehand and the proceeds from these would be divided between the organising Village Hall committee and the Disasters Emergency Committee. Winners of both would be announced on the day. Free admission would be limited to one hundred people.

10/280322 To receive a report on the maintenance of Vehicle Activated Signs

It was agreed that a move from battery to solar powered signs was the preferred way forward. Cllr Hepper suggested that rather than replace existing, that new sites be established as people approached the village, on the Dallinghoo Road and Woodbridge Road. Cllr Harker proposed, and it was unanimously agreed, that for the latter site, a bend warning sign would be a good option. District Cllr Fryatt suggested that the Road Safety Forum could be used to raise the matter. New posts would be required, and it was agreed that the County Council should be approached to investigate this. The possibility of the Parish Council erecting posts should also be investigated.

11/280322 To receive a report on a review of the Neighbourhood Plan

Cllr Hepper advised that a small team of three people had been formed and the first meeting held. They had agreed that a brief review be carried out, to ensure that references were still valid and to examine whether any difficulties had arisen since the plan was made. It was anticipated that a report would be made by the next meeting.

12/280322 To discuss the clearance of Himalayan Balsam

Cllr Hepper confirmed that he had contacted the owners of the Holiday Lodges, who were willing to cooperate with any planned clearance and would contribute towards the cost. A specialist company had been contacted. Cllr Leyland reported that another invasive species, Giant Hogweed, had been identified, however, it was in the grounds of a private property, currently for sale.

13/280322 To receive an update on the maintenance of the notice board

The notice board had been taken down for inspection, and it had been resolved to refurbish rather than replace. This work had been carried out to a high standard, and the board had been reinstated. The Parish Council extended thanks to Mr Harker for carrying out the work.

14/280322 To consider developments on Sizewell-C planning process

The Planning Inspectorate continued their work on the application; the recent central Government announcement on likely future funding was noted.

15/280322 To discuss the proposed Climate Emergency Policy

Cllr Belfield confirmed that a draft policy had been circulated, and no adverse comments had been received. He proposed that this be adopted by the Council. This was unanimously agreed, and that this would be posted on the website. Cllr Belfield indicated that a small working group may be needed to support the policy, and he will attempt to convene such a group.

16/280322 Finances

A **bank reconciliation** had been circulated by the Clerk showing a balance of £20,519.39

Community	£14,082.02
Parish Reserve	£ 4,085.07
BJMO Reserve	£ 2,318.40

Total: £20,485.49
 Petty Cash (BJMO) held - £33.90 TOTAL: £20,519.39

Payments made since the last meeting:

Date	Payee	Net amount	VAT	For	Cost centre
2 Feb	Village Hall	£42.50		PC meetings May-Nov 21	Community
2 Feb	Suffolk Norse	£224.77	£44.95	Refuse collection Jan-Mar	Waste
4 Feb	Curry's	£483.31	£96.66	Laptop & software	Supplies
9 Feb	4Imprint	£301.23	£60.24	Jubilee mugs	Community
22 Feb	L Buckman	£380.75		Clerk wages Jan/Feb	Wages
4 Mar	CAS	£113.50		Wildlife website hosting	Wildlife
4 Mar	CAS	£50	£10	PC website hosting	Supplies
16 Mar	SALC	£180.00	£36.00	Clerk training	Training

Invoices to be paid

A Derham	£24.98	Supplies for Juicing day – Meadow
Village Hall	£10.00	Hire January meeting – Community
SALC	£18.00	6 months payroll service – Wages
D Harker	£112.62	Noticeboard repair – Maintenance
L Buckman	£219.79	March pay – Wages
HMRC	£5.20	Income tax – Wages

All were unanimously approved for payment

Payments due, awaiting invoices:

Suffolk Digital	£300.00	Village map – Community
Village Hall	£10.00	Hire March meeting – Community
Defibrillator pads	£92 + VAT	replacements – Maintenance

All were unanimously approved for payment

Payments due in the next period, invoices not yet received:

The demand for waste collection payment is expected before the next meeting – unanimously approved for payment.

The Clerk had previously advised that the annual insurance is due for renewal 1 June 2022, and although too early for cost to be known, the next meeting is close to renewal date. This was discussed and it was unanimously agreed that provided there is no significant increase in the premium, that this can be approved – Councillors to be advised of the premium when known. Cllr Harker confirmed that the Asset Register would be updated prior to this.

To agree arrangements for the 2021/22 Audit

The Clerk had indicated that the documentation for the Audit would be completed during April and May for approval at the May meeting and recommended that the PC use SALC to carry out the Audit. This was unanimously agreed.

To agree budget for 2022/23

The Clerk had advised that the PC should look to produce a 3 year rolling finance plan and Cllr Leyland confirmed that we had the structure in place for this. The draft finance plan for 2022-23 had been circulated and Cllr Leyland hoped that expenditure from the CIL money could be clarified at the next meeting. Proposed that the budget for year 2022/23 be approved and this was unanimously agreed.

17/280322 Review of Policies and Procedures for Audit purposes

The Clerk had recommended that several policies be approved after reviewing:

Standing Orders – unanimously approved

Financial Regulations – unanimously approved

Risk Assessment – minor amendment needed to address internet banking. To be added “Electronic payments will be initiated by the Clerk and separately authorised by a Councillor in accordance with Internet Banking Policy” – unanimously approved.

Clerk to ensure that the relevant website pages are updated, as necessary.

18/280322 Correspondence and urgent matters to be brought to the attention of the Council

Emails had been received from two residents, concerned over the safety of the road from the A12, following a serious accident. Agreed to approach County Council Highways to investigate possible future measures, including the provision of a vehicle activated warning sign and to raise the matter at the road safety forum. Cllr Henderson advised that moles were again causing problems on the Green and had arranged for their removal. The need for this was questioned; it was agreed to continue for the present, but the practice may need to be reviewed in the future. Cllr Henderson indicated that she would be absent for the last three weeks of April, and the responsibility for the website and Mailchimp messages would be taken over by Cllr Leyland for this period.

There being no further business, the meeting closed at 20.55