

# **Bredfield Parish Council**

Minutes of the Bredfield Parish Council Meeting held on 11<sup>th</sup> April 2011 at St Andrews Church Room Bredfield at 7.00pm.

Meeting started at 7.01 pm.

## **Present**

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

1 member of the public was in attendance.

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

1.0 None

## **2.0 Confirm minutes of previous meeting.**

2.1 The minutes for 31<sup>st</sup> January 2011 were agreed unanimously and the minutes for 7<sup>th</sup> 2011 were agreed unanimously and both were signed by the chairman

## **3.0 Action Points from the previous meetings.**

3.1 **AP10/17** quotes for new notice-board, **AP10/28** Cllr Miller to circulate organisation list are still outstanding.

3.2 **AP10/34** Registering parish land. The clerk informed the Council that he is still investigating the other smaller pieces of land that are thought to be in the ownership of the Council.

3.3 Other action points highlighted in context throughout the meeting.

## **4.0 Matters for the Community Police Team**

4.1 The clerk was asked to contact both the Community Team and the Portfolio Holder for Roads and Transport over matter **AP10/32**, speeding in Woodbridge Road. The clerk had previously informed the Council that he had met with and written to the portfolio holder for Roads and Transport at SCC and was awaiting a response. This was still the case. The clerk will contact again.

4.2 The clerk read out the report from the Police which is attached to the minutes. It was noted that four crimes (theft from vehicles) had occurred in the village recently.

## **5.0 Report from the County / District Councillor**

5.1 Cllr Bellfield commented on the financial position of Suffolk County Council (SCC) and told the meeting that SCC and Suffolk Coastal District Council (SCDC) had achieved zero council tax increase for 2011/12. Furthermore there will be few divestment savings made during 2011/12 by SCC as these will commence 2012/13. Savings will be made by reductions in services. Cllr Richardson asked Cllr Bellfield about the issue of the Local Development Framework (LDF) being delayed. The Council was informed that SCDC had delayed the LDF going to Cabinet on legal advice.

## **6.0 Parish Plan**

6.1 Cllr Hepper had organised a Parish Plan Group meeting to review the Parish Plan activity on February 17<sup>th</sup> 2011. The outcome of the meeting is attached to the minutes. The main issues highlighted were the Council continuing to press for improved access to the A12, a village directory and providing more information via web sites. A discussion followed, the Council deciding that the clerk should discuss further use and improvement of the web-site with Mr Bence and arrange some annual payment for the use of the site and its management **AP/11/009**.

## **7.0 Quality Improvement**

### **7.1 Essential Processes**

The Work plan/ budget/ precept setting process document (attached to this report) that had been reviewed by members on line was discussed. The clerk ensured the Council that the document did not contradict financial regulations or standing orders. Cllr Miller (chair) said he was in support of the document as long as it did not overly burden the Council.

7.2 No further work was agreed at this time.

## **8.0 Finance**

8.1 Three accounts had been paid since January 1<sup>st</sup> 2011.

8.2 The current accounts to the end of March 2011 were agreed and signed by the Chairman.

8.3 A cheque signed for SALC membership for 2011/12.

8.4 The council received its annual statement of return and approved them as correct.

8.5 The Council received notification of its precept allocation for 2011/12.

8.6 The clerk provided members with a document highlighting the main parts of the annual audit process for their information.

8.7 The Council read the Annual Governance Statement which was agreed and signed by the Chair and the clerk.

8.8 The clerk informed the Council that Her Majesty's Revenue and Customs had decreed that all clerks must be employed by the Council from the financial year 2001/12. He informed the Council that he had made arrangements for the Council to be registered as an employer and for himself to become an employee. Councillors registered their comment that in these times when central government requires smaller councils to do more this would appear to be yet another unnecessary hurdle to jump. The council supported the clerks' actions.

## 9.0 Correspondence

### 9.1 Removal of Recycling Facilities.

The County Council has informed the Council of its intention to remove recycling facilities from seven sites as of May 9<sup>th</sup> 2011; none of these sites should directly affect Bredfield although increased fly-tipping is an on-going risk. SCDC are taking over existing glass recycling services and changing the glass banks by the end of June 2011.

9.2 The clerk has circulated SALC guidance about SCC Strategic Direction including a link to a paper on a new approach called "Our Place"

### 9.4 Housing Needs Survey.

Suffolk Acre recently forwarded the results of the Bredfield Housing Survey. The survey returned by 31% of households showed that 86% of households were in favour of affordable housing, 8% against. The result showed a need for 1 house for 1 person in the next 5 years. The council agreed unanimously to take no further action at this time, but return to the matter in future years.

9.5 Suffolk Fire and Rescue Integrated Management Plan. – consultation. Members felt unable and/or unqualified to comment on this matter.

9.6 Open Mapping Report. Cllr D Hepper had recently attended a meeting at ACRE Ipswich of a presentation of Open Mapping. Cllr Hepper thought the system of map editing from an open source web-site may have advantages for communities in the provision of information such as planning applications, open space etc.

9.7 Uncontested election notice. SCDC had forwarded a notice of the result of the uncontested parish election for Bredfield Parish Council. It is on the public notice board. The clerk also informed the Council of the process for co-option of future councillors. The chair asked for this to be made an agenda item for the May Council Meeting **AP/11/010**

9.8 Invitation from Dr D Poulter MP to take part in a "meet your MP" event. The council unanimously agreed that BPC should invite our MP to Bredfield.

9.9 Benefice of Woodbridge St John and Bredfield. The clerk has received a letter from the benefice asking about the current progress of restoration of the War Memorial in St Andrews churchyard. The clerk informed the Council that

this letter had arrived after he had sent a letter to the church wardens asking them about their level of support for future maintenance. He is awaiting an answer.

9.9 Invitation to join Suffolk Acre as a member. The Council has worked well with Suffolk Acre over the last 12 months but is aware of two other organisations in the parish being members of ACRE. It was agreed therefore not to join this year.

## **10.0 Public questions**

10.1 A member of the public asked whether on-going highways issues were making progress. The clerk was able to inform him that progress was being made with both SCC Highways and Anglian Water.

## **11.0 Planning**

11.1 There has been no further activity in relation to the LDF process.

11.2 The clerk had received planning application C/11/0596. 4 Primrose Cottages, Bredfield, erection of single storey garden room / store. The council unanimously agreed to the proposal.

## **12.0 Highways matters**

12.1 Drainage and condition issues of Woodbridge and Ufford Road continued to be a concern. The clerk has received some responses on these matters:

Drainage issues at the S bend on Woodbridge Road has been marked out for work during this financial year.

Repair of the mains water man-hole cover near the telephone box opposite the junction with Ufford road should be carried out in April.

The clerk also previously requested the support of a member of the council into seeking “best fix” for verge damage on Woodbridge Road. Cllr Taylor said he would help. Cllr Taylor and the clerk will be discussing the matter with a highways contractor in the near future. SCC Highways have indicated that there are no cheap/ affordable kerb protection options available to them at the present time.

12.2 SORR – Cllr Richardson presented a paper to update the council on the activities of SORR’s (Save Our Rural Roads). (attached)

12.3 Rights Of Way Consultation relating to Bridleway 31 Ufford. The County Council have forwarded a proposal to stop up the officially cul-de – sac BW31 and replace it with a creation agreement for a new bridleway from Ufford Road to connect to Bridleway 4 Ufford near Foxburrow Farm. The Council considered the proposal and it considered the new route not be as commodious or useful as the existing route and sought for the existing route to be maintained. This view was in line with informal discussions held between the clerk and the chair which were forwarded to the Countryside Access Team SCC during March.

### **13.0 Any Other Matters Arising**

13.1 Cllr Hepper reminded the clerk to place Post office business on the next agenda.

13.2 Cllr Miller asked that both the matter of the Quaker Burial Ground management and grass mowing be put on the next agenda.

Meeting closed at 9.25 pm

PT 18/4 /11