

## **Bredfield Parish Council**

### **Minutes of the Bredfield Parish Council Meeting held on 26<sup>th</sup> September 2011 at St. Andrews' Church Room, Bredfield at 7pm.**

Meeting started at 7.00pm.

#### **Present**

Councillors: Mr. D Hepper (vice-chair), Mr D. Leyland, Mr. G. Taylor, Ms. A. Henderson, Ms. D. Causier, Mr. T. Richardson

Five members of the public were in attendance.

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

- 1.1 Mr. A. Miller – work commitments
- 1.2 Cllr. P. Bellfield – a previous engagement
- 1.3 PC Victoria Gilmore – other commitments

#### **2.0 Confirm minutes of previous meetings**

- 2.1 Minutes of 25.7.11: amended to include apologies from Ms. D. Causier
- 2.2 Minutes of 19.9.11: wording corrected - item 5.2 – to read ‘the concrete surrounding the Anglia Water valve cover has been damaged.’
- 2.3 Minutes of 25.7.11, 18.8.11 and 19.9.11 were then agreed unanimously and were signed by Cllr Hepper.

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

From minutes 25.7.11

- 3.1 AP10/17 quotes for notice board still outstanding **AP10/17**
- 3.2 AP10/28 list of village organisations not yet circulated **AP10/28**
- 3.3 AP11/15 letter from Ipswich Hospital in response to enquiry about paediatric diabetes care (resolved – see minutes 18.8.11).
- 3.4 AP11/16 war memorial – agenda item at this meeting
- 3.5 AP11/17 meet your MP event 11.11.11 – A. Miller to organise **AP11/17**
- 3.6 AP 11/18 grain store application – resolved (see minutes 18.8.11)
- 3.7. AP11/19 manhole cover – in hand
- 3.8 AP11/20 glebe land –agenda item at this meeting

From minutes 18.8.11

- 3.9 AP 11/21 Blue Barn – planning permission granted
- 3.10 AP11/22 and AP11/23 parking issues – agenda item at this meeting

From minutes 19.9.11

- 3.11 AP11/24 and AP11/25 planning responses sent to SCDC
- 3.12 AP11/26 glebe land - agenda item at this meeting
- 3.13 AP11/27 gift to Mr. P. Tilley. The clerk had investigated this with SALC, and was advised that a monetary gift to Mr. Tilley would not be permissible. The Parish Council was disappointed to hear this. There will be no further action at present.
- 3.14 AP11/28 Cllr Leyland to liaise with the east Area Highways regarding the concrete surround to the manhole cover at the junction of Ufford Road and The Street. He will report back to the clerk on this matter. **AP11/28**

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

None

#### **5.0 Report from Community Police Team**

Cllr Hepper read out a written report from PC Gilmore. This highlighted a record of local crimes, current Safer Neighbourhood Team priorities, recent speed checks and parking on the C309.

## 6.0 Report from County/District Councillor

No report

## 7.0 Correspondence

### 7.1 LDF consultation period

The two documents circulated are weighty, and the Parish Council thought that a summary of the main points would have been a useful aid to the consultation. Cllrs. Hepper, Richardson and Leyland were willing to look at the documents. They can also be accessed on the website ([www.suffolkcoastal.gov.uk](http://www.suffolkcoastal.gov.uk)). The clerk will give them to Cllr. Hepper this week. A response should be made by 14.10.11. **AP11/29**

### 7.2 Briefing on draft National Planning Policy Framework on 28.9.11

The clerk will attend this meeting and report back to the Parish Council. **AP11/30**

### 7.3 Mobile library consultation period

The clerk alerted the Council to this consultation. There is an online questionnaire which can be completed on the SCDC website.

### 7.4 Letter of thanks: Suffolk Accident Rescue Service

A letter of thanks has been received for the Parish Council's donation.

### 7.5 Consultation on felling of poplar trees in Bredfield by Forestry Commission

The Parish Council was generally in favour of this, as the felling of the trees would eliminate the existing problems with tree roots and impaired drainage. The creation of a pond area could also be beneficial and aid adequate drainage. The clerk will respond to the agent and ask for some specific plans for the area. **AP11/31**

### 7.6 Outdoor space consultation

The comments about the provision of play space in Bredfield were noted. There are plans to refurbish the existing play area.

## 8.0 Finance

### 8.1 Approval of mandate change to include new clerk

This was approved. The clerk will complete the forms and liaise with Cllrs. Miller and Hepper. **AP11/32**

### 8.2 Incomes

Two cheques had been received from the insurance company and have been banked, both related to the village pump repair.

### 8.3 Current balance

Cllr Hepper agreed and signed the financial statement. The clerk will circulate this retrospectively to all councillors, and will ensure that this is done before meetings in future. Cllr. Richardson queried the possibility of developing a long-term financial plan in the near future.

### 8.4 Request for payment to new clerk & for cheque to HMRC

There was unanimous agreement to this. The clerk will ask Cllr Hepper to sign the relevant cheques, and will post the necessary payment to HMRC. **AP11/33**

## 9.0 Highways

### 9.1 C309 traffic

Cllr. Hepper read out recent email correspondence. The previous clerk had sent a letter to the highways and police asking for advice. The Parish Council appreciated the prompt responses to their queries. However, councillors were slightly perturbed by the reply from Tim Osborn (Highways), and thought that there was a degree of misunderstanding over this issue. It is the view of the Parish Council that there is some ambiguity about the parking on this area of road, and they would appreciate clarification about where exactly it is acceptable to park. They have not taken any action at this point, but are simply asking for information and advice. The clerk will get in touch with both PC Gilmore and Tim Osborn in order to discuss this further and seek clarification.

**AP11/22 and AP11/23**

### 9.2 Winter preparations

It was agreed that the current provision of two grit bins was sufficient for Bredfield's needs.

### 9.3 Road closure – Woodbridge Road to Debach 6-16<sup>th</sup> September

The Council discussed the poor organisation of the recent highways repair and road closure. There had been little notice of this (the clerk was alerted shortly before the work began), signage was poor, and communication with the Highways Department was unsatisfactory. Villagers and parish councillors received a poor response to their queries, although Cllr. Miller did eventually manage to

receive an explanation and apology. The clerk will write a letter to the Highways Department, highlighting the poor customer service, the disorganisation and the inadequate signage. **AP11/34**

#### 10.0 Planning

##### 10.1 Review of planning decisions (19.9.11)

The clerk had sent responses to the recent planning applications.

##### 10.2 Proposed legislative change

The clerk will make notes at the forthcoming NPPF briefing and will report back to the Parish council. See 7.2 above **AP11/30**

##### 10.3 Glebe lands

Cllr. Miller had attended a recent PCC meeting and had presented the draft Parish Council proposal for the development of the glebe land. The decision was made not to sell the land before January, by which time the Parish Council should present a firm and detailed plan for the land. Revd. Gardner had sent a letter to the Parish Council, outlining the Diocesan position. It was decided to form a small group, led by Cllr. Hepper, to work on an initial draft of a more detailed plan. Cllr. Richardson considered that raising the necessary finance to lease the land and maintain it would be an issue. Grants could be found for the initial development, but not for ongoing payments. Cllr Hepper's team will investigate this. **AP 11/20** and **AP11/26**

#### 11.0 War memorial

11.1 Mr Tilley had written to the PCC to seek clarification about the financial responsibility for the war memorial. He received a reply, to the effect that the Parish Council are responsible for its upkeep, although the PCC will make a contribution, as the memorial is on church land and the church is its custodian. The PCC had agreed to contribute £250 towards the repairs. A verbal quotation had been given of £1500, but the details of this were unclear. The concrete plinth needs to be repaired and improved, and the names on the memorial need recutting. One name is incorrect and there is one name missing. Cllr. Taylor will ask Terry Mosely for a written quote for the work. It was mentioned that a grant might be available from the War Memorials' Trust, who allocate both large and small grants. The consensus was that the Parish Council should probably pay for the replacement of the concrete plinth, and consider applying for a small grant to get the names recut. **AP11/16**

#### 12.0 Matters from the public

12.1 A member of the public commented on the relevance of the current LDF consultation. The council noted this and will consider the documents.

12.2 The issue of the poplar trees was raised, noting their importance to the local landscape. Cllr Hepper responded to this, asking the clerk to seek clarification on the development of the area (see **AP11/31** above).

12.3 With regard to the parking issue on the C309, a member of the public commented that the lay-by is in fact a bus stop and that there should therefore be no permanent parking there. The clerk will add this in her communications (see **AP11/22** and **AP11/23**).

12.4 A member of the public commented that a village map on the notice board would be useful, including house names and numbers. The council unanimously agreed that this would be a good idea. Cllr Hepper will investigate this. **AP11/35**

12.5 The issue of a welcome pack for new residents was raised. This has been considered in the past. The idea was noted with interest, although there were some reservations about its implementation.

12.6 A member of the public commented on a past issue of street signs in the village, as nothing had happened on this. The clerk will look at previous minutes and investigate this. **AP11/36**

#### 13.0 Bredfield Townlands Charity vacancy

Cllr Causier was nominated for the role of trustee and she agreed to take up this position. She was thanked by Cllr. Hepper and Council members.

#### 14.0 Training

14.1 The new clerk has booked a place on two forthcoming courses: a finance workshop and a new clerk's day. The Parish Council unanimously agreed to support this training and to provide the necessary funds.

#### 15.0 Other matters arising

15.1 The Parish Council had been asked to approve the use of the church rooms as a polling station, instead of the village hall. Polling days often disrupted classes in the village hall, whereas the church rooms would be readily available. Parking was raised as an issue, but it was thought that people could walk from the village car park, and it would not be a major problem. The Council agreed that they had no objection, and the clerk will make a response. **AP11/37**

#### 15.2 Jubilee Beacon

The clerk shared a recent communication about the Queen's Diamond Jubilee in June 2012, and the possibility of requesting a beacon for the village. Further details are available from the clerk if required.

#### 15.3 Suffolk County Council budget challenge

The clerk advised the Council of a current consultation regarding the services considered important to local people. A survey can be completed online at [www.suffolk.gov.uk/WeAreListening](http://www.suffolk.gov.uk/WeAreListening)

15.4 The clerk asked whether the system of sending postal record to councillors on a weekly basis was acceptable. Individuals could then ask for further information about any items of particular interest. There was unanimous agreement that the system was acceptable.

### 16.0 Dates for future meetings

16.1 Dates for future meetings: Monday November 28<sup>th</sup>, Monday January 30<sup>th</sup> and Monday March 26<sup>th</sup>.

Meeting closed at 8.55pm

KB 30.9.11