

BRANDESTON PARISH COUNCIL

The Minute of the meeting held on Tuesday 12th November 2019 at 7.30pm in the Committee Room of the Village Hall.

Present: Councillors M Mitson-Woods (in the Chair), R Mitson-Woods, Baker, Fletcher and Summers, Clerk Catherine Bacon, two members of the public.

8/1920/1 Welcome from the Chairman

The chairman welcomed Councillors and the members of the public to the meeting.

8/1920/2 Apologies for absence from Councillors Buckingham (work), Williams (work) and Suffolk County Councillor Vickery. They were accepted.

8/1920/3 To receive any Declarations of Interest

There were none

8/1920/4 Public Forum

Before she opened the Forum the Chairman read a statement: -

A question was asked at the last Public Forum about a village charity. I can tell you that the Mary Rivett Trust was set up in the 1700s. It was for 'assisting the poor persons resident in the beneficial area who are under the age of 21 years and who are preparing for entering upon or engaging in any profession, trade, occupation or service, by providing them with outfits or by payment of fees, travelling or maintenance expenses'.

The Trust has fallen into disrepair and the BPC is now investigating the assets. Some paperwork has been found but, in the interest of the investigation, no more information can be given.

Catherine and I will provide a full report as soon as the work is completed.

A member of the public informed the parish council that prior to the previous **Parish Plan**, an enormous amount of work was undertaken and the information gathered by the village was completely disregarded by the district council. The parishioner did not want the same scenario repeated with a new Neighbourhood Plan.

A parishioner raised the issue of Sizewell C, stating that villagers are aware of the impact of the potential power station will have on the village regarding issues such as traffic but wanted villagers to be made aware that he believes the technology proposed is suspicious. With his experience in the industry, he believes that there is better technology out there and wishes this to be known.

8/1920/5 It was resolved that the Chairman should sign the Minute of the meeting held on 10th September 2019 as a true and accurate record.

8/1920/6 No report was received from County Councillor Vickery

8/1920/7 No Report from East Suffolk Councillor Cooke

East Suffolk Cllr Cooke's report is attached, but, the summary is as follows.

The 2019 East Suffolk Business & Community Awards took place on 3rd October at The Hanger, Kesgrave Hall. This year saw a record number of entries for the awards. A total of thirteen awards were presented throughout the evening. To see all the winners, go to: www.eastsuffolk.gov.uk/news/2019-east-suffolk-business-and-community-award-winners/

The first Community Partnerships (CPs) workshops are underway and are taking place during the next few weeks. Community Partnerships are an innovative new way for the Council, partners and communities to work together to 'bring ideas to life' by taking a solution-focussed approach to local priorities.

Earlier this year, the Suffolk Waste Partnership took the decision to remove cartons and Tetrapaks from the list of materials that could be placed in household recycling bins. New industry regulations require cartons to be sorted separately from cardboard and cartons should now be taken to local recycling centres. More details about what can and cannot be recycled in household bins can be found here: www.eastsuffolk.gov.uk/features/recycling-in-suffolk/

The Union Cycliste International (UCI) announced in early October that Trinity Park in East Suffolk will host the 2021 and 2022 editions of the UCI Masters Cyclo-cross World Championships.

Following an assessment by East Suffolk Council's Food and Safety Team, the Greenhouse Café on Orwell Road in Felixstowe has been given a Gold 'Eat Out, Eat Well' award. The scheme, along with its partner scheme designed especially for takeaway businesses 'Take Out, Eat Well', support local businesses in making it easier for customers to buy healthier food and drinks. Since being launched in 2016, over 40 businesses in East Suffolk have received 'Eat Out, Eat Well' awards with a further 13 businesses in the district receiving 'Take Out, Eat Well' awards.

East Suffolk Business Festival returns on Monday, 4th November, following its successful launch last year. This year's festival will focus on communication, collaboration and positive promotion with a packed two-week programme of business and training events taking place across the whole district. For more information and to view the full programme, please see the dedicated festival website at www.eastsuffolkbusinessfestival.org

The Renaissance of the East Anglia Fisheries (REAF) launched its strategy to rejuvenate the fishing industry along the East Anglian coast in an event hosted by Peter Aldous, MP at Palace of Westminster on 16th October. The strategy presents a template for revitalising East Anglia's fishing industry and spells out the opportunities presented across all sectors of the industry. To request a copy of the strategy, please email reaf@eastsuffolk.gov.uk

The first ever Cultural Strategy for Lowestoft was launched at a 'Celebrating Culture on the Edge' event at the Seagull Theatre on 10th October, with speakers from Arts Council England, Historic England and Stephen Baker, Chief Executive of East Suffolk Council.

An East Suffolk resident who failed to clean up after his dog has been made to pay more than £1,000 following a court hearing.

East Suffolk Council is seeking the views on the constitution of the newly formed Southwold Harbour Management Committee and to give people more opportunity to have their say, the consultation period has been extended until Monday 18th November 2019.

To take part, anyone can complete an online survey at www.eastsuffolk.gov.uk/southwold-harbour

Runners, joggers and walkers of all ages and abilities took part the in 2019 Honour Run, which returned to Rendlesham Forest on Sunday 20th October.

Over 160 people took part and raised a total of £1,010.73 for the Suffolk British Poppy Appeal.

8/1920/8 Financial Matters – Clerk/RFO

- a) Cllr Fletcher checked and signed the bank reconciliation for Parish Council Account (00186686) £4715.80
- b) Cllr Fletcher checked and signed the bank reconciliation for the 100+ Account (30469599) £1891.22
- c) **Payment** for two copies of NALC publications 'Good Councillor's Guide' (£11.98/inv10260) and 'The Good Councillor's Guide to Neighbourhood Planning' (£11.98/inv 10260) was authorised
- d) **Payment** to East Suffolk Council Uncontested Election (£43.52/inv 777001999) was authorised.
- e) **Payment** of Clerks Salary (months June-October) was authorised
- f) **Payment** to SALC for provision of payroll services (£54.00/inv 22481) was authorised
- g) **Payment** to SALC for Planning Workshop (£38.40/invoice 22468) was authorised
- h) **Payment** to East Suffolk Council for Lottery Registration 2020/21 from 100+ account (£20/ref L&A1036) was authorised.
- i) **Payment** to Richard Martin for mowing of village triangle (£120) was authorised.
- j) **Payment** for 100+ club winners (£255 to Pay Cllr M Mitson-Woods for October to December) was authorised
- k) **The Clerk was authorised to draw payment** of 100+ club prizes from the new HSBC 100+ account for January to March 2020 (£105)
- l) **Payment** of Brandeston Village Hall hire for parish council meetings ((£37/Apr 15) and (£98/Mar, May, June, July, Sept, Nov and Jan)) was authorised.
- m) **Payment** for the continuation of Parish Council Insurance policy with Royal Sun Alliance through Community Action Suffolk (£246.40 for 1 year term) was authorised

8/1920/9 Budget process 2020/21

The Clerk provided an outline of the budget which was amended accordingly. The draft budget for 2020/21 will be confirmed at the January meeting.

8/1920/10 New HSBC Accounts

The clerk reported that, after much emailing, she visited HSBC (Ipswich Branch) to meet Business Manager Hollie Farrow in order to sort the outstanding issues regarding the opening of the new Parish Council and 100+ accounts. The meeting resolved the issues. In order to complete the opening, one final form needs to be signed by the signatories and the Clerk and returned to Hollie Farrow who will scan and submit it. The new accounts should be active within one week of this,

allowing the funds to be transferred from the Barclays' accounts. The money will need to be transferred and old accounts closed with arrangement with the signatories on the Barclays' accounts. Unfortunately, this is not something that HSBC is able to do due to the fact that there are multiple signatories on the account.

The chair raised the issue of an additional signatory on the new HSBC accounts in light of Cllr Buckingham's potential house move. The clerk raised the issue at the meeting with HSBC and it is simple procedure to add and remove signatories, so, can be done as and when required.

8/1920/11 Village Road Signs

With Easton having, and Kettleburgh applying for, heritage signs, the question was asked whether Brandeston would like to install heritage signs to replace the signs that are falling into disrepair in the village. The proposal would be for four heritage signs located at The Queen, Mill Lane, Western's Farm triangle and Low Street. Easton PC installed 3 signs at a cost of £3000 plus VAT which did not include the SCC fee of £1800.

SCC have previously said they do not have the funds to replace broken signs. Cllr Fletcher suggested approaching SCC to ask if they would be willing to provide funds equivalent to the regular signs towards the cost of the heritage signs if BPC made up the difference. **It was resolved that the Clerk would raise this with SCC.**

Cllr Vickery had previously stated (2/1920/6) that there were funds available from SCC, which may also be a potential source of funding. **It was resolved that the Clerk would investigate funding.**

It was proposed (Cllr Summers) and seconded (Cllr R Mitson-Woods) to put it to parishioners whether they wished to have heritage signs and if so, how they would prefer these to be paid for. The Clerk suggested that this survey could be included in a survey regarding parishioner's views on the any potential Neighbour Plan. **It was resolved that a survey would be distributed to parishioners. (attached)**

8/1920/12 Maintenance of bus shelter and village notice board

The clerk raised the issue that both the bus shelter and PC noticeboards were looking tired and needed sanding and a fresh coat of paint/stain. Cllr Fletcher agreed to inspect the bus shelter regarding the state of the woodwork. If the wood is in good order, **it was resolved that the PC would have a working party in March/April to tidy and paint.**

8/1920/13 Discussion of signage on field containing livestock

Cllr Summers reminded the council that the either inappropriate signs or unrequired signs are being left on fences and hindering footpath use. These include Bull in Field signs left in place when there are none, Cllr Summers aims to speak to the owner of the cattle to raise the issue.

8/1920/14 Greener Brandeston

- a) Councillor Baker reported that BVH have a meeting in the next couple of weeks and the TerraCycle Recycling Programme at BVH is to be discussed. The Clerk has emailed Sue Thurlow a link to the Terracycle website. Cllr Summers suggested the plastic bins that are used in primary schools would be a suitable alternative to the cardboard containers provided by the scheme – these could potentially be paid for out of the new Green area of the PC 2020/21 budget. **If BVH agree to the scheme, it was authorised for the clerk to purchase these containers.**

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- b) Cllr Summers had previously raised the issue that the government's target of trees per member of population planted would require Brandeston to plant approximately 1000 trees. In order to achieve this, it was agreed to print a parish plan and mark areas of suitability for planting and list tree varieties. Landowners could then be approached regarding permission. Cllr Baker is going to approach the school regarding tree planting and involvement. The Clerk will track down footpath maps, parish plans and speak to the SCC tree officer for further information. The Clerk will also investigate funding for purchasing saplings.
- c) There are various tradesmen that visit Brandeston, such as the milkman and two fishmen. In order to promote this an article will be written for the parish magazine to promote these. The Clerk will start collating information and writing the article.

8/1920/15 Oral reports from Councillors from their area of responsibility.

Cllr R Mitson-Woods was away for the last SALC meeting but will be attending the next in a couple of weeks.

Cllr R Mitson-Woods is responsible for moving SID around the village.

Cllr Summers reported upon FP4. She had a reply from the Rights of Way officer at SCC who reported that she "inspected the route and had to say did not have any real problem walking it, in fact it is quite typical of many rural paths. However, she did note that there is some blackthorn self-seeding and there is some evidence that a vehicle has been driving along it at some point. She thought that it would benefit from some clearance works and will be adding to the schedule to clear twice a year during the summer to keep the growth under control, this will hopefully also help to establish a more level surface. In the meantime, she will contact the landowners to discuss this work and establish what their plans are longer term for this field, part of the problem at present is that it is not in use, if that were to change that may also help."

Cllr Summer has also emailed Kingfishers (with OS coordinates) regarding fallen trees hanging in other branches over footpaths. Additionally, Cllr Summer contacted Mr Cuniiffe regarding the footpath around '5-bridges' where fallen branches and ivy hinder the path. Cllr Summers is going to raise formal notices with SCC.

Cllr Baker reported that commemorations regarding WW2 are to be discussed at the BVH committee meeting. He reported that there may be an event on Saturday 9th May. Cllr M Mitson-Woods said she would be happy to represent PC at the commemorations and all Cllrs volunteered their services to help.

8/1920/16 Due to Cllr Buckingham's declaration of interest in Highways matters, it was proposed (Cllr Summers) and seconded (Cllr Baker) that Cllr R Mitson-Woods take on responsibility for highways and traffic calming.

8/1920/17 It was decided that no action to be taken regarding Asset Community Legislation

8/1920/18 It was resolved to formally adopt the Parish Council policy for advertisement consent on Parish Council owned land.

a) Cllr Fletcher has completed the application form for funding towards a new laptop (£329), printer/scanner (£129.99), projector (£260), mouse (£9.99) and software (£19.99) and the clerk was authorised to submit an application for grant aid from East Suffolk Cllr Cooke for the above equipment and computer/software

8/1920/19 Cllr Summers proposed and Cllr R Mitson-Woods seconded Councillor training for Cllrs Summers, Fletcher and Williams. This was authorised and the clerk will book the training.

8/1920/20 Committee creation

- a) The parish council have the power to hold fundraising events but it was agreed that an events committee should not be created.
- b) **It was resolved that full council meetings will be called Respond to planning applications rather than create a Planning Committee**

8/1920/21 It was resolved that the parish council would continue its free membership of Community Action Suffolk

8/1920/22 Following the summary guide to Neighbourhood Planning from Cllr Summers at the last meeting, the Council discussed how to proceed with decision on whether to conduct a Neighbourhood Plan. (*On village Website or copy can be obtained from Clerk*). It was resolved to produce a survey) to parishioners to see if there is support for a Neighbourhood Plan and whether there are sufficient volunteers to undertake this and whether the Council should seek to replace the road signs with Heritage ones.

8/1920/23 Planning

The clerk asked whether it was worth investing in a map of the village with street and house names on it which could be referred to when assessing planning applications. Cllr Fletcher believed such maps would cost £200-300. It was agreed that this was too expensive, considering similar information could be obtained online, therefore no further action to be taken.

8/1920/24 Date of Next Meeting 14th January 2020, 7.30pm, Brandeston Village Hall
Councillors to submit items to the Clerk by Thursday 2nd January 2019

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