

## BRANDESTON PARISH COUNCIL

The Minute of the meeting held on Tuesday 10<sup>th</sup> March 2020 at 7.30pm, in the Committee Room of the Village Hall.

**Present:** *Councillors Baker, Fletcher, Locke, M Mitson-Woods (in the Chair), R Mitson-Woods, Summers and Williams. Also present Clerk Catherine Bacon and three members of the public.*

**13/1920/1** The chairman welcomed Councillors and the members of the public to the meeting

**13/1920/2** There were no apologies of absence

**13/1920/3** There were no declarations of interest

### **13/1920/4 Public Forum**

Matters raised: Several vehicles have been driving up Mill Lane unaware of the lack of turning points and as a result, gateways are being damaged. It was asked whether a sign could be erected highlighting the issue. **Cllr R Mitson-Woods said he will ask SCC Highways if this is possible.**

Accumulation of water on the road by the church– Cllr R Mitson-Woods replied that he would be referring to this in his report on highways.

**13/1920/5** It was resolved that the Chairman should sign the Minute of the Meeting held on 11<sup>th</sup> February 2020 as a true and accurate record.

**13/1920/6** Cllr R Mitson-Woods proposed and Cllr Baker seconded Cllr Summers to be Vice-Chairman. **Cllr Summers accepted and was duly elected Vice-Chairman.**

**13/1920/7** County Councillor Vickery was not present to give a report from Suffolk County Council.

**11/1920/8** East Suffolk Councillor Cooke was not present to give a report from East Suffolk Council but a written report was accepted. **It was resolved the Clerk submit East Suffolk Councillor Cooke's monthly report for publication on the website.**

### **13/1920/9**

- a) The Clerk reported that the Parish Council Barclays account is now officially closed (final statement received) and the Council is now using the HSBC account. The current funds in the Parish Council account stand at £3305.40. The reconciliation highlighted an error in transferring £20 between the PC account and the 100+ account (correcting original payment 8/1920/8h, 11/1920/10f) which the Clerk will amend.
- b) The Clerk reported that the 100+ Barclays account is now officially closed (final statement received) and the Council is now using the HSBC account. The bank statement for this account arrived on the day of the meeting and bank reconciliation has yet to take place resulting in no change since the last meeting. Funds in the 100+ account are £1551.22
- c) It was resolved that payment of Clerks salary (months Nov-Dec) was authorised. The Chairman felt that it is unfair to pay the Clerk's salary late by waiting to authorise it at Council meetings. It was resolved that, in future, the Clerk would email her payroll slip to the Chairman who would authorise the transfer to the Clerk and report the matter as a retrospective payment at the next meeting.

### **13/1920/10 Reports from Councillors**

Cllr Baker reported the forms for 100+ Club are currently being circulated ready for the April draw. All forms are to be completed by the participants this year due to the change in bank accounts and new standing orders being required.

Quotes are being sought for modernisation of elements of the kitchen in the village hall.

The village hall is registered with Terracycle. However, it was subsequently found that there are limited number of allocations for recycling of each chosen category. The selection chosen by the village hall were already fully subscribed and it was felt the other choices wouldn't be deemed worthwhile. The village hall would like to continue the progression of recycling and it will be discussed at the next meeting.

Cllr R Mitson-Woods has investigated the potholes in the village now that flood water has subsided and found there were fewer than anticipated. There are some by Old Maid's Lane and also beyond the school and by the church. **Cllr R Mitson-Woods will report these.** The area by Old Maid's Lane floods badly where the culvert in this location was replaced by a drain and curb. The curb gets hidden when water levels are raised and there is concern that damage could be done to cars from hitting the hidden curb.

SID will be moved next week by Cllrs R Mitson-Woods and Cllr Fletcher once the battery is charged. He will download the information from SID and report the resulting statistics at the Annual Parish Meeting. Additionally, he will determine the best way to report the figures to the authorities. Concerns have been raised regarding parking along The Street resulting in poor visibility when pulling out of junctions and gateways. Cllr R Mitson-Woods reminded people that there are no yellow lines and so there is no power to stop vehicles being parked. However, a polite word can be had with the owners of parked cars if it is perceived that there is a danger to not only other vehicles but also their own.

Cllr R Mitson-Woods reported that the tree canopies had been raised along Mutton Lane and ditches had been cleared making the area looking much smarter and helping the trees to thrive.

Cllr Summers reported that Suffolk County Council had confirmed her reporting issues on blocked footpaths. The fallen trees have been cleared from the Five Bridges footpath but the footpath surrounding the golf club has yet to be checked. The footpath officer for Suffolk County Council has walked FP4 but no feedback has been given. **It was resolved that Cllr M Mitson-Woods would follow this up by walking the path and photographing the obstruction.**

### **13/1920/11**

- a) The Chair explained that if Councillors miss meetings for a six-month period the law automatically removed them from their position. On the basis that the Parish Council have meetings every 2 months, it only requires councillors to miss two meetings to automatically be disqualified from office. By introducing monthly meetings, not only will this risk be reduced, but it will keep items fresh and hopefully reduce the length of each meeting. **It was resolved to change meetings from bimonthly to monthly from June 2020.**
- b) In order to change to monthly meetings and reduce disturbing other activities in the village hall, it would be required to change the night meetings are held. **It was resolved to change the meeting days to the second Monday of each month. If there is deemed insufficient on the agenda there will be no meeting. If the Monday happens to fall upon a Bank Holiday, an alternative night will be booked.**

### **13/1920/12**

Cllr Summer provided a summary of the East Suffolk Council forum on CILs (attached).

**It was resolved that Cllr Summers would provide a summary of CILs and also the link to Neighbourhood Plans at the Annual Parish Meeting.**

**It was resolved the Clerk publish Cllr Summers report and information from the forum on the village website.**

**13/1920/13**

- a) It was resolved the Clerk applies for grant aid for new Heritage Signs from Cllr Cooke in the new financial year. As the County Council is unlikely to replace road signs in villages Cllr M Mitson-Woods offered to hold a summer lunch to raise funds towards the heritage signs. Initially, the three main signs in village, at Low Street, The Queen and at Bridge Farm would be replaced. It was resolved that Cllr M Mitson-Woods ask the PCC to help with catering, the Village Hall Committee has already agreed to join in by hosting a bar. This would additionally be an opportunity for the three larger organisations in the village to work together for the benefit of the village. The cost of each sign is approximately £1800 plus installation. It was resolved that the Clerk would contact Suffolk County Council to find approved sign installers and approximate costings.

**13/1920/14** The GDPR forum is this week and Cllr Summers will report at the next meeting.

**13/1920/15** The Mary Revett Trust has now three new trustees; Mary Kettley, Alastair Chapman and Helen Fletcher, who will now continue the work of the trust.

**13/1920/16** There are concerns at the level of dog poo that is being left on public paths and pavements. The litter pickers collected eight bags from Mutton Lane alone. An email went round the village this month providing a gentle reminder to dog owners to be responsible regarding clearing up. This would not capture walkers from outside the village – including parents who walk dogs after dropping children at the school. It was suggested the school be contacted to send out a polite notice. Additionally, signs be erected around the village. **It was resolved the Chair investigate a second dog bin to be placed at the top of Old Maid's Lane.** The Chairman pointed out that it is an offence not to clear up after your dog (£80 fixed penalty notice!). Resolved that an additional dog bin be purchased and placed at the start of the Five Bridges walk in Low Street.

**13/1920/17** Date of the Annual Parish Meeting 20<sup>th</sup> April 2020, 7.30pm, Brandeston Village Hall.

**13/1920/18** Date of the Annual Parish Council Meeting 12<sup>th</sup> May 2020, 7.30pm, Brandeston Village Hall.

### Cllr Summer's CIL report:

CIL comes under the 'Infrastructure Team' of five people, which in turn comes under the 'Major Infrastructure Team' (10 or more houses), headed by Tim Warner.

East Suffolk Coastal now have plan led development, using infrastructure to drive development forward.

Neighbourhood CIL (NCIL) (to the Parish) - speed signs, play spaces (*playground pot of money currently still accessible and separate from CIL*), purchase of green areas, trees, electric charging points, dementia walks, drainage, solar panels, allotments (must be for benefit of whole community not individuals or identified houses).

PC to spend CIL within 5 years of allocation.\*

District CIL (DCIL) – into District pot for schools, GPs. District accumulate and then distribute, time lag in between schemes to accumulate monies. 19 projects approved to date, 8 completed with the ninth nearly complete. Local Plan provides for new homes and employment. Provides funding for three different spending criteria; Critical and Essential areas and occasionally tops up collaborative funding for Desirable spending areas.

S106 – on site mitigation; play areas, affordable housing.

RAMs – dog walking areas, bins, bird & wildlife wardens.

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Education & Highways

CIL Contribution\*

Parishes – 15% - 25%(with Neighbourhood Plan)

Admin – 5%

District – 70% - 80%

Contribution issued to PCs 6 months after East Suffolk Coastal receive of monies, CIL paid in three instalments.

CIL Reporting

Online view NCIL payments due for each Parish Council

All Parishioners and PCs to be aware of what is going on in their Parish, use email addresses above to communicate concerns about CIL being triggered etc.

Parish Infrastructure Plan (PIP) (*Brandeston has no PIP*)

Utilise 'Survey Monkey' 5 year review to assess community requirements and needs.

As of 1<sup>st</sup> December 2020 CIL Annual Statement Reports to be completed, returned and published by PCs, by 31<sup>st</sup> December each year. (Assuming CIL has been received.)

Templates are online, to be checked, verified, PC Chair to check & sign.

More information can be found at:

Website:

<https://www.eastsuffolk.gov.uk>

DRAFT