

Bredfield Parish Council

Minutes of the Meeting of Bredfield Parish Council held at the Village Hall on 29th January 2024

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 6 members of the public present.

1/290124 Apologies and approvals of absence

District Cllr Hedgley passed on apologies from County Councillor Elaine Bryce.

2/290124 Declarations of Interest and Requests for Dispensation

Cllr Hepper declared an interest in Item 13, CIL funding application, as Chair of the Village Shop.

3/290124 Approval of the Minutes of the Meetings of the Parish Council held on 27th November, 18th December 2023 and 16th January 2024

All of these Minutes were approved and signed by the Chair.

4/290124 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 Cllr Hedgley had sent his report which had been circulated to all Councillors and is available to view on our website. He highlighted the new Emergency Contact website; 3% council tax increase for East Suffolk together with the policy and crime element rise; and a homeowners prosecution for breaching land maintenance order. The PC asked if the Council could do anything about a property in Pump Close which has been empty for nearly two years and has a large overgrown hedge causing road visibility issues. Cllr Hedgley agreed to pass details to the enforcement team.

The question was raised about whether it was worth villages having a Neighbourhood Plan when it came to planning applications. Cllr Hedgley confirmed that planning rules always take over a NP but it was definitely still worth having one as it forms a guide. Our NP is due for a major review in the near future.

5/290124 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 – **Still waiting decision**. Cllr Hedgley agreed to investigate why no decision had been made on this application which expired in November 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 – **Still waiting decision** This application had also expired and Cllr Hedgley agreed to investigate the current situation. He confirmed that a site visit is likely to be requested and the PC would be informed when this was happening. He also confirmed that should the application go to the Planning Committee one member of the PC and one member of the public could attend to present their views.

DC/23/4606/FUL -The erection of 1no. new detached bungalow with new shared vehicular access and parking area 1 Glebe Road, Bredfield – **Discussed at meeting on 18th December – Awaiting decision**

DC/23/3857/FUL - Single Storey Side Extension to Existing Dwelling. Bramble Cottage, Woodbridge Road, Bredfield – **Discussed at meeting on 16th January- Awaiting decision**

Appeal Ref: APP/X3540/W/23/3317919 Ivy Meadow, The Street, Bredfield - erection of 5no. residential dwellings associated parking and vehicle access – **Application permitted**

A letter had been received from Miss L Marriott regarding the Ivy Meadow appeal permission. No action was required however Miss Marriott had requested it be read out to the meeting and this was fulfilled.

6/290124 To receive an update from the sub-committee on village flooding

The sub-committee met with Graham Taylor in early January and 5 areas of particular concern were discussed; Ufford Road, Perseverance Cottage/ Potash Corner, Caters Road, Pump Corner and The Shingles, Woodbridge Road. The following actions need to be addressed by the PC:

- General letter out to all landowners and individuals stating their responsibility for ditches and drainage over their land.
- Clarification of Highways responsibility. It is our understanding that they are responsible for maintenance of culverts/pipes under roads and keeping highway drains clear. Letter to District and County Councillors expressing our concerns that this is not being carried out, exacerbating the extent of flooding.
- Investigation into ditch maintenance around Jubilee Meadow and to liaise with neighbouring landowners.
- Cllr Bestow to attend Caters Road residents flood meeting and report back to the next meeting.
- To be part of any Flood Resilience and Prevention proposal initiated and funded by Community Partnership.
- Over the next 2 years Suffolk County Council will investigate 48 locations that were flooded following Storm Babet, prioritising by severity, Bredfield is 22 on the list. In preparation for this investigation the PC will collate and record information gleaned from this event to help reduce severity in the future.

Thanks were expressed to Graham Taylor for his help with clarification of landowners and other local knowledge.

The PC were aware of the correspondence received from Mr King at Potash Corner regarding issues with reporting flooding to Highways. We will be approaching County and District Councillors regarding these issues.

7/290124 To discuss progress on the adoption of a Community Emergency Plan

Cllr Bestow had further investigated the need for an emergency plan which had been raised following recent flooding events and forwarded document to all Councillors covering the pros and cons. After due consideration it was agreed that this would not be necessary for Bredfield.

8/290124 Jubilee Meadow and Orchard, including arrangements on future management, update and finance

Following Cllr Bestow's meeting with representatives from the BJMO and discussion which took place at this meeting the following has been agreed:

- The BJMO is a sub-committee of the Parish Council and as such a Parish Councillor must be on the committee. Cllr Buckman agreed to be the PC representative.
- Three formal minuted meetings would be held each year. These minutes will be uploaded to the PC website.
- Stewart Belfield is in the process of writing guiding principles / terms of reference and this should be available before the next meeting in March.
- The BJMO finances are managed under Parish Council rules and next year the sub-committee will submit a budget proposal as part of the PC's precept calculation. On a day to day basis this means very little change from how the BJMO finances are currently managed.
- It was agreed that the £300 annual funding will be added to the ring fenced BJMO funds each year.
- The BJMO can carry out fund raising activities and any monies received will be treated as designated public subscriptions. By minuting any donation, the PC can ensure that the money appears separately in the accounts and is only used for BJMO activity

9/290124 To note any further developments regarding the ditch and footpath at the new Woods Meadow Development

Cllr Taylor had spoken with Chapel Properties and work on installing the fence along the ditch and footpath would commence on 12th February, the cones would also be removed. It was noted that it should then be the Woods Meadow residents' responsibility for upkeep of the ditch.

10/290124 To receive any updates from the Community Partnership Forum

Cllr Bestow had attended the recent meeting and the notes had been circulated and would be uploaded to the website. The meeting concentrated on the three priorities agreed previously:

- Support, encourage and enable everyone to become more active, and enable 'active travel' as an alternative option.
- Road and traffic safety.
- Environmental improvements.

Cllr Bestow raised the issue of the MUGA (sports facility) - asking about funding and other parish council experiences and this information would be forwarded to the VHMC.

Cllr Bestow agreed to look into village walks and litter picking.

The next meeting is in March and Cllr Harker would also attend with Cllr Bestow.

11/290124 To receive an update on replacement of the Defibrillator

The new Beneheart Mindray defibrillator had been received and installed in the current cabinet. The advantage of this model is that the batteries and pads have a longer life and will not need replacing until 2028 thus saving financially. It has been registered on the National Defib Circuit and Cllr Harker has added it to the Asset Register.

12/290124 To receive an update on the adoption of the Internal Control Statement & Report

Cllr Bestow agreed to amend the SALC template and forward to all Councillors for approval at the March meeting.

13/290124 Finances

Cllr Bestow had circulated a **Finance Report and bank reconciliation** to all Councillors showing a balance of £25259.86. This will be uploaded to the website.

Paid Invoices approved at meeting on 27th November 2023:

Date	Payee	Gross	VAT	For	Category	Authorised
02/11	East Suffolk Council	308.03	51.34	Waste Collection – Oct-Dec	Waste	Cllr Hepper
30/11	L Buckman	240.91		Clerk Nov Salary	Wages	Cllr Harker
30/11	HMRC	5.40		PAYE Tax Nov	Tax	Cllr Harker
17/11	Botanica	1554.85	259.14	Mulch, Deer Guards & Installation	BJMO Reserve	**
17/11	A Derham	147.89		Various Supplies & Tools	BJMO Reserve	Cllr Hepper
20/11	SALC	72.00	12.00	Councillor Training – V Buckman	Training	Cllr Harker
17/11	P&A Cannard	44.99		Replacement tree for BJMO	BJMO Reserve	**

** These two invoices have not currently been paid as Botanica is due at the end of January and we are still awaiting bank details for the replacement tree for BJMO.

Paid Invoices approved at meeting on 16th December 2023:

Date	Payee	Gross	VAT	For	Category	Authorised
31.12.23	L Buckman	£365.91		Clerk Dec Salary	Wages	Cllr Harker
cil31.12.23	HMRC	£36.40		PAYE Tax Dec	Tax	Cllr Harker
20.12.23	London Hearts	903.60	150.00	New Defibrillator	CIL	Cllr Hepper

Payments for approval at meeting on 29th January:

Date	Payee	Gross	VAT	For	Category
11.01.24	East Suffolk Services	308.03	51.34	Waste Collection – Jan-March	Waste
31.01.24	L Buckman	254.84		Clerk Jan Salary	Wages
31.01.24	HMRC	8.80		PAYE Tax Jan	Wages

All these invoices were approved for payment.

Breakdown of Income received since last meeting:

04/12 £59.69 Parish Reserve Bank Account Interest

04/12 £8.13 BJMO Reserve Bank Account Interest

The following income is not included in the bank reconciliation dated 20.01.24)

23/01 £85.56 Village Shop Waste Contribution 4th Quarter

24/01 £85.56 Village Hall Waste Contribution 4th Quarter

CIL – to consider any applications for funding

An application had been received from the Village Shop for a replacement awning at a cost of £1992.00. The existing awning is in poor condition, and it is doubted will survive for long; it acts both to provide shade and to protect an outside display of fruit and vegetables but also makes the shop front more inviting. This will enable the Shop to continue to display goods to the best advantage and thereby continuing to serve the community. It was unanimously agreed to approve this grant funding.

Budget 2024/2025

Nothing to report – this had been approved at the November meeting.

14/290124 Correspondence, and urgent matters to be brought to the attention of the Parish Council

D-Day 80 information received from SALC – 6th June 2024. Information regarding ‘Ringing out for Peace’ will be forwarded to the Bredfield Bellringers Tower Captain.

Next Road Safety Forum – 12th February 2024 was noted.

The recent Sizewell C Update had been circulated to Councillors and it was noted that there was a Forum at Trinity Park on 9th April which one councillor was invited to attend.

Reminder that photo ID is required when voting in May 2024 and The Street road closure for 3 days from 7th February would be sent out to parishioners via Mailchimp.

There being no further business the meeting closed at 20.55.

Next meeting Monday 25th March 2024 at 7.30pm in Village Hall.

MEETING DOCUMENTS

Bredfield Emergency Plan

Why have an emergency plan?

By becoming more resilient Bredfield can complement the work of local emergency responders and reduce the impact of an emergency in both the short and long term.

On the other hand we have limited resources to organise any response. We are also close to fully resourced emergency services based in both Woodbridge and Ipswich who have their own plans.

The Type of Emergencies a Plan would cover

Any emergency plan adopted would operate only in a limited number of scenarios and only for a limited period of time.

- Situations where a number of residents need a temporary safe haven as they have had to leave their homes.
For example flooding, a large fire, major gas leak.
- To protect the vulnerable
Where the emergency services are unable to easily access the village.
For example significant snowfall
- The need to provide a space for emergency medical treatment of a significant number of people.
- Where it is unsafe for traffic to travel through the village.
For example flooding, major gas leak, pylons collapsing.

As most of these scenarios require the use of the village hall we need to check that they are happy to be involved.

Writing a Plan

The government provides a toolkit and resources to guide you through writing a plan which I can circulate if we decide to go ahead.

Steps in writing a plan:

- Identify the Community
- Community Emergency Group and Co-ordinators
- Identify the most Vulnerable
- Identify and Prepare for Risks
- Assess Community Skills and Resources
- Key Locations
- Emergency Contact List
- When the plan is activated
- Evacuation Process
- Communications
- Share Plan
- Review and Update

It may also be worth drawing on the expertise of Nick Young

Bredfield Parish Council Accounts

Summary

	Budget	Actuals	Forecast Outturn
Receipts			
Precept	5,574	5,574	5,574
Waste Contribution	684	513	684
Wildlife Donations	-	-	-
Interest	20	188	200
VAT Refund	692	692	692
Other		-	
Total Receipts	6,970	6,968	7,150
Payments			
General			
Wages	2,970	2,373	3,163
Payroll	90	54	108
ICO Reg	35	35	35
Stationery	30	5	25
Website	60	60	60
Insurance	466	487	487
SALC Subscription	190	192	192
Audit	256	256	256
Waste	1,232	924	1,232
Pest Control	400	-	-
Hire of Village Hall	80	40	80
Training	200	144	200
General - Other	200	67	150
	6,209	4,636	5,988
Asset Maintenance	500	27	400
Community Projects	1,000	149	250
Enviromental Projects	500	-	-
BJMO	300	298	300
Wildlife	114	-	114
Total Payments	8,623	5,111	7,052
Surplus / (Deficit)	(1,653)	1,857	98

COMMUNITY INFRASTRUCTURE LEVY PAYMENTS

APPLICATION FOR GRANT

During every year that the Parish Council receives Community Infrastructure Levy (CIL) payments, then community organisations may apply for a grant.

Criteria:

Grants must be for capital projects, and not to pay salaries, consultancy fees or expenses. They must be spent and invoiced for within the financial year in which it is approved. Regulation 59c of the CIL Regulations 2010 (as amended) states that the parish councils must spend Neighbourhood CIL on

“...The provision, improvement, replacement, operation or maintenance of infrastructure; or Anything else that is concerned with addressing the demands that development places on an area”

These powers allow the grant to be used on a range of projects which may be grouped into three areas:

- Physical infrastructure: such as footpaths and cycleways, signage; also flood alleviation, waste management
- Social infrastructure: including sports halls and pitches, community halls
- Green infrastructure: parks, woodlands, play areas, public open spaces

Providing the Neighbourhood CIL is spent in accordance with the Regulations it can be used to provide seed or match funding with other grants or funding sources.

An Infrastructure Investment Plan has been agreed by the Parish Council, and each year the Plan will be reviewed to include any new projects which have been brought to their attention.

The applying organisation must be a properly constituted body which works wholly in the parish of Bredfield or is shown to operate for the benefit of parishioners. The applying organisation must have their own bank account requiring at least two signatories to authorise payments

Eligibility:

Does your project meet the following?

- YES / ~~NO~~ The group/organisation is based within Bredfield Parish
- YES / ~~NO~~ The group/organisation is a not for profit or a registered charity
- YES / ~~NO~~ The group/organisation has operated for more than three years
- YES / ~~NO~~ The group/organisation has a bank account with appropriate safeguards

What do you want the grant for?

To update and improve the facilities of the Community Shop, with the purchase and installation of a new awning with associated frame

How will your grant benefit the community?

The existing awning is in poor condition, and it is doubted will survive for long; it acts both to provide shade and to protect an outside display of fruit and vegetables but also makes the shop front more inviting.

This will enable the Shop to continue to display goods to the best advantage and thereby continuing to serve the community.

If you are sourcing any other grants for this project, then please specify:

No other funding would be required to assist with this project

Funding: Please provide a breakdown of how you intend to spend the grant:

Item	Cost	Supplier (if known)
New awning	£1,660 plus £332 VAT= £1,992	Othello Blinds
		Various
Total cost of project	£1,992.00	
Grant request	£1,992.00	

Agreement and Signature:

By submitting this application, I affirm that the facts are true and complete, and if successful the grant will only be used for the purpose specified.

Name (printed)	David Hepper
Role / position	Director, Bredfield Community Shop
Signature	
Date	16 January 2024

Please return the completed form and any supporting material to the Parish Clerk:

bredfieldpc@gmail.com

The Cottage, Ufford Road, Bredfield, IP13 6AR