

Bredfield Parish Council

Minutes of the Bredfield Parish Council Annual General Meeting held on 24th May 2010,
at Bredfield Bowls Club at 7.00pm.

Meeting started at 7.04 pm.

Present

Councillors – Mr G Taylor, Mr P Tilley, Mr D Hepper, Mr T Richardson, Mr A Miller,
Ms A Henderson.

Chair. Mr A Miller

2 Members of the public were in attendance.

1.0 Election of Chair

1.1 Mr A Miller said he was happy to stand again, this was seconded by Mr T Richardson and unanimously agreed.

2.0 Election of the Vice-Chair

2.1 Mr D Hepper informed the Council that he was happy to stand again, This was seconded by Mr P Tilley and unanimously agreed.

3.0 Apologies

3.1 Ms Causier had informed the clerk that she would late attending the meeting due to work commitments and would join the meeting as soon as practicable.

4.0 Review of the position of clerk.

4.1 Mr Tilley informed the Council that he was unwilling to continue as both council and therefore unpaid Parish Clerk any further than the autumn of 2010. Mr Tilley suggested that he would be happier to stand down as councillor and continue in a paid role as clerk. Mr Tilley stressed he was not resigning at this point because this would create an immediate vacancy and he felt he needed to discuss the detail of the matter with the Chair in greater detail. However, he was seeking the views of the councillors on the matter and was happy to go along with the majority view. The chair expressed his thanks for Mr Tilley's work over the last two years and said that it would be of greater benefit to the parish if he continued in a role as clerk. The council unanimously supported this view. Mr Miller and Mr Tilley will discuss the detail of the proposal prior to the next council meeting. **AP 10/13**

5.0 Appointment of Representatives on other organisations.

5.1 Mr Taylor no longer wished to continue as representative on the Village Hall Committee. Mr Hepper said he would be happy to carry out that role as he was secretary of the Village Hall Committee. The Council unanimously agreed to this change. Mr Richardson agreed to continue to represent the Council on Save Our Rural Roads (SORRS).

6.0 Confirmation of the minutes of the previous Parish Council meeting.

6.1 The minutes of the 19th April 2010 were confirmed with the following amendments:

- Point 8.5 insert the word up to read “Speed Up Broadband”.
- Point 10.2 replace cartilage with curtilage.
- Point 12.2 replace 24th April with 24th May.

7.0 Matters arising from the minutes

7.1 Under action point AP10/01 the clerk was asked to find out what the black box attached to the post at Ivy Lodge by SCC Highways Road Safety Team was.

7.2 AP 10/02, Cllr Bellfield who attended this meeting was again asked to ask SCDC if any response was to be forthcoming about the cost saving paper circulating to parishes during 2009, to which Bredfield Parish responded.

7.3 AP/10/06 Dog Fouling leaflets were circulated to the councillors who agreed that the Parish Council should purchase the required number for circulation to every house in the Parish.

8.0 Matters for the Community Police Team

8.1 The clerk reminded the Council that the Police had already been asked to provide speed checks at times that related to the perceived problem, that is 8 – 9 am and 3 – 5 pm weekdays.

9.0 Report from the County / District Councillor

9.1 Cllr Bellfield’s report is attached to the minutes. Mr Richardson asked Cllr Bellfield asked if he could obtain a timeline of actions SCDC (Suffolk Coastal District Council) is proposing to take in relation to improvement of its Planning Services (one of these being the presentation attended by Mr Richardson and Mr Tilley at the Council Offices recently **AP10/21**). The council also questioned Cllr Bellfield over issues relating to recent correspondence, these are minuted under the respective headings. The Chair noted that Cllr Bellfield had not responded to communications to which he had been copied. It was agreed that in future any

questions that the Parish considered needed Cllr Bellfield's input would be sent directly to him and the original intended recipient. **AP10/14**

10.0 Parish Plan Update

10.1 Mr Hepper provided the Council with an updated list of Parish Plan action points (attached). He said he would shortly convene the Parish Plan Committee to review the Council's progress. It was noted by Mr Hepper that parish plan action point 31 was still outstanding, this referred to publicising community groups and clubs. It was felt that this could be done through a flyer circulated by the Council along with information about the Council's work **AP10/ 14**. Mr Hepper and Mr Tilley recently attended an ACRE seminar on Parish Plans where Mr Hepper was asked to speak. Both Mr Tilley and Mr Hepper felt that Bredfield was well ahead of many parishes in the development and actioning of a Parish Plan.

11.0 Outstanding Bredfield Parish Council action points from 2009 / 10.

11.1 The clerk highlighted a series of issues relating to highways condition survey, the village sign, the war memorial, Suffolk Coastal District Council Planning enforcement, C309 / A12 junction update that where long term issues and were active and were being worked on at the present time. Mr Hepper raised the issue of Sizewell development under s106 agreements having the potential to improve the A12 junction. The Council agreed that the clerk should investigate this possibility. **AP10/15**. The clerk stressed that he expected to prioritise the village sign and war memorial during this financial year.

12.0 Finance

- 12.1 Invoices were agreed and paid.
- 12.2 The balance of accounts to the 30th April 2010 were agreed, signed off and attached to the minutes.
- 12.3 The year end accounts for 2009 / 2010 financial year were agreed, signed off and attached to the minutes.
- 12.4 The annual list of requests for financial assistance were reviewed by the Council. Councillors were reminded of the previously agreed guidelines. The Council would only make grants of £250.00 under its s137 entitlement. That is for items outside its statutory remit. The Council would limit these grants to organisations that in its views could be seen to have the probability of supporting parishioners. It was agreed unanimously to give £50 to five (5) charities; Optua, Suffolk Air Ambulance, Disability Advice Service, Macmillan Nurses and Suffolk Accident and Rescue Service.

13.0 Correspondence

13.1 The clerk raised a point that needed confirmation. Recently the clerk had received several e-mails from SCDC including posters requesting that the Parish should print out leaflets or flyers for fixing to village notice boards. The Clerk had written to the individuals concerned at SCDC highlighting that the Parish too had costs print, paper, transport and potentially staff costs, therefore he had asked for a fee of £10 for each poster that was not the statutory duty of the Parish Council to display. The matter had come to a head when the district sent a leaflet to the clerk during the recent election. He once again sent an e-mail informing the department responsible that there would be a cost for this service. He had received a phone call by return saying that the poster was a statutory duty – it was not - . The clerk contacted Suffolk Association of Local Councils over the matter and they had agreed that the responsibility lay with the District Council and they were not carrying out their duties. The clerk replied by e-mail to the department concerned and did not receive a further comment but like all other SCDC parishes received the poster in the post the following day. The clerk sought the support of the Parish Council in his view that a charge should be made for such requests and that £10 was sufficient / correct for the service. The Council unanimously supported the clerk in his view and asked the clerk to write to the Chief Executive Officer so that all staff could be informed of the correct procedures **AP10/16.**

13.2 The Council had received a quote for improvements to the current notice board. Councillors agreed that the sum requested was excessive and asked the clerk to look at alternatives **AP10/17.**

14.0 Public Questions.

14.1 There were no public questions.

15.0 Planning

15.1 C10/1162 Bredfield House – proposal for tennis court construction – The Council recognized through its Parish Plan (2006), that the area concerned is “an area worthy of preservation” and contains listed buildings. The Council asked that the Planning Authority to consider carefully its own policy on development within the curtilage of a listed building before coming to any decision. The Council also resolved unanimously for the planning authority to ensure through a planning restriction, that no external lighting be permitted to illuminate the proposed enclosure. This is in line with the recently agreed LDF Core Strategy, policy DM26 and other previously agreed tennis court developments within the community. The Council requested the clerk informed the planning authority of its views **AP10/18.**

15.2 Enforcement issues in the parish. The clerk informed the Council that he was in an ongoing dialogue with the planning authority (SCDC) to clarify the enforceability of the planning restriction at Moat Barn Caravan Park.

15.3 Mr. T Richardson raised the issue of the Parish improving communications with the community about planning applications. Mr. Richardson's concern was that the planning authority did not have a statutory obligation to always inform the neighbours of or those affected by a specific planning application. The chair was concerned that the Parish Council's increased involvement in this procedure by informing the neighbours of the applicant would lead to a position where the Council could find itself at fault if it failed to carry out its resolution on any occasion. This was a risk he did not feel able to take. The clerk reminded the Council of its duty to inform the public by providing a notice of a meeting on the notice boards in the village, holding a meeting to discuss an application, (the meetings being open to the public) and to make comment on the planning proposal. Councillors suggested that they could only assume that if any person wishing to make comment on the application either did not write to the clerk or the chair prior to the meeting or attend / send a representative to the meeting they had no interest in the outcome. The council voted 6 in favour with one abstention to maintain the current practices.

15.4 SCDC Scrutiny Committee progress – update and action required.

The Council had not received any progress report from the scrutiny committee since its request for information a number of weeks ago. This matter was discussed earlier in the meeting with Cllr Bellfield who had suggested that the council write to the district council for information. It was agreed unanimously to ask the clerk to write to the Chief Executive for information **AP10/19**.

15.5 Mr P Tilley highlighted the need for a housing needs survey in the Parish. Mr Tilley explained that the development of affordable housing as agreed as part of the parish input to the Local Development Framework and the Parish Plan was a project that the Parish Council had to set in motion. He had recently been in discussion with a housing needs officer at ACRE (Action with Communities in Rural England); she was willing to head up the project, providing printing, posting and statistical work for a cost of approximately 67p per household. The purpose of the survey would be to find the level of need currently within the community for local affordable housing. Once a level of need was ascertained, discussions with land-owners and affordable housing developers could commence. Ms Henderson felt the project should be fully supported and the Council voted unanimously to set up a sub – committee to work with ACRE on the survey and the potential housing development. Mr Tilley (the clerk) said he would circulate more information and asked for interest from councillors in the near future **AP10 / 20**.

16.0 Highways

16.1 The clerk informed councillors that he had circulated notices about highway closures affecting the Parish.

16.2 The clerk informed councillors that the highway condition survey was ongoing and would be sent to East Area Highways shortly. The clerk also informed the Council that a member of the public had recently fallen outside the The Castle Inn. The clerk had looked at the condition of the pavement at the

location and had added it to the list of issues he was going to forward to the Highways Authority.

17.0 Future Meetings

17.1 The Clerk has been in contact with Mr Stammers about the future use of the Church Rooms on a permanent basis. He hopes to hear from him by the end of May 2010.

The meeting closed at 8.42pm