

BRETENHAM PARISH COUNCIL MEETING HELD ON THURSDAY 10th FEBRUARY 2022 IN THE VILLAGE HALL AT 7:30PM

MINUTES

In attendance: Clerk/RFO Della Clarke, Chairman C Clarke, VC Ms E Woods, Councillors Mrs L Collings, Mr P Truin, Ms A Wilson, Ms B Cronk, Mr N Tavener, BMS Cllr Robert Lindsay, and 7 members of the public

1. **Chairman's welcome and to accept and approve apologies for absence – only Footpaths Officer Martin Annis and BVA Chair Pete Knight.**
2. **To receive and accept members' Declarations of Interest for items on the Agenda – none received.**
3. **To resolve that the Minutes of the meeting held on 11th November 2021 are a correct record – Minutes were circulated prior to meeting – noted prior to meeting that an amendment needed to be made to the minutes regarding the missing post box and this would be done and minutes signed in due course.**

PUBLIC FORUM

- **SCC and Babergh and Mid Suffolk Councillor report – see separate report for comments**
 - **Dr Rollo and Mrs K Salthouse on behalf of Centre Academy – spoke with Matt Hancock today speaking about issues with societies approach to dyslexia in order to assist with a bill that is currently going through Parliament. The bill proposes that more children in primary schools are tested and provided support if they had dyslexia**
 - **Footpath Liaison Officer – Clerk read report from Martin Annis:- Martin has reported for the third time to SCC the need to repair the footbridge on Footpath 13(Brettenham the street to Dux Street). They have informed him that they will make this a priority – update, this was done this week. Martin has also reported the damaged footbridge which is at the footpath sign post on the Bury road and corner of Devils hill wood. SCC has acknowledged receipt of the report and will investigate in due course. Also raised that SCC had stopped cutting some paths but email unclear as to which. ACTION: Martin to clarify to the PC which footpaths were affected**
 - **Brettenham Village Association had their update provided by VC Woods:-**
 - Chair - no volunteers come forward as yet (Pete Knight standing down at AGM on 25 April)
 - BVA now has Title Absolute for the Village Hall
 - BVA Constitution being reviewed re what is the best structure for the BVA (e.g. charity etc) - to be discussed at AGM on 25/4
 - Katrina Kearns has stood down as Booking Clerk after 7 years in the role - Julie & Ozzie have kindly taken over
 - Review of VH hire charges - proposals to be discussed at AGM on 25/4 (and will be reviewed annually)
 - Bigger Ernie 170 subscribers which is 14 down on last year, monthly prize pots will stay the same – bonus prizes
 - Food safety matters for village events being reviewed (ably assisted by Jo Buckingham), including provision of allergens info for Village Inns etc
 - Meeting with Hughes Electrical re possibility for getting audio-visual equipment installed booked for Saturday but now delayed
 - Thursday 24 Feb - UK Power putting replacing the transformer in the car park (need access to the car park and VH)
 - Village Inns back into usual cycle - including regular use of food vans. Feb Friday VI was v busy, so hopefully a good sign of things to come
 - Events - Summer Fair (date tbc) and Apple Day (18th Sept) going ahead, Jubilee celebrations (in partnership w/ with Parish Council) first weekend of June, and possibly Safari Supper (possibly 25th June)
4. **To receive Clerks report on matters from previous meeting and to date – Clerk noted the play inspection printed for Cllrs was wrong one, so for Cllrs to disregard this and would discuss correct report later in meeting**
 - 4.1. **To provide update on actions from previous meeting**
 - 4.1.1. **Lease for playing field update and revised costs – confirmed ongoing and ready to send to PHT, costs increased**

- 4.1.2. Banking online access – VC Woods to try, Cllr Collings unable due to software issues, Chairman suggested he would not attempt access given plans to step down from the Parish Council at the next AGM
- 4.1.3. S106 money for defibrillator – cannot be used and must be CIL only if not cash (£1,760) – would discuss in CIL section in meeting whether some CIL money could be used to meet balance
- 4.1.4. Precept has been submitted for £5,621.25 and accepted

5. Planning

5.1. To consider and receive updates on Planning Applications

Reference no.	Address	Description	Comments	Comments within meeting
DC/21/06670	Hall Lodge Cottage, The Street, Brettenham, Suffolk IP7 7QP	Erection of an annexe to provide guest and family accommodation	Has been refused by BMSDC	VC Woods explained it had been refused due to size and also lack of investigation as to the possibility of an extension to the existing building
DC/21/06672	Bury To Colchester Pipeline Scheme	Request for formal Environmental Impact Assessment (EIA) Scoping Opinion - Bury St Edmunds to Colchester Water Pipeline Scheme affecting parishes as per Schedule A	No comments made	No comments were made
DC/22/00120	Chestnuts, 2 Beales Drive, Brettenham, IP7 7QL	Householder Application. Construction of swing opening garage doors across the current open garage, a rear window and creation of new side access door.	Comments needed by 16 th Feb	VC Woods said having reviewed app had no concerns, no further comments from other Cllrs so happy to reply with no objections
DC/22/00422	Sunnyside, 42 The Street, Brettenham, Suffolk IP7 7QP	Householder Application - Construction of dormer to rear roof slope	Comments needed by 17 th Feb	VC Woods said having reviewed app had no concerns, no further comments from other Cllrs so happy to reply with no objections
DC/22/00570	Former Breakers Yard And Premises, Old School Corner, Brettenham, Suffolk	Full Planning Application - Erection of 4No. one and-a-half storey dwellings with associated detached garages.	Comments needed by 24 th Feb	Confirmed this was a follow up application to a previous application for three properties. VC Woods commented it could have been preferable to have a mix of sized houses. Work was presently ongoing for environmental remediation. Noted that previously there was no requirement for affordable housing due to village and it was a Brownfield site. BMSD Cllr Lindsay confirmed the PC could make comments to the Planning Officers that perhaps the units should be smaller but perhaps more units. Cllr Truin mentioned

				that there must be adequate parking as parking on the road was not an option. Cllrs agreed that the response would be 'neutral' on the basis we provide comments to the effect we would like to see smaller (and more) units with more parking; subject to VC Woods reviewing neighbourhood survey. ACTION: VC Woods to check survey for villagers views
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5.2. Neighbourhood Plan update – Chairman provided the following update: The first face-to-face meeting with Ian Poole, the consultant, and the working groups took place on January 27 2022 at the Village Hall. The three working groups i.e. housing, built environment, natural environment have been working on the draft policies and community actions arising from the residents' survey results and a number of other documents. The draft policies were discussed with Ian Poole leading to further work required by the working groups. In addition, David Golding has kindly agreed to conduct a biodiversity Study to incorporate into the neighbourhood plan. This biodiversity study will include the results of a Hedgerow survey that was conducted in 2012.

It is hoped that the first draft of the Brettenham neighbourhood plan will be available for the working groups to critique in the next two months, by end of April. Once a second draft has been agreed a number of public meetings will be held to get feedback.

As a reminder the neighbourhood plan once finalised will be sent to Babergh District Council for review and critique. Once a final version is agreed with BDC the neighbourhood plan will be subject to a referendum of all the residents of Brettenham for approval.

It should be noted that Brettenham Parish Council has received a grant of £5,556 to conduct this phase of the neighbourhood plan. This amount is included in the parish council finance report.

6. Upcoming events/ considerations

- 6.1. Beacon lighting for the Queen's Jubilee – picture circulated of a fire pit, proposed that the fire pit would be bought by PC and used at VI celebration on 2nd June. Cllr Collings mentioned should perhaps get fire guard equipment to protect for children – agreed this should form part of planning for evening. Cllrs unanimously voted to spend the £477 for the fire pit and plaque. **ACTION:** Clerk to speak to Cllr Wilson about purchase
- 6.2. Suffolk Climate Change Group - access to services – low uptake originally but after promoting survey has increased. Information still on website, and advice still available beyond closing date in March.
- 6.3. Queens Green Canopy on playing field – update on if passed to NP group – hasn't been passed on as yet and agreed wasn't at the point of this for NP group.

7. Correspondence

7.1. To discuss items of correspondence

- 7.1.1. Grass cutting contract up for renewal – confirmed this was the case. Only respondent decided not to proceed. Contact of Chairman in Felsham (Adrian King) has agreed to do it but price would be around £40-45 per cut for the churchyard. Agreed to provisionally ask him to do playing field too and strimming also around trees and fence. Cllrs unanimously willing to pay increased price as mentioned above. **ACTION:** Chairman to talk with Adrian King about this.
- 7.1.2. Use of Robin Sidgwick money for church wall repair – Clerk confirmed had progressed and Annie Tavener progressing quotes and speaking with Robin.
- 7.1.3. Additional litter picking kit – Cllr Collings mentioned we didn't have any kit. Chairman raised whether we encourage residents to litter pick, agreed could remind people they can do it as PC would be doing it. **ACTION:** Cllr Collings to chase up which people do which areas. **ACTION:** Magazine to include wording to ask people to pick up litter if they see it, offer borrowing of equipment, and that Parish Cllrs to do litter pick in first half of March. **ACTION:** Clerk to find map of litter pickers and circulate to Cllrs.

7.2. To discuss any further items of correspondence received since Agenda prepared – confirmed none received

8. Playing Field/Parking/Health and Safety/Footpaths

8.1. To receive reports of any other Health and Safety issues – discuss playground report and subsequent actions – Clerk noted that the report printed for Cllrs was to be ignored as was from previous year. Clerk brought correct report up on computer and highlighted issues were predominantly faded signs, rotting bollards, potentially installing a bar on one of the gates, and that the perimeter fence was climbable and leaning (no rot). **ACTION:** Clerk to inform BVA of recommendation for bollard replacement, and reach out to Graham Moulding about fixing gate. Signs commentary below.

8.2. Highway drainage issues, flooding/drainage (including at Fir Cottage), and SCC response – the Chairman updated the Council with the following update: Suffolk County Council highways have jet washed four locations in Brettenham during December 2021. These are as follows:

- At Poplar farm, Buxhall Road, the pipe under the road leading away from Poplar farm.
- At Fir cottage, Church Road, the pipe under the road.
- On the street just below Sunnyside and Rose Farm, the pipe under the road.
- At the bottom of Chapel Hill opposite OBH gates, the pipe under the road.

All the above pipes were successfully cleaned however there are a couple of further comments to make. At Poplar farm the pipe is now scheduled to have root cutting through the pipe. At Chapel Hill SCC highways also located and jet washed another pipe leading under Bury Road to the ditch alongside Brettenham Park.

A number of people in the village have helped to clean the ditches leading to and or from the aforementioned pipes. They are Mr and Mrs Tavener who have cleared the wood opposite Poplar farm and the ditch thus allowing the water to flow freely from the pipe. Mr Peter Truin - who has cleared the ditch running along Church Road towards the cottage. Mr Tom Tavener - who has cleared the ditch running from Rose farm. Mr Cracknell of Pound Farm - who has cleared the ditch leading to the aforementioned two pipes at the bottom of Chapel Hill/OBH gates.

Mr Porter of Suffolk County Council highways has also informed me that he will be visiting the parish again to look at other locations with me in the relatively near future. Chairman mentioned if anyone knew of any other ditches that would be for highways to maintain, to let him know.

8.3. “Private Property” / “No parking beyond this sign” sign – where to purchase noting 8.1 above – **ACTION:** Clerk to meet with VC Woods to decide which signs to replace noting comments at point 8.1 above, and Cllr Tavener to provide details of where to get metal signed made as had a contact.

9. Land opposite OBH gates – it had been raised prior to the meeting that there was an area of land in the location described that prompted discussion - likely it doesn't belong to anyone and that PC used to look after land. Cllr Tavener thought it might have been part of Brettenham Park Estate. Chairman advised of this by Mr Cracknell, the owner of the adjoining property. In conversations with Mr Cracknell and subsequently with Peter Truin who has intern spoken with David Carter, a long-time resident of Brettenham, the following appears to be correct:

The land in question has been maintained by the Parish Council in the past. There is an old, now defunct, hand water pipe that has certainly been in existence since the very early 20th century. A photograph of the area taken in the 1920s is available with the hand pump clearly visible and as it happens so is a first world war gun. There is a water standpipe on this land close to the road, now not in use, that was installed by Cosford District Council sometime in the late 1940s/1950s when piped water was brought to Brettenham but not into individual houses. There is an oak tree that that was planted on the occasion of Queen Elizabeth II coronation in 1953 by Lady Warner. At that time also a bench was established there and a planter now both gone. In the past and until the planter collapsed this was maintained by Carrie Dye. Because of the successful cleaning of the two pipes mentioned in the flooding and drainage report the land is in better condition and drier than in the last few years. The parish council must now decide what if anything to do with maintaining this piece of land.

Chairman proposed PC maintain the land, get a TPO on the tree and have a plaque made for date of planting, and plant another tree for Jubilee this year. Discussed where to plant new tree – some issues with the playing field and would be up to owner (PHT). Agreed it could be put on boundary with car park at playing field on the far end so it did not interfere with light entering into the adjacent house. **ACTION:** VC Woods to speak to owner, PHT, about tree planting. **ACTION:** Chairman to get quotes for two plaques for the two trees. **ACTION:** Clerk to speak to insurer about ground we are responsible for maintaining and putting it under our cover. **ACTION:** Chairman to pursue TPO.

10. Finance

- 10.1. Clerk to provide current financial report – explained that there was nothing extraordinary – agreed OK and agreed a footnote should be added to show the grant held. ACTION: Clerk to include grants on next report.
- 10.2. To consider and authorise payments detailed on finance report – all agreed
- 10.3. To discuss allocation of CIL money – Cllrs agreed to exchange emails on CIL money ideas and at next report could bring top ideas to meeting. ACTION: Clerk to circulate CIL parameters again

11. AOB and items for consideration of inclusion on next Agenda – Chairman raised that he was stepping down from PC and would be put back in magazine that we are looking for a Cllr. ACTION: Clerk to remind individuals to bring their own copies of documents at next meeting but Clerk to bring copies as a back up to next meeting only.

MEETING CLOSED AT 9:20PM

Della Clarke | Clerk/RFO | Email: brettenhamparishcouncil@btinternet.com

Agenda circulated to:

Chairman

Mr Chris Clarke*

Vice-Chairman and Chairman of Planning Committee

Ms Emily Woods*

Councillor and Suffolk Passenger Transport Representative

Mr Peter Truin*

Councillor and SALC Representative

Mrs Alyson Wilson*

Councillors

Ms Beverley Cronk*

Mrs Lindsey Collings*

Nick Tavener*

Suffolk County and Babergh District Councillor – Cosford

Mr Robert Lindsay*

Suffolk Constabulary (Parish Council Liaison Officer):

Darren Marshall *

Internal Auditor

Mr Roger Bere*

Neighbourhood Watch Co-ordinator:

Val McGuill*

Gardening Club

Jane Moulding*

Jane McDonald*

* sent via email

Footpath Liaison Officer

Mr Martin Annis*

Tree Officer:

Mr Andrew Gooderham*

Old Buckenham Hall School

Headmaster*

Centre Academy for East Anglia

Dr Duncan Rollo/ Mrs Kim Salthouse*

Village Hall Caretaker

Greg Potter*

Website Co-ordinator

Beth Clarke*

Brettenham Village Association

Pete Knight*

VH Noticeboard/Village Website