

**BRETENHAM PARISH COUNCIL MEETING HELD ON THURSDAY 23<sup>rd</sup> SEPTEMBER 2021 IN THE VILLAGE HALL AT 7:30PM**

**MINUTES**

Present: Chairman Mr C Clarke, Vice Chairman Ms E Woods, Clerk/RFO Mrs D Clarke, Councillors Mrs L Collings, Ms B Cronk, Mr P Truin (late), Ms A Wilson, Footpaths Officer Martin Annis, and eight members of the public

1. Chairman's welcome and to accept and approve apologies for absence – Cllr Tavener sent his apologies and Cllr Truin apologised for being late
2. To receive and accept members' Declarations of Interest for items on the Agenda – none raised
3. To resolve that the Minutes of the meeting held on 8th July are a correct record – resolved agreed. Chairman to sign after meeting

**PUBLIC FORUM**

Footpath Liaison Officer - bridges mainly fixed (to include bridge to Hitcham Lodge) saved for a couple of areas that were highlighted. Footpaths now accessible but have been ploughed so farmers have 2 weeks. Mowing hasn't been done around Brettenham this year and new person dealing at Council will be contacted.

SALC Representative – points raised are included at point 6 below

**Brettenham Village Association –**

- Finances are healthy due to COVID related grants
- Number of one-off hires starting to pick up, but the only regular hire at the moment is Art Class
- Paul Bendall is stepping down from the Caretaking Team next month - regular weekly checks done by Paul will be undertaken by Greg Potter
- Emily has formally taken over the role of Bigger Ernie Co-ordinator
- Tom Coomber has replaced his sister Mollie as the village hall cleaner
- Some additional redecoration has been commissioned from Jan Davis - specifically toilets and kitchen
- New equipment purchased and installed - glass washer and beer cooler for the bar, two more fixed parasols for the terrace
- Consideration is being given to having audio-visual equipment (e.g. projector and screen) installed - options being researched
- Friday and Sunday Village Inns back on track - trialling a pizza van for 1st October; Sunday Village Inn Sunday 26th as part of Apple Day
- Charity Fun Quiz going ahead on Sat 27th November. Charity chosen for this one is Young Minds (young people's mental health)

SCC and Babergh and Mid Suffolk Councillor – Clerk read out the report from Robert Lindsey and is available separately.

Centre Academy representatives – mentioned that CA is exclusively a special needs school and in light of issues raised in Robert Lindsay's report provided some facts: 17% of all children at school are considered to be special needs. Only 1 in 6 of them is able to secure an EHC plan (access to special education); remaining 5 to be in usual school. Therefore one of the projects CA is looking at is encouraging Universities to teach during Teacher Training to include how to help special needs children. Alfie Bowen – alumni of CA – his story was explained and confirmed he would be coming to visit 1st October.

Martin Annis raised what was going on with Post Box at Old School Corner – ACTION: DC to remind Robert Lindsey to ask what is going on with Post Box

Robin Sidgwick – wanted to raise that he had done a project in Bildeston with the Sports Field and planters and some other community projects. He explained that he would be willing to provide a grant for any projects that we had in mind in Brettenham, given he had a friend in Brettenham. Robin was thanked and this was noted.

Neighbourhood Watch co-ordinator and Speedwatch volunteers not found as yet.

Parochial Church Council update – Storm from July 25<sup>th</sup> 2021 – surveyor from diocese has written a report and roof of north nave needs replacing but before tiles can come off, structural survey must be done as leaving tiles

on south on whilst doing so could cause tower to collapse. If both sides need doing then can be £160-200k for whole (50% would be each side). Fundraisers will be done as and when needed.

4. To receive Clerks report on matters from previous meeting and to date.
  - 4.1. To provide update on actions from previous meeting
    - 4.1.1. Lease for playing field update – Cllr Tavener said that in current circumstances, he believes we need to instruct Birketts to do whole thing and accept associated costs. Cllr Tavener would like to see draft lease when available.
    - 4.1.2. Banking online access – Cllr Collings looking to get access and other signatories will follow if able
    - 4.1.3. S106 money for defibrillator – waiting to hear on S106 point and CIL return was due but have been unable to submit so waiting on advice from BDC on how to submit return in circumstances

## 5. Planning

- 5.1. To consider and receive updates on Planning Applications – VC Woods went through those granted/ applied and also said that she was going to circulate planning apps to villagers, and also going to consult neighbouring Councils on how they do Forum and will report back to Cllrs.
- 5.2. Neighbourhood Plan update – results of survey in. Grant money being used to fund the work here (also had the AECOM results). Sub-committee gathered to assess information and have now defined sections within the NP that will be included. The main sections are introduction, defining characteristics of Brettenham including the history, current issues, planning policy context, Vision and objectives, spatial strategy, housing, natural environment, built environment and design, infrastructure and services.

They have agreed the allocation of the aforementioned sections amongst the volunteers and will develop a draft for discussion and review. The development of the draft neighbourhood plan will take into account the residents' survey results. It will also incorporate the design guidelines. Sub-committee will work with respective neighbourhood plan working groups.

They have provisionally agreed the following dates: 21st of October 2021 early - evening face-to-face meeting of the neighbourhood plan working groups with Ian Poole to review progress and agree further developments. Saturday the 27th of November 2021 - to hold a drop-in session at the Village Hall for residents to review progress to date and make comments. This session would be a daytime session lasting for example from 10 am to 2 pm.

Final NP will be subject to a referendum of all Villagers (District Council will conduct), and will only be submitted when NP group feels it has a good chance of passing. Will take approx. 9-12 months more. Update will go out to Village email list on this in near future, as will the village magazine. Cllrs Collings raised that some elements of designations of Councils will be changing via Law/ Government so this might change how the doc is drafted compared to other Councils.

## 6. Upcoming events/ considerations

- 6.1. Should Brettenham take part in the beacon lighting for the Queen's Jubilee – Cllr Wilson explained an invite had been sent to PCs and have been asked to play a part in lighting of beacons on Queens Platinum Jubilee 2<sup>nd</sup> June 2022. Can be one of three beacons of different sizes/ logistics. Was agreed that David Griffiths would be contacted to see if School were planning anything – ACTION: Cllr Wilson to contact David Griffiths, ACTION: VC Woods to speak to BVA to see if they were doing anything.
- 6.2. Suffolk Climate Change Group - access to services – Cllr Wilson raised that there is funding from March 2022 to encourage individuals to become more aware of environmental impact. Different levels of service – top level will have someone sent out to provide advice to participating villagers and help provide access to alternate, more green methods of living. Advice is free and they will advise how to obtain these services and there may be said grants available to those choosing alternative fuel. Cllr Wilson to lead this and will investigate/ pursue further. ACTION: Cllr Wilson to get involved further and report back in next meeting.
- 6.3. Cllr Wilson mentioned that there was SALC training for Cllrs and Clerks if they want it. ACTION: Cllr Wilson to forward link for training to Cllrs

## 7. Correspondence

- 7.1. To discuss items of correspondence
  - 7.1.1. Parish protect Insurance – lack of availability for insurance FYI – Clerk informed Cllrs of the issues with getting insurance and Clerk is dealing with renewal – it was impressed that there was urgency around this and Clerk confirmed aware and would report back urgently
- 7.2. To discuss any further items of correspondence received since Agenda prepared – Clerk raised that BMSDC Parking Consultation was ongoing and poster would be put up at VH noticeboard

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

8.1. To receive reports of any other Health and Safety issues – none received

8.2. Highway drainage issues, flooding (including at Fir Cottage), and SCC response - The report of the flash flooding caused by the storm on July 25, 2021 was reported to Suffolk County Council highways on August 5, 2021 and was followed up by a written report on the 18th of August 2021. In addition a number of videos were also uploaded to Suffolk County Council highways showing the devastating flooding. In total 28 houses were in flooded internally. Of the total 13 houses were flooded from the road or a combination of road and field, three houses due to flooding through the roof and the remainder from the field flooding.

On the 9th of September 2021 Chris Clarke received a phone call from Suffolk county council flooding and water management department. Mr Locksmith ascertained the level of internal flooding and then noted that under the flooding and water management department guidelines this level of flooding in one event would trigger an investigation by the department. It was noted that from this conversation flooding from the road was considered to be of concern to Suffolk county council. However as referenced in the riparian responsibilities guidelines, that flooding from fields and ditches is the responsibility of the landowners and householders. It was confirmed that ditches adjacent to roadways are the responsibility of the landowner.

As at this point no further contact had been received. Chris Clarke to pick up with Robert Lindsey on offer of help with flooding. Chairman also confirmed that flooding from the road is responsibility of Highways. Flooding from fields/ ditches is not Highways responsibility, but if landowner declines to help can get help from Suffolk County Council but unsure what form that would take. Was raised whether an independent drainage expert should be employed to review drainage systems in the Village: ACTION: Chairman to investigate what independent experts are available to do this work and will get estimate for presentation at next meeting

8.3. Drainage behind number 65 The Street – Concerns that since pipe was re-connected near the houses/ church, if there are any new dwellings around that area there were concerns that ditch might get over-flowed. Mentioned that we could raise this in any planning permissions applied for. There were concerns raised over suitability of piping but it was made clear that the PC cannot deal with these as it is riparian responsibility. Agreed that it would be put in village magazine to remind people who had a ditch to keep it clear.

8.4. Free hedgerow plants from BDC – VC Woods helped individuals submit applications for residents but they are prioritising public areas

## **9. Finance**

9.1. Clerk to provide current financial report – explained entries and no comments from Cllrs

9.2. To consider and authorise payments detailed on finance report – no issues

9.3. To discuss allocation of CIL money – for next meeting

## **10. AOB and items for consideration of inclusion on next Agenda.**

10.1. VC Woods wanted to raise an idea on the playing field, and as to whether under the Queens Green Canopy scheme whether we would be interested in doing that. To be discussed on next Agenda. ACTION: Clerk to add to next Agenda.

10.2. No parking sign to go at end of parking zone – PC to purchase and to be added to next Agenda

10.3. Waste bin by the play area – agreed that this would get looked at as there may be a grant for that and litter picking equipment

10.4. Advertised for Neighbourhood Watch Co-Ordinator and Speedwatch Co-ordinator – Cllr Cronk volunteered to take up Speedwatch Co-ordinator, another advert to go in village mag for Neighbourhood Watch Co-Ordinator

10.5. Smashed concrete pillar opposite 65 The Street in the verge – Cllr Collings reported and it was cleared up and a new sign on telegraph pole provided

10.6. Cllr Cronk mentioned that there was another instance of a near crash due to cars parked on The Street, but nothing can be done to stop it. Not illegal to park on road or pavement. No further action.

Meeting closed at 21:21

Della Clarke | Clerk/RFO | Email: [brettenhamparishcouncil@btinternet.com](mailto:brettenhamparishcouncil@btinternet.com)

Minutes 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\***  
**Councillor and Speedwatch Co-ordinator**  
**Ms Beverley Cronk\***  
**Councillors**  
**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:**  
**Ms Val McGuill\***  
**Gardening Club**  
**Jane Moulding\***  
**Jane McDonald\***  
**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**  
**Paul Bendall\***  
**Website Co-ordinator**  
**Beth Clarke\***  
**Brettenham Village Association**  
**Pete Knight\***

\* sent via email

VH Noticeboard/Village Website