

Bredfield Parish Council

Minutes of a meeting of Bredfield Parish Council held at the Village Hall 29 November 2021

Parish Councillors present: Stewart Belfield, Vincent Buckman, Hilary Harker, Anne Henderson, David Hepper, David Leyland, Tony Richardson, together with County Councillor Elaine Bryce and District Councillor Tony Fryatt. There were four members of the public present

1/291121: 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

2/291121 Apologies and approvals of absence

None

3/291121 Declarations of Interest and Requests for Dispensation

None

4/291121 Approval of the Minutes of the Parish Council Meetings held on 21 September; 12 October; 26 October and 12 November 2021

The minutes were approved

5/291121 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 Councillor Bryce had circulated her monthly report. She advised that the Lorry Route Review was now underway and was happy to endorse the points that the Parish Council had raised with her. She also reminded the Parish Council that the Community Partnership Forum had money available. District Councillor Fryatt had forwarded a report, which had been circulated. He informed the Council that the next Community Partnership Forum would be held shortly, and that a representative from Sizewell-C would be taking part. With planning, an extension to Clopton Commercial Park had been refused and the development at Chapel Field, Grundisburgh, had completed a public enquiry.

**6/291121 To consider current planning matters (including Listed Building Consent):
DC/21/5125/FUL Bredfield Place, Dallinghoo Road: Change of use and internal alterations to an annex extension**

DC/21/5126/LBC Bredfield Place, Dallinghoo Road: Listed Building Consent

The applications were discussed, and no objections were raised.

Previous applications, decision made:

DC/21/4292 1 Potash Corner, Woodbridge Road: Proposed detached annex had been withdrawn.

Previous applications, decisions still pending:

DC/21/2530 Victory House, The Street: Conversion of garage roof space

DC/21/4448 7 Pump Close : Single storey rear extension

DC/21/4526 Queen Bess Cottage: Proposed extension and alterations

7/291121 Update on the Sizewell C consultation

No further updates were available

8/291121 To receive a report on the Jubilee Meadow and Orchard

Cllr Belfield indicated that there would be an invoice from Suffolk Wildlife Trust, for the recent topping of the Meadow, which he would forward for payment.

9/291121 To discuss proposed update to the Village Map and production of a local walks leaflet

Cllr Leyland had circulated estimates obtained from two companies, Herringbone and Suffolk Digital. The proposal from Suffolk Digital was preferred for cost and design and he also had circulated a sample of the village map. A meeting was scheduled for Wednesday next to discuss the production map and leaflet. It was initially thought that 500 copies of the leaflet could be obtained, but it was suggested that this could be raised to 800. It was doubted that copies of the village map would be needed, apart from a few A3 size examples, for notice boards. Cllr Fryatt suggested that a bid for money from the Community Forum might be made, as this appeared to complement the Walking and Cycling strategy.

10/291121 To discuss the County Council's Lorry Route Plan review

Cllr Hepper indicated that following circulation of the Review survey, three problems had been identified: Access to the C309 from the A12 / Difficulty negotiating the 90-degree bends in the village / HGVs disregarding the one-way system. It was proposed and agreed that the Survey should be completed by Cllr Hepper, outlining those problems

11/291121 To review proposals for the celebration of the Queen's Platinum Jubilee in June 2022

Cllr Hepper confirmed that notices encouraging the planting of trees for the Jubilee had been placed in the Lantern and on the website. Cllr Henderson advised that the Village Hall was considering planting new trees. A letter from East Suffolk Council with the offer of an oak tree had been circulated. It was proposed and unanimously agreed that this offer should be taken up. The siting of the tree was to be determined later.

12/291121 To consider arrangements for the maintenance of Vehicle Activated Signs

Cllr Hepper confirmed that a refurbished sign had been returned by Westcotec. The main problem at the moment was the lack of charged batteries. Cllr Henderson had recovered four batteries and two battery chargers, but they appeared to be incompatible. Cllr Buckman undertook to investigate, but it was believed that other batteries and different chargers may be outstanding. When this situation had been resolved it was further agreed that a rota of Cllrs would be necessary to undertake the charging and replacement of batteries.

13/291121 To review the temporary arrangements following the death of the Clerk

The chair indicated that so far, the Council was able to conduct its business without too much difficulty, but a new Clerk was still being sought.

14/291121 To consider a Review of the Neighbourhood Plan

Chair explained that it was necessary to regularly review the NDP, to ensure that it was up to date and in line with current legislation. He believed that a small team could conduct a review and recommend any necessary updates. It was agreed that notices calling for volunteers would be circulated.

15/291121 To consider the clearance of Himalayan Balsam

Cllr Belfield had produced a map of the location of the Balsam, demonstrating that Byng Brook was affected, and that a combined effort from landowners was needed. Cllr Hepper advised that he had contacted a specialist company who anticipated that it would require two visits, in the Spring and Autumn, and the cost would be in the order of £350 for each visit. It was agreed that this should be pursued in conjunction with the local landowners and Anglian Water, who were to be contacted. The Chair advised that CIL money may be allocated to this, if necessary, classified as improving the environment and aiding flood prevention

16/291121 To consider whether the Parish Council should declare a climate emergency in the parish

Cllr Belfield suggested that in response to the climate emergency, Bredfield Parish Council should both identify existing practices that would help reduce climatic impact and introduce new practices. These strategies could be weaved into a local action plan. These actions were unanimously agreed. Cllr Belfield will produce a document, outlining these measures.

17/291121 Finances

Budget Cllr Leyland had circulated budget details. He informed the meeting that the Village Hall and Shop Waste contribution was up to date; The fourth waste contribution payment of £72.94 each (total £149.84) from the Village Hall and Shop is yet to be received. Against the current budget plan, we expect to out-turn at approximately £15k, (£14k with an anticipated VAT refund of approximately £1k), this would include £10k CIL money and £5k held as reserve, which should roughly equal the precept.

Current planned Outgoing Expenditure It was agreed that potentially some items could be moved into next year:

- Solar panel for the new SID - £720
- Walks Leaflet and village map - £700
- Dedicated computer for the new Clerk - £600
- Invasive plant removal - £700
- Sundry smaller payments. Storage, web hosting training.

2021/22 Clerks remuneration Cllr Leyland advised that although the position of clerk is part time, we should budget on a utilisation factor of fifty-two working weeks of the year. This would mean that following the agreement to raise the wages of a clerk, the higher agreed rate of £13.51 x 4 hours x 52 weeks would mean an outgoing of £2,810.08 and at the lower agreed rate of £12.98 x 4 hours x 52 weeks a figure of £2,699.84. He suggested and it was agreed that the PC will need to budget for £2,700 on wages. It was unanimously agreed to approve the proposed budget for 2022/3 subject to regular monitoring.

Community Infrastructure Levy £10,093.01 had been received in CIL payments. Projects that could be assisted by this money need to be identified, from the PIIP agreed earlier.

2022 - 2023 Precept Notification of our required precept is due by no later than 28 January 2022. Cllr Leyland suggested that we ask for £5437.96 for 2022-23, which although it is a slight increase on 2021-22's precept of £5396, it would show as a 0% increase. This was unanimously agreed.

Payments since last meeting:

| Date | Payee | Amount | VAT | For | |
|--------|-----------|--------|-------|--------------|----------|
| 21 Sep | SALC | 158.00 | 31.60 | Audit | |
| 22 Oct | Norse | 224.77 | 44.95 | Waste | |
| 22 Oct | Westcotec | 284.50 | 56.90 | Repair | |
| 26 Oct | SALC | 22.50 | 4.50 | Subscription | |
| 5 Nov | Rod Caird | 27.15 | | Pay | |
| 5 Nov | HMRC | 37.60 | | PAYE | Oct |
| 5 Nov | HMRC | 6.80 | | PAYE | Nov |
| 29 Nov | SSPDT | 100.00 | | | Donation |

18/291121 To agree dates of meetings during 2022

These were proposed and agreed: 31 January; 28 March; 30 May; 25 July; 26 September; 28 November

19/291121 Correspondence and urgent matters to be brought to the attention of the Parish Council

Cllr Henderson reminded the meeting that an unknown amount of material was still held in secure storage, but it may be some time before it was released. It was believed that this was mostly archived files, and it was agreed that as/when access is gained, that the older material should go to Suffolk Records Office

There being no further business the meeting closed at 20.55

Signed: D Hepper