

BRANDESTON PARISH COUNCIL

The Minute of the meeting held on Monday 11th October 2021 at 7.30pm, in Brandeston Village Hall.

Present: Councillors P Baker, Bange, Fletcher, Locke, Summers (in the Chair), Clerk Catherine Bacon

6/21-22/1 The Chairman welcomed Councillors to the meeting.

6/21-22/2 Apologies for absence was received from Councillors B Baker (personal), Williams (work), East Suffolk Councillor Freeman (personal) and Suffolk County Councillor Bryce (COVID contact tracing). **It was resolved that these were accepted.**

6/21-22/3 There were no Declarations of Interest

6/21-22/4 It was resolved that the Chairman should sign the Minute of the Meeting held on 13th September

6/21-22/3 There were no declarations of interest.

6/21-22/4 There were no comments in the Public Forum.

6/21-22/5 It was resolved that the Chairman should sign the Minute of the Meeting held on 13th September 2021 as a true and accurate record.

6/21-22/6 No report received from Suffolk County Cllr Bryce

6/21-22/7 No report received from East Suffolk Councillor Freeman

6/21-22/8 Finance – RFO

- a) The RFO reported that the PC account had a balance of £5908.64, but, reminded Cllrs that this still contained £430 of 100+ prize money and £527.87 of MRT funds.
- b) The RFO reported that the 100+ account has a balance of £1197.31.
- c) It was resolved that payment of purchase of stamps for HNS (£82.50) be approved.
- d) It was resolved that payment of envelopes for HNS (£4.99) be approved.
- e) It was resolved that payment of Norris & Fisher Invoice 510109040, PC insurance (£339.51) be approved.
- f) It was resolved that payment of clerk expenses (£53.30 + £10.66 VAT) be approved.
- g) It was resolved that payment of Zoom subscription, Invoice 107385439, (£119.90 + £23.98 VAT) be approved.
- h) It was resolved that payment of Lottery License to ESC Ref L&A1036 (£20) be approved.
- i) It was resolved that payment of SALC invoice 25110, Payroll Services (£45 + £9 VAT) be approved.

6/21-22/9 The clerk confirmed that the license to install the bin on the 30mph sign in Mill Lane has been paid and the FIDO bin has been ordered (invoice to follow). The Clerk informed Cllrs that a lower price of £174.65 + VAT has since been quote – compared to £194 + VAT previously.

6/21-22/10 Following enquiries at the last meeting regarding the quota of Parish Councillors permitted for Brandeston, the Clerk sought clarification from East Suffolk Council. Initially, the Clerk was provided with the guidance for Community Governance Reviews which could be interpreted for allowance of 4-8 Cllrs. Feedback from ESC was as follows:

Community Governance Reviews is the tool used to increase membership of the parish council. We [ESC] are hoping to be able to carry out a district wide CGR early next year (they take approximately a year from start to finish) and we could pick this up as part of that. Alternatively, a public petition could be used to trigger the CGR and the information on that from section 39 in the guidance. Since the guidance was written there has been a change in the required number of signatories:

Less than 500 electors – Signatures from 37.5% of the electors

500 – 2,499 electors – Signatures from 187 of the electors

2500 + electors – Signatures from 7.5% of the electors

Any changes will not come into force until the next ordinary elections in May 2023.

It is an East Suffolk Council decision on whether to increase the number of councillors.

Unfortunately, increasing the number of councillors is a more complex procedure than administering a casual vacancy.

6/21-22/11 The Clerk receives correspondence from the office of Dan Poulter, MP, asking if his presence is requested at events or to be present to answer questions on topics of interest. The Cllrs agreed it would be worth asking him to attend a meeting in February. If he agrees to attend, an email to the village publicising his attendance and for prior questions could be circulated. **It was agreed the Clerk would ask for a meeting with Dan Poulter, MP.**

6/21-22/12 Cllr Fletcher confirmed that 77 out of 124 (62%) Housing Need Surveys were returned. They have been divided into 3 categories:

- No housing needs and no comments.
- No housing needs and comments.
- Those with housing needs.

Cllr Fletcher is going to transfer the information into a spreadsheet and into a format that is digestible. The aim is to have the results available for the Parish Council meeting in December.

6/21-22/13 Cllr Fletcher reported that he continues to move the SID camera between the two sites. Cllr Summers reported that subsequent to the applicant providing additional information ESC have granted planning permission for the garden room, 2 The Leas.

6/21-22/14 The Clerk and Chair reminded Cllrs to submit their job role descriptions. **It was agreed that the Clerk will collate these and circulate ALL to the Cllrs to comment and amend.**

6/21-22/15 With reference to **GDPR**, Cllr Summers emphasized the requirement for Cllrs to comply with the regulations most notably when; handling, storing, recording, cleansing and deleting personal data. The key areas for Cllrs are; email, text & WhatsApp messages. Cllr Fletcher stated that the SALC documentation seems too in depth; the Clerk stated it was a template document. The Clerk also stated that the PC need to update the GDPR officer registered with the ICO; Cllr Bange agreed to undertake the role. **The Clerk agreed to send Cllr Bange the SALC template GDPR documentation; Cllrs Bange and Summers will collaborate an appropriate GDPR policy for the PC.** The main areas to be covered are information handled on the PC laptop, information via Cllr emails and 100+ data. Cllr Bange stated that there will need to be analysis of where's the risk and what's the mitigation. Cllr Summers proposed an annual cleansing and deletion of data in April, all important information can be forwarded to the Clerk to store on the PC laptop.

6/21-22/16 The Clerk informed the Cllrs that the Heritage sign installations was due to commence on 7th October 2021.

6/21-22/17 Planning

a) Appeal; DC/21/0745/FUL, 34 The Street, Brandeston, Suffolk, IP13 7AE

b) Appeal; DC/21/0746/LBC, 34 The Street, Brandeston, Suffolk, IP13 7AE

Cllr Summers informed the Cllrs that the PC had no objection to the original planning application. **It was agreed the submit 'No further comment'.**

6/21-22/17 Date of next PC Meeting, Monday November 8th 2021 at 7,30pm, Brandeston Village Hall.

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