

## **Bredfield Parish Council**

### **Minutes of the Bredfield Parish Council Meeting held on 23<sup>rd</sup> July 2012 at St. Andrews Church Room, Bredfield at 7pm.**

Meeting started at 7pm.

#### **Present**

Councillors: Mr D Hepper (vice-chair), Mr D. Leyland, Ms A. Henderson, Mr T. Richardson.  
Cllr. Peter Bellfield

Three members of the public were in attendance.

#### **1.0 Apologies received and accepted by the Parish Council**

Mr G Taylor, Mr A Miller, Ms D Causier – other commitments

PC Gilmore – work commitments

#### **2.0 Confirm minutes of meeting on 25<sup>th</sup> June**

The council agreed that the draft minutes of the meeting on 25<sup>th</sup> June 2012 were a true record and the vice-chair signed them accordingly.

Cllr Bellfield had to attend another meeting, and it was therefore decided to receive his report at this point.

#### **6.0 Report from County/District Councillor**

Cllr Bellfield reported that savings of £56 million had now been made by SCC, exceeding targets. Two companies had been shortlisted as potential suppliers for high speed broadband, and it was hoped that most of the county would receive the new service by 2015. SCC had been instrumental in pressurising the government for improved rail services in the region (in addition to MPs), and Guy McGregor in particular had been a driving force behind the initiative. Libraries had now been handed over to charitable societies, with volunteer help. District news was that SCDC's merger with Waveney was on-going and was proving successful. The future of the Spa Pavilion Theatre in Felixstowe was in jeopardy, and there were no interested parties willing to take it on at this time.

Cllr Bellfield was asked about Landmark House (this question had arisen at the annual parish meeting), and he confirmed that only a few departments, together with the police, would be moving there.

He was questioned about the broadband tenders, which were complex, taking into account EU regulations. One potential supplier was believed to be considering withdrawing from the tendering process, although this could not be confirmed.

There was a question about the balance of Cllr Bellfield's reports to the parish council, in order to include reflection on the impact of savings on services provided. Cllr Bellfield reassured councillors that the loss of frontline services had been small, and that savings had mainly been made in middle management, thereby maintaining good quality services as much as possible.

Cllr Bellfield was finally asked about proposed site meeting with David Chenery at the A12 junction. He advised making further contact, and would prompt Mr Chenery himself when he was next in contact with him.

Thanks were extended to Cllr Bellfield for his attendance, and he left the meeting (7.25pm).

#### **3.0 Matters arising from action points of previous meetings**

AP11/35 Village map Cllr Hepper had been to Felix Press and was hopeful that they could reproduce the map. 4 x A3 copies (encapsulated) and up to 20 x A4 copies would cost approximately £46. Councillors unanimously agreed that they should go ahead. Cllr Hepper will liaise with Mr Schofield and organise this, invoicing the parish council as necessary.

**AP11/35**

AP12/03 A12 junction The clerk has sent several emails to David Chenery, and although he replies promptly, no meeting date has as yet been set. Councillors asked her to try again, in order to arrange a site meeting. **AP12/03**

AP10/17 Village noticeboard There was nothing to report on this. **AP10/17**

AP11/20 and AP11/26 Glebe land This was an agenda item and is reported in item 8.0 **AP11/20** and **AP11/26**

AP11/16 War memorial Cllr Miller had given Cllr Leyland a written specification, and while the details of the work to be completed were comprehensive there was no pricing. It was unanimously agreed that the clerk should complete the proforma previously drawn up by Cllr Leyland, and include a price ceiling of £2000, which had been verbally agreed. The contractor would be asked to sign this in agreement. The clerk will circulate the proposed document to all councillors before sending it to the contractor. Mr Stammers kindly agreed to give her contact details for Mr Moseley. **AP11/16**

AP11/40 Site specific allocations There has been no further action on this matter. **AP11/40**

~~AP11/51~~ Jubilee mugs The clerk gave a breakdown of the mug sales to date. 41 mugs had been given to local children. There were approximately 20 mugs remaining at this point. The parish council would have a final deficit of about £190. Councillors agreed that this was acceptable, and that the initiative had been successful. **AP11/51 Resolved**

AP12/09 Olympic opening ceremony event See item 14.0 below. **AP12/09**

AP12/12 External audit report. The paperwork had been completed and sent to BDO. There had been no response as yet. **AP12/12**

AP11/19 and AP 11/28 Highways. Cllr Leyland had contacted SCC and had questioned the resurfacing of The Street, but not Ufford Road. He was informed that the sub-contractors rather than SCC make decisions on the scheduling of work. **AP11/19 and AP 11/28**

~~AP11/18~~ Grain store appeal The clerk submitted a response to the appeal decision and had circulated the reply that she had received to all councillors. **AP11/18 Resolved**

#### **4.0 Declarations of interest**

None

The four councillors present completed the declaration of pecuniary interests, as required, and gave these to the clerk, who will forward copies to the Monitoring Officer. The clerk will ask the absent councillors to complete their forms as soon as possible. **AP12/14**

#### **5.0 Report from Community Police team**

Cllr Hepper read out a written report from PC Gilmore. There had been three reported crimes since the last meeting, all of which were burglaries.

#### **7.0 Correspondence**

7.1 The clerk had been informed of a new code of conduct requirement, and the recommendation that councils adopt the Suffolk code. She was asked to find out whether the adoption of the new code was mandatory. The clerk will phone SALC for information on this. **AP12/15**

7.2 In line with the code of conduct, there was new legislation with regard to the disclosure of pecuniary interests. The clerk thanked councillors for completing the contact details form, and she had submitted information to SCDC accordingly.

7.3 Communications with David Chenery have been covered in item 3.0 above.

7.4 The grain store appeal is addressed in item 3.0 above.

7.5 Communications with Mr Edgell at the diocese are considered under item 8.0 below.

7.6 There had been a reported incident of a Sainsbury's lorry driving towards the A12 on the C309 and thereby failing to follow the agreed voluntary one way direction. Cllr Richardson had reported this to SCC, and the clerk had contacted Gressingham Foods. Both organisations had sent encouraging responses. Cllr Richardson asked about the existence of hard copies of incident report forms. The clerk will contact SCC to enquire if these are still in circulation. She will also ask Tony Bence to post a link to the online reporting process on the village website. **AP12/16**

7.7 Annual insurance for the Parish Council had now been renewed.

7.8 A new cheque book and paying in book had been received by the clerk.

7.9 Paul Cannard's payment for lawn mower oil had been delivered.

## **8.0 Glebe land project**

8.1 Diocesan news The clerk had circulated the reply received from Mr Edgell. Although there was no firm news, there was reassurance that matters were in hand.

8.2 Name agreement The parish council unanimously agreed on the name 'Jubilee Field' for the project.

8.3 Reports on funding investigations Cllr Hepper had contacted Suffolk ACRE and they had advised on possible avenues for grants. One of these was the National Lottery's Awards for All. Cllr Hepper will look into the completion of an application form. Cllr Leyland had been unable to contact the person responsible for BT charities, but will continue to pursue this. Cllr Hepper had spoken to SCC about the Corporate Regeneration Fund, and although initially promising, it appears that funding is currently on hold. This situation may change however. The clerk was in the process of completing an application to Viridor credits.

8.4 Procedures for loan applications The clerk had circulated the form for applying to the Secretary of State for loan permission. She will begin to complete this in draft form. Cllr Miller had compiled a helpful table of repayment scales, to ascertain manageable amounts for the parish council.

8.5 Planning for the next stage It was unanimously agreed that a full mandate from the village was needed, and that there should be a public meeting in September. It would be necessary to have a financial structure in place to present to the village at this meeting, with firm proposals for raising the money needed. Cllr Leyland will create an initial draft financial plan identifying figures and funding sources as part of the documentation already produced. This will be circulated for comment. It was agreed that the meeting should be in the village hall before the next full parish council meeting at the end of September. A date for this meeting is to be decided. **AP11/20** and **AP11/26**

## **9.0 Finance**

9.1 The financial statement to 30th June had been circulated prior to the meeting. This was agreed and was signed by the vice-chair. There was a question about a donation to the parish council, and it was unanimously agreed that thanks should be extended to the individual in question, showing appreciation for this gift.

9.2 VAT had been reclaimed for 20011/12. There was one outstanding payment of the clerk's salary and a cheque was written accordingly.

9.3 The budget was considered in the light of glebe land developments. The war memorial costs will be less than estimated, and both the Townlands Charity and the PCC had offered to contribute to this. It was also agreed to identify £1650 in the budget, as the deposit for the glebe land purchase. The clerk will make amendments in readiness for the next full parish council meeting. **AP11/45**

9.4 The audit update was considered in matters arising above. **AP12/12**

## **10.0 Matters from the public**

10.1 Mr Schofield asked about the existence of tree preservation orders in Bredfield. It was understood that Mrs Ackerley had a copy of a village survey, showing particular trees of interest. Mr Schofield will pursue this matter, and will contact the landscape and environmental officer to enquire about the procedures for tree preservation, and to ask whether there is still a tree warden for the area. He will report back to the parish council at the next meeting. **AP12/17**

10.2 Cllr Hepper asked about the ownership of the village green. The clerk will make enquiries about the precise status of this land. **AP12/18**

10.3 It was suggested that paper copies of blank vehicle incident report forms could be printed from the website and a small number could be kept in the shop, for the public to access if necessary. The clerk will follow this up. **AP12/16**

## **11.0 Highways**

Highways matters had already been considered in items 3.0 and 7.0 above.

### **12.0 Planning**

There was no planning news to report.

### **13.0 War memorial update**

See matters arising AP11/16 above

### **14.0 Village Olympic event, 27th July**

The clerk had met with Hassina Khan to discuss the financial organisation of this event. The TV licence was now in place, and Cllr Henderson reported that all other arrangements were in hand.

### **15.0 Other matters arising**

None

### **16.0 Date of next meeting**

The next full parish council meeting will be on Monday 24<sup>th</sup> September at 7pm

**Meeting ended 8.35pm**

KB 25.7.12