

Bredfield Parish Council

Minutes of the Bredfield Parish Council Annual Meeting held on 29th May 2013 at Bredfield Village Hall at 6.30pm.

Meeting started at 6.30pm.

Present

Councillors: Mr Andrew Miller (chair), Mr D Hepper, Mr D. Leyland, Mr T. Richardson, Mr G Taylor, Ms D Causier, Ms A Henderson

Cllr Peter Bellfield

There were no members of the public present.

1.0 Apologies received and accepted by the Parish Council

Mr G Schofield

2.0 Election of chair and vice chair

Cllr Taylor nominated Cllr Miller as chairman and this motion was seconded by Cllr Henderson and unanimously agreed.

Cllr Taylor nominated Cllr Hepper as vice chairman and this motion was seconded by Cllr Miller and unanimously agreed.

3.0 Signing of declaration of office

The Chair signed the declaration of office.

4.0 Appointment of representatives on other committees

Cllr Henderson would continue to represent the parish council at meetings of the Bredfield Jubilee Field group.

Cllr Hepper would continue to represent the parish council on the Village Hall committee.

Cllr Richardson would continue to represent the parish council on SORR.

5.0 Declaration of interests

None

6.0 Confirm minutes of previous meeting (7th May)

The minutes of the planning meeting on 7th May were agreed to be a true record and the chair signed them accordingly.

7.0 Matters arising from action points of previous meetings

AP12/03 A12 junction

The clerk had received a response from David Chenery (Highways department, SCC), who was planning to repair the road sign into Bredfield from the A12 and move it a short distance to improve visibility.

He was also considering strategies for placing a 'ceiling' on the volume of traffic using the C309.

AP12/03

AP10/17 village noticeboard

Cllr Miller had bought the wood in order to begin work on this shortly. **AP10/17**

AP11/26 glebe land

See agenda item 12.0

AP11/16 war memorial

See agenda item 13.0

AP12/17 tree preservation orders

Mr Schofield was unable to attend this meeting, but had produced some information which the clerk shared with parish councillors. She will contact Paul Wiggins to see whether he'd be willing to become the tree warden for the village.

AP12/17

AP12/26 neighbourhood planning

There was nothing further to report on this. **AP12/26**

AP11/36 road signs in Bredfield

The clerk had received an email from Mandy Mann (SCDC) to the effect that the road signs should be in place by the end of May. Councillors thanked Cllr Bellfield for his intervention in this matter. **AP11/36**

AP13/04 information sharing

There was nothing further to report on this, although discussion about a dedicated parish council website would be addressed under correspondence. **AP13/04**

AP11/40 site specific locations

The clerk had received an email from Ben Woolnough (SCDC) with a link to information about six sites identified in Bredfield. She had forwarded this to parish councillors. Only one of the sites was deemed suitable for development, and to date no planning applications had been made. **AP11/40**

AP13/06 vehicle activated speed signs

The clerk had emailed David Chenery to enquire about the possibility of acquiring a speed sign for the road into Bredfield from Debach but had as yet received no reply. **AP13/06**

AP12/23 broadband

The clerk had recently contacted two village residents who were concerned about the quality of broadband in the village, in order to invite them to the annual parish meeting. She had not contacted them beforehand as there was little information to share with them and there had been very little interest in the notices that she had placed in the village some months ago. One resident was particularly concerned that the parish council was reluctant to pursue enquiries into County Broadband. It was unanimously agreed that the parish council should not favour or promote a single business. However individuals who were interested in this opportunity could of course organise something themselves and make their own decision as to whether to sign up to an alternative scheme. Cllr Bellfield advised that interested residents could look at www.betterbroadbandsuffolk.com for up to date information. **Resolved**

AP13/07 refuse collection contract

The clerk had completed the relevant paperwork and had sent the agreement to SCS. **Resolved**

AP13/08 clerk's contract and appraisal

The clerk had received a sample appraisal document from SALC. This was agreed to be an appropriate format for the clerk's annual appraisal. A date for this was to be agreed at the next meeting. **AP13/08**

AP13/09 drainage on Woodbridge Road bend

The clerk had emailed David Chenery (SCC highways) to request an on-site investigation into this matter but had as yet not received a reply. In the meantime she would make an online report on the SCC website. **AP13/09**

AP13/10

AP13/10-planning application C13/0376/ 1 Forge House

The clerk had sent the parish council's response to SCDC. **Resolved**

AP13/11-village hall booking for AGM

This had been arranged. **Resolved**

AP13/05-planning application C13/0631/ Wayside (revised plan)

The clerk had sent the parish council's response to SCDC. **Resolved**

AP13/12-planning application C13/0703/ May Tree Cottage

The clerk had sent the parish council's response to SCDC. **Resolved**

AP13/13-cheques for signature

The two signed cheques had been delivered. **Resolved**

8.0 Correspondence

- War memorial repair estimates – to be considered under item 13.0
- Prettys' costs – to be considered under item 12.0

- A dedicated parish council website.

There was a brief discussion about the merits of having a dedicated parish council website under the umbrella of One Suffolk. This would enable the parish council to download information directly, thereby saving work for Tony Bence. However councillors would not want this to entail too much extra responsibility for themselves or the clerk in the long term.

Tony's reservations about multiple websites in the village were shared with councillors.

It was agreed that the parish council would meet the cost of a training day at SALC for Cllr Henderson and the clerk on June 11th. They would report back at the next parish council meeting, before any decision was made. **AP13/14**

- Insurance

The parish council's insurance needed renewing, and the policy would need careful review after the acquisition of the Jubilee Field.

- Local Government Boundary Commission

The chair shared information about the proposal to reduce the number of councillors at SCDC. It was agreed that the parish council could make no meaningful contribution to the consultation and that a response was unnecessary.

- Local Councillor

The clerk shared copies of the newsletter from SALC with parish councillors.

NB Cllr Peter Bellfield was unable to attend the annual parish meeting, due to a prior commitment, but he had brought his report to this meeting and he shared it with the parish council at this point. The report is attached to these minutes. In addition to his report from SCC, he also informed the parish council that SCDC were hoping to have the Core Strategy in place by the end of 2013. He also reported that SCDC may be relocating from Melton Hill to new premises. Cllr Bellfield was thanked for his support, and he left the meeting at 7.15pm.

9.0 Finance

9.1 The clerk had only collected the parish council books from the internal auditor that day, and had been unable to circulate the financial statement prior to this meeting. She would email this to councillors and they would review it at the next meeting. **AP13/15**

9.2 Two cheques were drawn up; for the annual insurance cover and the clerk's salary.

9.3 The parish council discussed the question of a replacement village mower for the Green. The cost of a mower would be several hundred pounds at least. Tom Evans is currently mowing the grass, and councillors expressed their thanks for this. In the long term the parish council could buy a new mower, rely on people using their own machines or put the cutting out to a contract mower. In the short term it was decided that the current rota of willing mowers should be asked to use their machines to cut the grass and that they should be reimbursed for the cost of fuel. The clerk will liaise with Paul Cannard about this, and the parish council will review the matter at their meeting in July. **AP13/16**

9.4 The clerk asked councillors to note the amounts allocated for the war memorial and the Jubilee Field in the budget. These might need future adjustment.

9.5 The internal audit had just been completed. The auditor had corrected the presentation of the year end receipts and payments summary, to include presented cheques. Otherwise everything was in order. The clerk would now prepare documentation for the external audit process and the report would be considered at the next full parish council meeting. **AP13/17**

10.0 Planning

There were no planning issues to report.

11.0 Highways

Highways issues had already been addressed (see matters arising, item 7.0 above)

12.0 Jubilee Field purchase

Cllr Miller had been to meet with one of the partners at Prettys, who had been sympathetic to the concerns and budgetary constraints of the parish council. However he had not heard anything further and the clerk had not yet received a final estimate, as had been requested. Cllr Miller agreed to phone Prettys once again.

The clerk is receiving regular calls from the accounts team, with regard to the unpaid invoice for March, and councillors agreed to pay this once they have received a final estimate.

Cllr Leyland enquired about the responsibility for chancel repairs, as referred to in the title documentation, and the clerk agreed to look into this matter **AP11/26**

13.0 War memorial

The clerk had received two estimates for the repairs to the lettering on the war memorial; from Masters of Woodbridge and from Mr Haste. After some discussion it was agreed to contract Masters to complete the work. The clerk would write to Masters and to Mr Haste. She would also talk to Steve Stammers about the need for a Faculty.

Bredfield Charities had previously agreed to make a contribution of £1000 towards the costs, and it was thought that the PCC had offered to pay £250 as a contribution. The clerk will get in touch with both parties to confirm this. **AP11/16**

14.0. Tree preservation orders

See item 7.0 (matters arising) above

15.0 Date of next full parish council meeting

The next meeting would be at 7pm on Monday 29th July in the church room.

16.0 Other matters arising

Cllr Richardson had received an enquiry about the log area on the Woodbridge Road bend, as there had been no progress on work there for some time. It was understood that the owner of the land was keen to get the logs moved as soon as possible. Councillors agreed to review this at the next meeting.

Meeting ended 7.50pm