

## **Bredfield Parish Council**

### **Minutes of the Bredfield Parish Council Meeting held on 30<sup>th</sup> January 2012 at St. Andrews Church Room, Bredfield at 7pm.**

Meeting started at 7pm.

#### **Present**

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

Two members of the public were in attendance.

There were two guests from Gressingham Foods, Ms Anna Elsom (Communications Manager) and Ms Cathy Chittock (Personnel Officer)

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

Ms D. Causier: away on holiday

Cllr Peter Bellfield, PC Victoria Gilmore: work commitments

#### **2.0 Presentation from Anna Elmon and Cathy Chittock, Gressingham Foods**

Ms Elmon and Ms Chittock gave an outline of the strategies that the company had in place to ensure that their drivers were driving safely on routes to and from Gressingham Foods. They have updated their company handbook, and have reissued a map of the area, with designated safer routes. These require safe driving and have disciplinary sanctions in place for drivers who do not comply. They circulated copies of their driver information sheet with councillors. Ms Elmon and Ms Chittock gave parish councillors a breakdown of the staffing numbers at Gressingham Foods, the numbers of company and private vehicles they generally had on site during the day, and the times that their lorries were likely to be travelling on local roads. These were often in the early hours of the morning. They advised that if there were problems with any vehicles, it would be helpful to have the registration number if possible, and to alert the company as soon as possible.

When questioned about the company's heavy goods vehicles, Ms Chittock informed councillors that there are two lorries with the Gressingham Foods logo, and these travel the routes two to three times a day. There are also three HGVs which collect chicks early in the morning, and Sainsburys' lorries which come through Bredfield to make collections. The routes are more heavily used just before Christmas.

A question was raised about two-way traffic in the Debach area, which could cause problems on narrow roads. Ms Chittock commented that their drivers are advised to use a one way route, and that they would continue to raise awareness of the potential problem. Ms Elmon added that they couldn't vouch for other businesses in the area, but they were considering opening discussions with Debach Enterprises.

The double bend into Bredfield on the C309 was mentioned, as was the damage to verges caused by negotiating these bends, when HGVs take up the whole road. Although there had historically been few accidents, the community does have to fund the cost of repairs to verges. Ms Elmon and Ms Chittock assured councillors that they will urge drivers to keep to the speed limits and to drive carefully. They will have meetings in other villages and will consider all comments made.

The chair thanked Ms Elmon and Ms Chittock for attending the meeting, for the useful information shared and for their open, friendly communications with the Parish Council. Ms Elmon and Ms Chittock left the meeting at 7.25pm

### 3.0 Confirm minutes of previous meetings

The council agreed that the draft minutes of the meeting on 19<sup>th</sup> December 2011 was a true record and the Chair signed them accordingly.

### 4.0 Matters arising from action points of previous meetings

#### **AP10/17** Quotes for the village notice board (AM)

Cllr Miller had brought samples of recycled plastic from Eco Services, and councillors unanimously agreed that using these products for a new notice board would be a good idea. Cllr Miller has offered to make the notice board, and will now get prices for the materials.

#### **AP10/17**

#### **AP10/28** List of village organisations

Cllr Hepper had put a list on the village notice board. **Resolved**

#### **AP11/19** and **AP11/28** Local highways issues Agenda item 11.2

#### **AP11/31** Poplar tree felling proposal

The clerk had sent an email to the land Agent, Peter Walker, confirming the Parish Council's agreement to the plans for the poplar tree area. **Resolved**

#### **AP11/32** Bank mandate change update Agenda item 9.3 **Resolved**

#### **AP11/22** (AM) update on C309 Agenda item 11.1 **Resolved**

#### **AP11/20** and **AP11/26** Glebe land Agenda item 12.2

#### **AP11/16** War memorial repairs Agenda item 13.0

#### **AP11/35** Village map update

Cllr Hepper is making progress with the village map. **AP11/35**

#### **AP11/36** Street names/signs

Some councillors had not received the map of Bredfield showing street names, so the clerk will forward this. The need for street signs on Ufford Road, The Street and Woodbridge Road was raised, and the clerk was asked to contact Peter Chenery and Tony Buckingham at Suffolk county Council in order to ask about this. She will also enquire about possible funding for these signs. **AP11/36**

#### **AP11/40** Site specific allocations.

Further consideration of these has been deferred until a later date. **AP11/40**

#### **AP11/41** Request for responses to communications with both district and county councils

The clerk asked for clarification on this. It was agreed that she would ask for feedback in relation to two specific consultations: sustainability and neighbourhood planning. These had both been returned but had not been acknowledged or responded to. Time and effort had been spent on these and feedback would be useful to councillors. **AP11/41**

#### **AP11/42** Gressingham Foods invitation

This had been arranged for tonight's meeting. **Resolved**

#### **AP11/43** SALC public transport survey

The clerk had unfortunately been unable to get the information necessary to complete this, and the survey was not therefore completed. **Resolved**

#### **AP11/44** Suffolk County Council budget consultation précis

The clerk had circulated this to all councillors. **Resolved**

#### **AP11/45** Budget plan 2012/3 Agenda item 9.4

#### **AP11/46** Pothole in Woodbridge Road

A letter had been sent to David Chenery at Suffolk County Council and he responded swiftly. The pothole had been patched, as had other areas in the village. The clerk had sent an email thanking Mr Chenery for his speedy action. **Resolved**

#### **AP11/47** Canvassing local opinion regarding the location of the forge notice board (AM)

Cllr Miller found that local residents did indeed look at the forge notice board. It was also noted that they do use the post-box, and would not want this to be moved. **Resolved**

#### **AP11/48** Ownership of verge on Glebe Road

The clerk had contacted both Suffolk Coastal District Council and Suffolk County Council, and it seems that ownership of the verge on Glebe road is unclear. It possibly belongs to the Chapel, and the Parish Council was advised to make enquiries there. See agenda item 12.3. below

**Resolved**

**AP11/49** Planning application C/11/2308 – Fitzgerald House

The clerk had sent a response to Suffolk Coastal District Council on 30<sup>th</sup> November 2011. This application is still pending. **Resolved**

**AP11/50** Neighbourhood planning consultation

The clerk had sent a letter to Communities and Local Government offices in London on 3<sup>rd</sup> January 2012. **Resolved**

**AP11/51** Jubilee celebrations Agenda item 14.0

**AP11/52** Planning application C/11/2639 Oaklands, Woodbridge Road

A response had been sent to Suffolk Coastal District Council on 20<sup>th</sup> December 2011. **Resolved**

**AP11/53** Precept decision

The letter regarding the agreed precept of £4500 for 2012/3 had been sent to Suffolk Coastal District Council on 3<sup>rd</sup> January 2012. **Resolved**

## 5.0 Declarations of interest

None

## 6.0 Report from Community Police Team

PC Gilmore had sent a written report, which Cllr Hepper shared with the Parish Council. There had been no crimes to report since the last meeting.

## 7.0 Report from County/District Councillor

Cllr Bellfield had sent a report, which Cllr Hepper again read out.

- A new chief executive, Deborah Cadman, had started work at Suffolk County Council. She is experienced in the public sector and most recently was chief executive of the East of England Development Agency.
- The final budget report goes to Cabinet on 24<sup>th</sup> January and Council on 9<sup>th</sup> February. There will be no increase in council tax for 2012/3.
- Suffolk will select a government recommended company to deliver improved broadband coverage in the first half of 2012. Businesses are urged to log on to the website [www.suffolk.gov.uk/broadband](http://www.suffolk.gov.uk/broadband).
- A zone has been established in Felixstowe as part of a crack down on cold callers and rogue traders. If any parish would like a zone set up they should contact Trading Standards.
- Local communities, with the help of Suffolk County Council, have now reopened six recycling centres.
- The Suffolk County Fire and Rescue Service and Suffolk Constabulary are to develop shared property at Debenham, Ixworth and Elmswell Fire Stations. This follows a similar arrangement at Framlingham and will save the Fire Service over £400,000.
- The management of libraries is to be taken over by the Industrial and Provident Society. This will reduce running costs to the Council by 28%. A final decision has yet to be made on mobile libraries.

## 8.0 Correspondence

8.1 The clerk has received the Pre-submission Core Strategy and Development Management Policies Development Plan document and the Sustainability Appraisal of Core Strategy and Development Management Policies. There is a six-week period (until 7<sup>th</sup> March 2012) for comments to be received concerning the soundness and legal compliance of the documents. The clerk will hold these, should councillors wish to see them.

8.2 The clerk was notified on 25<sup>th</sup> January 2012 that planning permission has been granted for Oaklands, Woodbridge Road (C/11/2639).

8.3 Following Parish Council agreement that the Neighbourhood Planning Consultation questionnaire was poorly designed and confusing, a letter of response had been sent by the clerk on 3<sup>rd</sup> January 2012.

8.4 The clerk had written a letter in response to the grain store appeal. This had been circulated to all councillors and, with unanimous approval, was sent to Suffolk Coastal District Council on 26<sup>th</sup> January 2012.

8.5 A grant request had been received from the Disability Advice Centre. Councillors agreed to consider this at a more appropriate time.

8.6 A grant request had been received from Suffolk Accident Rescue Service. Councillors agreed to consider this at a more appropriate time.

8.7 The clerk had received the full register of electors for Bredfield. She had communicated with Suffolk Coastal District Council, who recommended that the parish clerk should hold a copy of this, and she understands the responsibilities related to this.

8.8 The clerk had received a catalogue of Diamond Jubilee products, which would be considered in agenda item 14.0.

8.9 The clerk had received a suppliers' guide from Clerks and Councils Direct.

8.10 A winter heating poster had been received, which the clerk will place in the village shop's folder.

8.11 Suffolk ACRE is promoting a community bulk-buying scheme for domestic oil.

8.12 The clerk had received an email communication advertising a scheme (Suffolk Shines) to light up village buildings such as churches in the Olympic colours.

## **9.0 Finance**

### **9.1 Incomes and financial statement**

The current financial statement to 31<sup>st</sup> December was agreed and signed by the Chair.

### **9.2 Outstanding payments**

Three cheques were signed: the clerk's pay, an invoice for accountancy services, and an invoice for the hire of the church room. The clerk will post the payments as necessary. **AP12/01**

The clerk highlighted the fact that her tax code had been changed and there was an alteration in her PAYE status.

### **9.3 Mandate revision update**

The mandate changes had been approved by Barclays Bank and Cllr Taylor would now be a third signatory on cheques.

### **9.4 Agreeing the budget for 2012/3**

The budget was agreed and signed by the Chair. Dates were added as desirable deadlines for the completion of the war memorial repairs and the notice board. **AP11/45 Resolved**

9.5 Review of financial regulations, with particular reference to obtaining quotations and estimates for work or services

The regulations for spending were discussed at some length. It was agreed that a decision to spend must be approved by the whole Parish Council. When spending amounts less than £1000, a detailed specification with associated costs should be sought from a contractor or supplier. When spending between £1000 and £5000 the Parish Council should strive to get three estimates. They would not be obliged to accept the lowest estimate however. It was unanimously agreed that there should be no change to the written financial regulations already in place. The majority of councillors agreed that as far as possible the Parish Council would keep to the agreed budget, in the knowledge that there might be unforeseen events, which would require emergency spending.

### **9.6 Funding appeal: Bredfield Youth Club**

The clerk had received a letter from Bredfield Youth Club, asking for help with funding. When the Youth Club started, the Parish Council had made a donation of £500 to help with initial costs. Unfortunately, it would be difficult to equal that amount today. Councillors were unaware of any fundraising by the Youth Club themselves, and they are not a visible presence in the Bredfield community. The clerk was asked to contact their fundraiser, Christine Johnson, to enquire about their needs, the fundraising efforts they are making, other sources of funding they are considering, and a breakdown of their costs. **AP12/02**

## **10.0 Matters from the public**

None

## **11.0 Highways**

### 11.1 C309 traffic update

Cllr Miller had spoken to residents in the forge area, and had found that parking issues were less contentious and the atmosphere was calmer. It was noted that the van highlighted in previous discussions had recently been parked off the road on a regular basis.

### 11.2 Other local highways matters

Cllr. Leyland reported on multiple patches that had been completed on Ufford Road. He was also hopeful that the water board would repair the faulty valve shortly. Ufford Road is scheduled to be resurfaced during 2012. **AP11/19** and **AP11/28**

## **12.0 Planning**

### 12.1 Grain store appeal

This was briefly discussed. The letter of response had been sent to Suffolk Coastal District Council on 26<sup>th</sup> January.

### 12.2 Glebe Land update

Cllr Hepper informed the Parish Council that the meeting with Mr Edgell had been postponed due to Mr Edgell's ill health. There had therefore been no progress with the glebe land project. He would let councillors know when a new date for a meeting was agreed. **AP11/20** and **AP11/26**

### 12.3 Relocation of notice board from forge to Glebe Road

In the light of discussions with local residents, and communications with Suffolk coastal District Council and Suffolk County Council, it was unanimously agreed to take no further action at present regarding the relocation of the forge notice board (see matters arising, 4.0).

## **13.0 War memorial update**

Cllrs Miller and Taylor will organise an on site meeting with the proposed contractor, in order to agree the repairs needed and seek a written estimate. **AP11/16**

## **14.0 Plans for Jubilee celebrations and/or the opening of the Olympic Games**

14.1 Cllr Miller proposed holding a celebratory event immediately after the church fete, with food, drink and music from the Suffolk Jazz Orchestra. There would be a large marquee in case of inclement weather. The precise arrangements are to be finalised, but there was unanimous approval for the idea in principle. **AP11/51**

14.2 There was unanimous agreement that Jubilee mugs should be ordered and offered to children of the village (16 and under) free of charge. An advert could be placed in the Lantern, inviting parents/children to put their names down for one of these in the shop. Surplus mugs could be sold at the fete or given as prizes. Councillors looked at a catalogue, and the clerk will investigate prices and possible wording, with a view to purchasing 200 mugs. **AP11/51**

14.3 Cllr Henderson is to attend a meeting about a possible event to celebrate the Olympic Games. The clerk passed information about the Suffolk Shines lighting project to her.

## **15.0 Other matters arising**

15.1 Cllr Richardson expressed an interest in visiting the planning department at Suffolk Coastal District Council. He will get in touch with them with a view to arranging this.

## **16. Date of next meeting**

Monday 26<sup>th</sup> March at 7pm

**Meeting ended 9.20pm**

