

## BRANDESTON PARISH COUNCIL

Minute of a meeting of Brandeston Parish Council held on Tuesday 13<sup>th</sup> March 2018 at 7.30pm in the Village Hall.

**Present:** *Councillors Elson, Duffy, Mitson-Woods, Kirton, Buckingham and Norman.*

**8-1718/1** The Chairman welcomed Councillors to the Meeting.

Chairman opens the meeting for a forum with parishioners and to receive reports and discussion from representatives of SCC and SCDC.

**8--1718/2 Council received no Declarations of Interest**

**8-1718/3 There were no apologies for absence**

**8-1718/4** Councillors received the minutes of the Meeting of the Council held on 3<sup>rd</sup> February 2018. **Resolved that these are signed as a true and accurate record of the Meeting.**

**8-1718/5 Finance**

- a) The Clerk/RFO reported that the balance in the PC Account is £2840.85, less cheque to be issued for £240.00 and allocated reserves of £1500.00 this leaves an unallocated balance of £1100.85. The BPC 100+ Club has a balance of £659.44 at end of February. Additionally, £852.00 has been received by cheque and cash from lottery tickets sales. The Standing Order amount will not be known until the statement for March 2018 is received.
- b) **It was resolved to authorise the Clerk's salary from 6<sup>th</sup> Jan to 31<sup>st</sup> March 2018 (12 weeks at £20.00 £240.00).**
- c) **It was resolved to authorise 100+ Club prizes for April, May and June 2018 (3 months at £35 = £105.00)**
- d) **It was resolved to authorise Councillor Kirton to arrange a date with the Clerk to undertake an Internal Audit to assure Councillors of the accuracy and good practice in administering the Council's finances at a date to be arranged.**
- e) **It was resolved that Councillor Elson should review the Council's Financial and Procedural Standing Orders and report to next meeting in May.** Councillors reviewed the Council's Financial Risk Assessment; after a small number of changes to the risk factors it was resolved that the document is fit for purpose, protects the Council and its Assets and is compliant with Regulations.

**8-1718/6 Highway Matters** - Councillor Kirton reported that SID continues to work in a routine operation and since the last Meeting has been moved through all four of the positions. He had received no reports of any difficulties and feedback from villagers has been very positive. SID's are proliferating around the county and motorists are now used to having to take care within speed limits, a positive result from the installation.

At this point Suffolk County Councillor Robin Vickery joined the Meeting and as he had relevant input to this discussion the Chairman suspended Standing Orders for him to speak. He reported that Highway Maintenance has been divided into three sectors under new teams. David Chenery remains in charge of safety issues. Paul Gant is the Highways engineer that has worked with Councillor Vickery and this has been fruitful. Claire Brown – is SCC Customer Coordinator and will manage and

direct enquirers to the correct person. The Highways team consists of Paul Jeffery, Scott Francis, Dan Haseltine and John Burke and the Community Engineers are Paul Gant and Jessica Lewis. They can be contacted at [PhoenixHouseSDC@suffolk.gov.uk](mailto:PhoenixHouseSDC@suffolk.gov.uk) 03456066171. Highway defect reports should continue to be directed to [highwaysreporting@suffolk.gov.uk](mailto:highwaysreporting@suffolk.gov.uk) Community Wardens are responsible for inspecting reported defects. Community engineers will support in identifying problems and guide through the structures of the service.

Councillor Mitson-Woods reported that a villager had approached him to raise the issue of vehicular damage to the triangle near The Queen; this attractive focal area of the Street has lost almost 2 feet of its edges to erosion. Vehicles parked at Office Farm are forcing other vehicles onto the grass which is causing serious damage. The Clerk advised that demonstrating that the Council is protecting this land is vital to the process of claiming the triangles for the village. Councillor Buckingham reported that much of the work of claiming the triangles has been done. The fact that a villager has asked the Parish Council to repair the damage adds weight to the claim as it demonstrates that the Council is caring for the land as if it owns it. Councillor Vickery reported a similar problem at Earl Soham. Councillor Elson suggested that the owner of Office Farm should be asked to repair the damage and the Council may consider posts to prevent ingress. **Resolved that Councillor Elson should speak to the owners of Office Farm to help resolve the problem and protect the area.**

#### **8/1718/7 Report from SCC Vickery**

The Chairman suspended Standing Orders in order for Councillor Vickery to give his report. He reported that 21 million has been set aside for resurfacing Suffolk's roads over the next 3 years. The aim is to restore 1000 miles of county roads within that period. To prioritise this project work gangs have been formed to start to mend potholes.

Councillor Vickery will be responding positively to a request from the Brandeston VH for funding towards a zip wire at the playing field.

WW1 celebrations are being organised and people across the county are making plans for the celebration. Planting oak trees will be promoted as part of this. An avenue in each of the county's parks is being planned which will create a living memorial to those who were sacrificed in the war. He asked Councillors to consider a planting that may be part of this project. A children's service is planned that will involve poppies being laid by children on every Commonwealth war grave in Suffolk at 11 o'clock on November 11<sup>th</sup>. Schools are being contacted to involve children researching the history of all those who are buried in war graves across the county.

Standing Orders were reinstated at this point.

**8-1718/8 Policing Matters** – Councillor Duffy reported from the Saxmundham Liaison meeting which was well attended by surrounding parish councils. Concerns were raised about the number of burglaries that have been occurring in villages and small towns. A poster is being produced for retailers etc. to protect tools in outbuildings which are a popular target. Police representatives will not attend parish council meetings but the liaison meetings will continue at which Councillor Duffy can report concerns raised by our villagers. The drug trade is moving out of London and officers are researching small drug users/dealers who can be recruited to their cause.

#### **8/1718/9 War Memorial and WW1 centenary 2018**

Councillor Elson reported on progress. Chris MacArthur has agreed on behalf of the PCC that the PC will take on maintenance of the war memorial. The commemoration will be a joint event organised between the Village Hall Committee, Parish Council and Parochial Church Council and any

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parishioners who would like to join in. Material is to be researched at Wickham Market to discover more about the men who are named on the War Memorial. The Film Club is to show Journey's End free of charge to the village as part of the commemoration.

**8/1718/10 Reforms to the Data Protection Act (GDPR)** Councillors to consider what action must be taken before 25<sup>th</sup> May 2018. It was resolved that Councillor Duffy should act as interim DPO until there is clarification on whether or not a councillor may fill the role. The Clerk informed the Council that a Councillor from another Suffolk PC has done a great deal of research and is prepared to guide Councillor Duffy through the demands of the GDPR.

**8/1718/11 Planning for Annual Parish Meeting on 16<sup>th</sup> May at 7.30pm. Meeting to include reports from PCC, PC Chairman, Clerk, Councillors Buckingham on Broadband, Kirton on SID and Village Hall Committee Chairman.**

**8/1718/12 Date of the Annual Parish Council meeting:** Tuesday 8<sup>th</sup> May 2018 at 7.30pm in the Committee Room of the Village Hall.