

MINUTES

Attended: Clerk D Clarke, Chairman C Clarke, Vice Chairman E Woods, P Bendall, L Collings, A Wilson, B Cronk, P Truin and 7 members of the public

1. **Chairman's welcome and to accept and no apologies received**
2. **Declarations of interest –Peter is declaring an interest in the drainage just before Fir Cottage. ACTION: Clerk to consider if book needs signing.**
3. **Resolved that the Minutes of the meeting held on 3rd December, and the extraordinary meeting 14th January are a correct record**

PUBLIC FORUM

- **Robert Lindsey provided his report:**
 - **County considering raising precept 4% - general budget by 1.99% and by 2% for social care (below the 3% maximum allowed). The council is assuming about £41m extra spending over the previous year and so is taking £16.7m from "risk reserves" to balance the budget.**
 - **Green budget amendments for county council 2021-22 budget**
 - **LDGI is planning a few amendments to ensure investments in warmer homes, public transport and a pandemic grant scheme for cultural and charity events. Proposing using the full 3% rise in social care precept in order to fund these.**
 - **The cabinet agreed the draft General budget for 2021/22 based on an increase to Council Tax of £5 per annum (10p per week) for a Band D property, which is equivalent to 2.96%. The final budget must be approved by full council on February 23.**
 - **County - Biodiversity motion unanimously approved**
 - **Babergh's cabinet on February 4 approved short term parking charges for Hadleigh and Sudbury for the first time. First hour will be free and £1 for up to three hours after that. Implementation is to be delayed to September. Car parks are costing the council £440,000 a year to run, and the climate emergency means car use needs to reduce.**
 - **The county is currently running a consultation on its proposed Streets Guide, which will assist with the design of new housing estates showing how best to create road layouts that promote walking and cycling. Comments on the draft guide are welcomed and there is a survey to complete. The consultation closes at 5pm on 10th February 2021. Link: <https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/suffolk-design-streets-guide/>**
 - **In November and December SCC ran a series of six online workshops for invitees from the six sectors on the Suffolk Climate Action Plan. They were each video recorded and can be viewed online <https://www.suffolk.gov.uk/planning-waste-and-environment/initiatives/pledge-to-climate-emergency-declaration/>**
 - **The public are being asked to give their own feedback on online forms to each sector.**
 - **Sustainable Buildings**
 - **Large Industrial & Commercial Energy Users**
 - **Transport & Air Quality**
 - **Small Industrial & Commercial Energy Users**
 - **Energy & Planning**
 - **Community Action & Schemes**
- **SALC update – GDPR, now left EU it is transferring to UK and no major differences but may like to review. Enablement of remote meetings ends on 7th May, so may have to do face to face meetings thereafter but expecting a further extension. Will be reviewed as needed.**
- **BVA – met and discussed finances (Village Hall making a deficit), but grant has assisted and keeping buoyant. No bookings. Has been a significant leak in Village Hall so floor has had to be replaced. Quotes received and insurers contacted. Cost between £7-10k before VAT, hoping insurers will cover. Replacing toilets to avoid further**

leaks. Bigger Ernie subscription period ended. Made 198 subscriptions (more than last year). Ray Latimer has decided to step down as co-ordinator for next year's edition. Broadband fully installed in Village Hall. Discussions have been had about post-lockdown period and considered future events. PCC happy to run Summer Fair (proposed Sat 17th July). Gardening Club happy to do Apple Day (likely 25th/26th Sept). Considering another NYE party, Greg Potter has secured band. Considering creating sub-committee for assistance with events planning. Emails still being circulated to villagers.

- Robert Lindsay left but mentioned there was some money in his locality budget that could assist with Village Hall flooring – BVA noted and thanked.
- Cllr Collings mentioned we may need to consider another venue if we have to meet after May, rather than Zoom being an option, if the Village Hall is still out of use.

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 that Parish Online had been purchased and payment referred to was in the finance report. Also applied for the Ordnance Survey licence and this was in hand

4.1.2. Banking online access – still waiting for this, Chairman had called Barclays and so has Clerk and understand confirmation will be with me in the next week. We can then (hopefully) have access to online banking.

4.2. Change to standing order to enable payments via Debit Card – Clerk has reviewed and there are some key clauses that have been sent to Clerk by SALC in the model financial regulations and they can be inserted into the Financial Regulations. Will be done at AGM if it is possible to do this. ACTION: Clerk will draft tracked changes and circulate to Councillors as well as a drafting note. Need to also update internal control doc to reflect, and also financial risk assessment, last docs from 2018 for the above – ACTION: when access granted Clerk to get signatories access to online banking, and also check if we can get a card and if what payment requirements are. This proposal is subject to confirmation of the Parish Council.

4.3. Proposal to pay Clerk salary on monthly basis in order to make HMRC reconciliations easier and only obtain authority for overtime undertaken by Clerk – voted unanimously that could be paid monthly without needing authority at PC meetings.

4.4. Defibrillator – installed before Christmas and registered and is now being checked on a weekly basis. VC Woods would like to inform other people of how to do the checks so there is a backup if VC Woods not available. Cllr Bendall happy to help and also Ozzie.

5. Planning

5.1 To consider and receive updates on Planning Applications

DC/20/05490	October House, The Street, Brettenham, Ipswich Suffolk IP7 7QP	Notification of Works to Trees in a Conservation Area - 4no. (Small Field Maple) -Fell.
DC/20/04700	Whitebeams, Beales Drive, Brettenham, Suffolk IP7 7QL	Householder Planning Application - Erection of garden shed
DC/20/04995	Barley View, The Street, Brettenham, Ipswich, Suffolk, IP7 7QP	Householder Planning Application - Erection of single storey rear and side extensions
DC/20/04764	Crownings, Buxhall Road, Brettenham, Ipswich, Suffolk, IP7 7PA	Erection of 1no single storey detached dwelling (following demolition of
DC/21/00265	Hawthorns, Beales Drive Brettenham, Ipswich, Suffolk , IP7 7QL	Erection of a shed and temporary erection of cat house with low level picket fencing
DC/21/00271	Barley View, The Street, Brettenham Ipswich, Suffolk, IP7 7QP	Erection of single storey rear extension (amended scheme to DC/20/04995)

DC/20/05655	Land East Of Buggs Lane, Brettenham Ipswich, Suffolk, IP7 7PD	Discharge of Conditions Application for DC/20/02678
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- 5.2 To discuss the action from last meeting where Cllr Bendall agreed to draft a letter to developers of Old Buckenham Chase regarding the restoration of verges – verges been damaged and this has been raised and taken up with developers, and also have raised issue with Suffolk Highways. Raised an issue with boundaries of gardens of one of the site in terms of enforcement.
- 5.3 Update on enforcement action being taken on land adjacent to Poplar Farm – chasing enforcement officer but waiting to hear.
- 5.4 Cllr Bendall looking to stand down as Parish Cllr, looking to end by 2nd May this year. VC Woods to put in magazine about new councillor being looked for, and also chairman of the planning committee, can be independent of one another.
- 5.5 Neighbourhood Plan update – given a grant for the financial year up to end of March. Now have access to Parish Online, NP area has been designated and agreed by BDC. Receiving technical support from Locality.org on house design, and have had great support from number of villagers. One working group working on housing, one on Natural Environment and one on Built Environment. First step is getting a household survey and there is a working group on this also. Now a tab for the NP on the Village website under Village section.
6. Correspondence
 - 6.1 To discuss items of correspondence
 - 6.1.1 Suffolk County Council launch scheme to fund the installation of electric car charging points in rural areas – confirmation of update that scheme is being reviewed by provider and can be raised again at later date
 - 6.2 To discuss any further items of correspondence received since Agenda prepared – none received
7. Playing Field/Parking/Health and Safety/Footpaths
 - 7.1. Update on repair plan for play area swing –going to repair swing but until ground is sufficiently able to support appropriate equipment to get to the top of the swing work cannot be done.
 - 7.2. To receive reports of any other Health and Safety issues – none other received
 - 7.3. OBH footpath and dogs – also applies to Centre Academy, putting signs up to show that dogs should be kept on a lead when going over the site
 - 7.4. Highway drainage issues
 - 7.4.1. Church Road - just before Fir Cottage – tree has grown which has caused drainage issue that has blocked drain. Cannot remove tree as fibre optic cable in the way. Proposal is to contact highways about it, ACTION: Peter Truin to log issue on SCC website
 - 7.4.2. Buxhall Road - adjacent to churchyard – SCC highways drain close to kerb is blocked causing flooding of the churchyard resulting in problems of digging new graves. It is believed that the new owners of 3 The St have filled in ditch; blocking end of pipe. Cllr Collings confirmed a pipe had been installed but may not meet up with other pipe, causing flooding. ACTION: Chairman Clarke will speak with new owners of 3 High St to see if can be rectified, failing a resolution Chairman would report to highways.
 - 7.4.3. Village Green - near churchyard – Cllr Truin hoped that drainage could be installed under the road, which would mean hole would need to be dug in middle of road which is expensive. Quote for ‘thrustboaring’ was £3.8k, which might not even be needed and could increase to £5.5k. Cllrs agreed to retain in mind and CIL money could be used if agreed. Will be discussed further when considering how to spend CIL money in the light of the results of the residents survey as part of the Neighbourhood Plan.
8. Finance
 - 8.1. Clerk to provide current financial report, ACTION: DC to circulate draft amended Finance Report, to include showing payments that have been made but not banked
 - 8.2. To consider and authorise payments detailed on finance report – all approved
 - 8.3. Confirmation quarterly accounts done (Oct-Dec 2020)
 - 8.4. To discuss allocation of CIL money – agreed will be discussed when proposals available, ACTION: communicate to everyone on all where CIL money can be spent, Chairman to circulate this. ACTION: Clerk to find out what S106 money does BDC still retain for us (how much there is and how long we have to spend it).
9. AOB and items for consideration of inclusion on next Agenda.
 - 9.1. Litter picking to be discussed, all attendees generally happy to do this in their areas that they might have done previously. Target date is beginning of April but like to do before grass begins to grow. Individuals to do it as and when rather than a co-ordinated effort, and Chairman happy to provide pickers and gloves.
 - 9.2. Old School Corner sign has completely collapsed. It has been reported as well as one at the junction of Buxhall Road with the Buxhall - Hitcham Road. Currently a low priority and likely not to be prioritised by SCC Highways.
 - 9.3. Cllr Collings confirmed mailbox has been removed nr Old School Corner – confirmed taken illegally. Cllr Bendall already contacted Royal Mail to confirm theft.

Meeting closed at 20:56

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

Minutes circulated to:

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*

Suffolk County and Babergh District Councillor – Cosford

Mr Robert Lindsay*

Suffolk Constabulary(Parish Council Liaison Officer):

Laura Mansell*

Internal Auditor

Mr Roger Bere*

Neighbourhood Watch Co-ordinator:

Ms 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

Paul Bendall*

Website Co-ordinator

Beth Clarke*

Brettenham Village Association

Pete Knight*

VH Noticeboard/Village Website