

Bredfield Parish Council

Minutes of the Bredfield Parish Council Meeting held on 25th March 2013 at St. Andrews Church Room, Bredfield at 7pm.

Meeting started at 7pm.

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

One member of the public was in attendance.

1.0 Apologies received and accepted by the Parish Council

PC Bob James – illness

2.0 Confirm minutes of previous meeting

The minutes of the planning meeting on 11th February were agreed to be a true record and the chair signed them accordingly. There was a query about SCDC's notification of planning applications to neighbouring properties, with reference to the February 11th minutes. It was thought that there was no legal obligation for the district council to do this, but that they usually contacted residents on either side of a property.

The clerk will notify Tony Bence of the confirmed minutes.

3.0 Matters arising from action points of previous meetings

AP11/35 Village map

Cllr Hepper thought that an electronic copy of the map had been sent to Tony Bence for the village website **AP11/35 Resolved**

AP12/03 A12 junction

The clerk had sent an email and a letter to David Chenery and Tony Buckingham (SCC) but had as yet received no reply. There was some discussion with Cllr Bellfield about the lack of response. Parish councillors understand that the highways department is over pressed and understaffed, but even so the clerk would appreciate some acknowledgement. She will contact Mr Chenery once again. **AP12/03**

AP10/17 village noticeboard

There was no further news on this. **AP10/17**

AP11/26 glebe land

See agenda item 14.0

AP11/16 war memorial

See agenda item 13.0

AP12/25 precept decision

The clerk had sent the precept decision to SCDC by post and by email following the last full parish council meeting. She had not received confirmation of this, but understood that it had remained the same for 2013/14, as agreed. **AP12/25 Resolved**

AP12/17 tree preservation orders

The clerk had contacted Paul Wigns about becoming a tree warden for the village. He is interested in this role and will consider taking it on. There has been no further news from Mr Schofield about tree preservation orders. **AP12/17**

AP12/26 neighbourhood planning

See agenda item 12.1.

AP11/28 potholes on Ufford Road

There was no further news on Ufford Road, but there has been an attempt at filling a pothole on the left hand side of the road near the forge. It was recognised that frost damage has caused potholes throughout the region, many of which are more significant than those in Bredfield. **AP11/28 Resolved**

AP11/36 road signs in Bredfield

The clerk had emailed Mandy Mann at SCDC with regard to the lack of progress with road signs in the village, but had received no reply. Cllr Bellfield made a note of this and offered to follow it up. **AP11/36**

AP13/03 police details

The clerk had sent the relevant contact details to Tony Bence for inclusion on the website.

AP13/03 Resolved

AP12/29 EDF meeting

All letters with the parish council's response to the Sizewell C consultation had been sent in good time. **AP12/29 Resolved**

AP13/04 information sharing

There was nothing further to report on this, but the topic will be returned to at a later date.

AP13/04

AP11/40 site specific locations

The clerk has written to SCDC inquiring about the number of site specific locations in the village but she has not yet received a reply. Cllr Bellfield offered to look into this on behalf of the parish council. **AP11/40**

AP13/05 planning application C13/0102 (Wayside).

After consultation with parish councillors, the clerk had sent a detailed letter to SCDC.

AP13/05 Resolved

4.0 Declarations of interest

None

5.0 Report from Community Police team

The chair read out a written report which had been submitted. There had been no reported crimes in Bredfield since 28th January. The next Priority Setting meeting will be on Wednesday 8th May at 7pm at Butley village hall, and the mobile police station will next be visiting Bredfield on Wednesday 3rd April 2013, between 10am and 11.30am, parked in the village hall car park. The report included information about the community speed watch scheme.

6.0 Report from County/District Councillor

Cllr Bellfield presented a short verbal report.

- There had been no changes to council tax at SCC and SCDC.
- The reorganisation of schools into a two tier system was on course.
- Over 97% of pupils in Suffolk had obtained places in their first choice of secondary schools. Only 35 children failed to secure a place at any of their choices.

- The county council had obtained some vehicle activated speed signs, ten of which were portable while the rest were semi-permanent. Community speed watch schemes would be able to have access to the portable signs, with the aim of keeping vehicular speed down in villages. The clerk was asked to request a semi-permanent sign for the approach into Bredfield from Debach. She would write to David Chenery on this matter. **AP 13/06**
- A proposed merger of the fire brigade service with Cambridgeshire would not be possible, as it would result in Suffolk subsidising more expensive Cambridge.
- Cllr Bellfield was of the opinion that a park and ride site in Bredfield for the Sizewell C construction phase would be unlikely to happen. However the B1078 and B1079 roads would be affected even if the park and ride sites were located at Wickham Market or Woodbridge.
- Cllr Bellfield had expressed concern to SCC about highways proposals from Ipswich Council linked with a housing development of 5000 homes on Tuddenham Road, Ipswich.
- The offshore wind farm would cause some disruption in the area during the installation of cabling. The B1078 and B1079 would be used during the construction phase.
- Reporting on the work of the district council, the Boundary Committee was investigating the allocation of boundaries, with the aim of reducing council membership from 55 to 43. SCDC has one of the largest district council memberships in Suffolk, and the large number of councillors was felt to be excessive.
- With regard to neighbourhood planning, SCDC will now put money aside to support parishes with this process and there will also be some funding from central government. Suffolk ACRE is recommending that parishes proceed with this. There would be additional temporary staff at SCDC to work on neighbourhood planning, and Hilary Hanslip was their designated contact. Cllr Bellfield was informed that Bredfield had been approached to construct a joint neighbourhood plan with other local villages. He was of the opinion that this could be a good way forward for the village.
- There was a question about the difficulties the ambulance service was facing. SCC has no responsibility for this and Cllr Bellfield was unable to comment.

Thanks were expressed to Cllr Bellfield and he left the meeting at 7.55pm

7.0 Correspondence

- The clerk had received two emails about the provision of broadband in the village. Cllr Leyland had recently attended a SALC area meeting, where broadband was an agenda item. BT is planning to complete improvements in the county by 2015, and was producing a map showing the priority areas. They were also holding road shows, beginning in Bury St Edmunds. There will be improvements over time, but the parish council had no further information. They could only advise individuals to make their own decision as to whether to sign up to alternative schemes. The clerk would respond to the two people who had contacted her. **AP12/23**
- The clerk had received the trade refuse collection contract from Suffolk Coastal services. This was examined and it was agreed that she should sign and send the necessary paperwork. **AP13/07**

- The chair read out a letter from the traffic commissioner in response to the parish council's concerns over an application by Victoria Haulage for an operating centre in Debach.
- There was an invoice from Prettys solicitors, to be covered under finance, item 9.2.
- The clerk had received requests for donations from several charities, which she would file.
- The Jubilee field project had now been registered with ENTRUST.
- The clerk had received communication of a new body called Community Action Suffolk, which was in effect a merger of 10 existing organisations.
- The clerk was now able to view the parish council bank accounts online
- The LDF modifications consultation documents had been received.

8.0 Quality assurance

8.1 Annual review and agreement of essential processes, including financial regulations, standing orders and risk assessment

It was unanimously agreed that no changes needed to be made to the standing orders, financial regulations and risk assessment, and they were reviewed and approved by the parish council. It was noted however that further review would be appropriate following the acquisition of the glebe land. Insurance cover would also need to be reviewed at that time, in the light of public use of this land.

8.2 Continued appointment of clerk as RFO

It was unanimously agreed that the clerk should continue in her role as RFO.

8.3 Clerk's contract of employment and job description

The clerk had previously circulated a draft contract of employment and job description. This was agreed and signed by the chair. There was a brief discussion about the appraisal process, and the clerk was asked to contact SALC and enquire about the format for this. **AP13/08**

9.0 Finance

9.1 Financial statements

The statement of accounts to 28th February was unanimously agreed and signed by the chair. The year-end summary of receipts and payments to 31st March was scrutinised and unanimously agreed. This was signed by the chair. It was noted that there were some outstanding payments that might appear as uncleared cheques in the end of year audit. The assets of the parish council were discussed, and it was unanimously agreed that it was inappropriate and impossible to declare a monetary valuation for the village green. The clerk would adjust the table of assets and ask the chair to sign the amended version.

9.2 Outstanding payments – cheques to be signed

Cheques were signed for Prettys (land purchase), the clerk's salary, clerk's expenses (consumables), HMRC (PAYE), and the PCC (church room hire).

9.3 News of precept allocation for 2013

The clerk had not received notification of this, but had written and emailed SCDC with the agreed amount of £4500 for the coming year.

9.4 Review of budget

There were no changes, although the solicitors' fees and the spending on the war memorial would need monitoring.

9.5 Annual audit process

The clerk had approached Heather Heelis with the request to complete the internal audit process, and Heather would be pleased to do this once again. Documentation had been received from BDO for this year's external audit.

9.6 VAT return

The clerk had submitted a recent VAT return and the parish council had received £291.99.

10.0 Matters from the public

No issues were raised.

11.0 Highways

11.1 Drainage on Woodbridge Road bend

There is significant flooding on this bend and also at the gas works near Mrs Norrington's drive on the C309. The Woodbridge Road bend becomes particularly dangerous in cold weather. It was thought that there could be a collapsed pipe causing this problem, and the clerk was asked to write to the highways department at SCC. There is a good opportunity to rectify this problem while the land is being cleared. **AP13/09**

11.2 Other issues

Other highways issues had already been addressed during the meeting.

12.0 Planning

12.1 Neighbourhood planning

This had already been discussed with Cllr Bellfield. Cllr Leyland reported on this topic from the SALC meeting that he attended. He understood that central government was supporting the neighbourhood planning process and that parish councils could apply for money from May onwards. Bredfield's proposed joint venture with other local villages was waiting for nominal approval from SCDC before proceeding.

12.2 Planning application C13/0376/: 1 Forge House, Woodbridge Road, Bredfield.

Two storey rear and side extension.

Parish councillors examined the plans and agreed that they would significantly improve the property, making it aesthetically more attractive and providing off road parking. The clerk was asked to respond to the planning department. **AP13/10**

12.2 LDF modifications consultation

The chair took these documents to scrutinise on behalf of the parish council.

13.0 War memorial update

The clerk had been in touch with Mr Haste. He was willing to improve the lettering on the war memorial, and was keen to renovate all the engraving. He estimated that the cost of this would be up to £2000, with an alternative cost of about £120 for the simple addition of the missing name and one correction. Although councillors would ideally like a complete renovation, it was thought that the amount quoted was expensive. The clerk was therefore asked to approach two other contractors for estimates, as well as getting back to Mr Haste to explain the position. Masters of Woodbridge were one company named, and the chair would let the clerk know of another company in the area. **AP11/16**

14.0 Jubilee Field project

14.1 Progress report, land purchase

The land purchase was progressing well, and it was nearing time for the exchange of contracts. There were two restrictions by the diocese that were being questioned, relating to structures on the land and its future use.

14.2 Solicitors' fees

The clerk raised slight concern about these, as they would possibly exceed the amount set aside by the parish council.

14.3 Volunteer group – constitution, fundraising, development of land

The volunteer group had met, and Paul Read from the Suffolk Traditional Orchard Group

had both visited the field and had attended to meeting. He was enthusiastic and reassuring about the potential of the land for an orchard, and his group would be willing provide support for the project and could supply trees at a very reasonable price.

A constitution had been drafted and Cllr Henderson circulated copies of this.

The fundraising group had met and a village quiz was planned for April 12th. Hassina Khan had made a grant application to Galaxy.

15.0 Date and arrangements for annual parish meeting and next parish council meeting

The next meeting would be the AGM and this would be followed by the annual parish meeting. It was agreed that this should be on Monday 20th May. The AGM would be at 6.45pm, followed by the annual parish meeting at 7.30pm. The clerk will contact Tony Bence in order to book the village hall for this. **AP13/11**

16.0 Other matters rising

Cllr Leyland reported on an EDF presentation by Tom McGarry at the SALC area meeting that he attended. Cllr Leyland had raised a question about increased traffic on both main and subsidiary roads in the area, which appears to be an issue requiring further research by EDF.

Meeting ended 9.05pm

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