

**BRETENHAM PARISH COUNCIL MEETING HELD ON THURSDAY 3RD DECEMBER AT 7:30PM ONLINE
VIA ZOOM LINK**

MINUTES

Present: Chairman C Clarke, Vice-Chairman E Woods, Councillors A Wilson, B Cronk, P Bendall, P Truin, L Collings, Clerk/RFO Della Massey and 2 members of the public.

1. Chairman welcomed everybody to the meeting and noted apologies from Robert Lindsey.
2. Declarations of Interest – none received.
3. Resolved that the Minutes of the extraordinary meetings held on the 22nd October are a correct record – Minutes circulated prior to meeting.

PUBLIC FORUM

SALC meeting which covered information exchange around Enforcement issues, the recent ASB online meeting and discussion around the pros and cons of Neighbourhood plans which was helpful. In addition there was notice of a survey to inform the strategic direction of SALC going forward. I will forward this with the link to councillors for individual completion.

There was also information from CAS about the Good Neighbour Scheme and training which Cllr Wilson will forward to Peter Knight who has some volunteers through the BVA.

Report received from Robert Lindsey - not discussed further as all Cllrs had a chance to read.

Peter Knight provided a BVA update - confirmed that there is a new Vice-Chair of BVA which is Greg Potter. They also have a new constitution for the BVA. Cleaning arrangements now ready for when VH able to be used again. Broadband and phone line now installed in VH - thanks extended to Greg Potter. Card readers can be used (that have been purchased) and can also be used by general users. Peter Truin has been able to co-ordinate the sale of bar stock. Christmas tree has been installed in the green, thanks extended to Paul Bendall for assistance. Total cost of tree was c£150 inc lights, proposed that the BVA and PC split cost 50/50. Lights were battery operated so can be used another year. No objections to this from Cllrs and it was agreed this would be reimbursed to BVA, no more than 50% of £150.

Public Forum Closed

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 Clerk confirmed have not been able to move CIL money as don't have authority on account. Have form from Barclays which has been signed and sent back, waiting for this to be amended which will then name Clerk on the account. Will then be able to apply for internet banking which means Clerk can then at minimum review accounts online, and hopefully will allow me to make inter-account transfers.

- 4.1.2 Clerk checked Land Registry as per last meeting to see if any additional pieces of land sold from the OBH ground. Doesn't appear that title extends beyond the rectangular plot that was apparently sold to the developer and no outstanding apps on the title retained by OBH; which suggests no completed transactions on any further land, this of course could change if a transaction subsequently completed and LR applied to.

4.2 CIL Bid Defibrillator application

Confirmed cheque has been signed and sent. Confirmed initial form to confirm order has been done also so last remaining element was regarding the location of the installation of the Defibrillator and electricity supply etc. Gary Roberts and Cllr Bendall helping with co-ordination of electrician. ACTION: Cllr Bendall and Peter Knight to decide where it will be installed so form can be completed and installation arranged.

4.3 To discuss future dates for Parish Council meeting

Circulated proposed schedule with the agenda and no issues raised by Cllrs on dates suggested. Agreed this could be implemented and fully circulated.

4.4 Change to standing order to enable payments via Debit Card

Explained that in addition to obtaining internet banking, Clerk had asked SALC about change to SO required and suggested wording. Cllrs had no issues with this in principle and Clerk to raise as an Agenda item in next meeting, to ensure could be voted on in AGM in May.

4.5 Track and Trace

Was adequately collected, no issues and no need to contact anyone, information has now been deleted.

5. Planning

5.1 To consider and receive updates on Planning Applications

- 5.1.1 DC/20/04863 - Tall Trees, Chapel Hill, Brettenham, Ipswich Suffolk IP7 7PG.
Application under S73 for removal or variation of a condition following grant of planning permission DC/20/02075. Town and Country Planning Act 1990. Planning (Listed Buildings and Conservation Areas) Act 1990 (Condition Number(s): 2(approved plans and documents) - To remove atrium element and to include erection of side extension, repositioning of doors and windows
- 5.1.2 DC/20/04764 - Crownings, Buxhall Road, Brettenham, Ipswich Suffolk IP7 7PA.
Erection of 1no single storey detached dwelling (following demolition of part of existing buildings)
- 5.1.3 DC/20/04995 - Barley View, The Street, Brettenham, Ipswich Suffolk IP7 7QP.
Planning Application - Erection of single storey rear and side extensions.

5.2 To discuss the Neighbourhood Plan proposal in detail following meeting with Ian Poole on 19th November. Q&A agreed between Cllrs and agreed that Chariman and Peter Knight would check that the list of residents that would receive the Q&A could be as wide as possible, using electoral role and existing email addresses. Chairman to be named on Q&A as cntact point for further information and Gary Roberts is keen to be included in working group. Chairman spoke with Ian Poole, has not yet sent proposal and fee scale but expected tomorrow (04/12). Can register now with BDC via neighbourhood plan portal to register scope of area. Also need to obtain a licence for software called 'Parish Online'. **ACTION:** Clerk to explore obtaining this licence (Ian Poole to help if needed). Chairman and Cllr Bendall are attending Microsoft Teams training from the Council. Once fee proposal obtained, will have an extraordinary meeting near Christmas or early January.

5.3 Change to CIL charging schedule and Joint Local Plan. Proposed new CIL rates are being imposed by Babergh and Mid- Suffolk Council, likely to increase cost. Consultation in force likely to end 24th Dec. Cllr Bendall attending training on 7th for Joint Local Plan.

5.4 Cllr Collings proposal mentioned at last PCM to change planning policy to encourage new buildings to have swift and bat bricks as part of their planning condition. Cllr Collings explained that it could be part of planning to insert 'Swift Bricks', to help them nest. Can be matched in colour to any brick. No prospect of birds coming into house. Can do similar for bats. Would like to encourage Swifts and Swallows, as well as Bats. Request is to include these bricks in the neighbourhood plan for any new development, Cllrs agreed good plan and would look to include in Neighbourhood Plan.

5.5 Buckenham Chase parking - multiple pieces of correspondence to try and get enforcement and DC has explained nothing further they can do. DC suggested only avenue is Police but Cllr Bendall thought this wasn't the right avenue at this point in time. Practical completion is proposed for the end of the month. Cllr Bendall suggested we submit written notice to developers and get written agreement from developers to restore verges to original condition. Cllr Wilson asked if any planning conditions we could rely on, Cllr Bendall confirmed there was a 'gentleman's agreement' to park no more than 3 at a time but is not adhered to. Cllr Collings raised it was dangerous at certain times of day, Cllr Bendall reiterated only Police action could now be taken. Cllr Cronk asked who would restore broken tarmac, Cllr Bendall said highways would be responsible so we could make a representation to Highways to get restored, but should not do until after done. Cllrs agreed to making a formal letter to developers and to be done ASAP. **ACTION:** Cllr Bendall to take forward letter drafting and will circulate to Chairman and Robert Lindsey.

6. Correspondence

6.1 To discuss items of correspondence

6.1.1 Suffolk County Council launched scheme to fund the installation of electric car charging points in rural areas. Update from Vice-Chairman Woods. 'Plug In Suffolk' provides grants to Councils to install car chargers. Vice Chairman Woods contacted Peter Frost at SCC and first step is to complete register of interest form (the

document confirms who is applying and about the project) which has been drafted and requested consent to send off. Spoken to BVA Chair (Peter Knight) to ask if in principle the BVA would be interested, confirmed principally interested and can be investigated further. Confirmed charging point could be used by those in the village as well as local people. Chairman Clarke asked if would be pay for use, Vice-Chairman Woods confirm this was correct and they would pay by contactless card, so should not be any additional costs to the PC or BVA. Chairman Clarke asked if grant was 100%, Vice-Chairman Woods thought so but would check. Was raised there might not be standardisation of fittings for all cars, would need to be raised with Peter Frost as to which fitting would be best. Cllr Bendall raised whether we were happy with unknown persons charging cars that we are not aware of, Cllrs said this was a concern that they might need to decide on. Was highlighted that VH only has a lease of the field and not the car park and this was provided in good will by land owner. Therefore location would have to be in-front of the VH, unless next to the Church but this would have lots of other issues such as electricity supply, property listing, Diocese consent etc. Cllr Wilson asked whether other Parishes were getting involved as the more there are around the local area, the more dispersed people who did not live in the village using it would be. Was confirmed Lavenham have two and would ask Peter Frost if any further interest in the local area. Was raised that the speed of charging would affect ability to proceed as it might put a burden on the VH, and might mean vehicles have to left overnight. Concluded Vice-Chairman Woods would investigate further noting issues raised and form would be completed.

- 6.1.2 Engagement request from Census Request Engagement Manager for East Suffolk to encourage assistance with completion - explained that there was a Census next year. Cllr Bendall suggested people reminded at the same time the NP correspondence sent out. Cllr Collings raised that it was an online survey so consideration would need to be given to those who do not use email, and perhaps compile a list of those whose doors should be knocked on to encourage people to take part (and request a written copy). Peter Knight confirmed that it could be done via paper or email suggested they could set up a completion centre in the village, but the drive is to support people online as much as possible. Cllrs happy to address this in line with the Neighbourhood Plan work, to ensure as many residents contacted as possible.

- 6.2 To discuss any further items of correspondence received since Agenda prepared – no further items raised.

7. Playing Field/Parking/Health and Safety

- 7.1 Update on repair plan for play area swing **ACTION:** Chairman Clarke to speak with Graham about doing work.

- 7.2 To receive reports of any other Health and Safety issues. **ACTION:** Clerk to chase up David doing the inspection, Chairman Clarke confirmed this needed to be done for insurance.

7.3 Footpaths - Chairman Clarke confirmed that someone on footpath through OBH had their dog out of control and off the lead. OBH Headmaster confirmed that staff had approached individual on a couple of occasions and owner did not receive the message well. Also applies to Centre Academy given footpath crosses there also. Raised whether we should put something in the magazine about people controlling their dogs adequately. Cllr Collings raised that there were signs to encourage this. Cllr Bendall raised that if dogs are not controlled then footpath may be diverted. Cllr Cronk raised that some people might be scared by dogs approaching them on footpaths, so another reason to ensure the dogs are controlled. Cllr Wilson raised that local gamekeepers and dog wardens could be involved. **ACTIONS:** Vice-Chairman Woods agreed to put some wording together for next Magazine and would circulate. Cllr Wilson agreed to find out if there was a local dog warden that can assist. Chairman Clarke agreed to speak to OBH to put a sign off where the footpath starts to encourage dogs to be controlled.

8. Finance

8.1 Clerk to provide current financial report – completed. No questions raised. Clerk confirmed that would get online access and given no statement since end of October, accounts were a best estimate by looking at cheques sent and confirmed cheque received. Chairman Clarke confirmed that the CIL money needed to be transferred still to CIL account. **ACTION:** Add to next agenda discuss allocation of CIL money. Need to revisit constraints on what CIL money can be used for. Clerk to review this.

8.2 To consider and authorise payments detailed on finance report – completed – payments authorised

9. AOB and items for consideration of inclusion on next Agenda - Cllr Bendall raised that there was a questionable change of use on land next to Poplar Farm. Details as follows:-

Land adjacent to Poplar Farm, BMS enforcement ref EN/20/00403: continued activity on site seemingly indicates a change of use in course (e.g: clearance and levelling of site, delivery of wooden panels, and recent delivery of storage containers). Further advice to BMS Enforcement Officer made 03.12.20 with photos and request for a review.

Meeting closed at 20:47

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

Minutes circulated to: (* by email)

Chairman

Mr Chris Clarke*

Vice-Chairman

Ms Emily Woods*

Councillor and Suffolk Passenger Transport Representative

Mr Peter Truin*

Councillor and Chairman of Planning Committee

Mr Paul Bendall*

Councillor and SALC Representative

Mrs Alyson Wilson*

Councillors

Ms Beverley Cronk*

Mrs Lindsey Collings*