

## BRANDESTON PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 3<sup>rd</sup> October 2022, 7.30pm, in Brandeston Village Hall.

**Present:** Councillors Summers (in the Chair), B Baker, P Baker, Locke, Fletcher, Williams, and Locum Clerk M Thurston.

**6/22-23/1 Welcome from the Chair.** The Chair welcomed Councillors to the meeting.

**6/22-23/2 To Receive and Accept Apologies for Absence.** Cllr Bange (holiday).

It was resolved to accept the apology.

No apology from District Councillor Freeman or SCC Councillor Bryce and no reports received. The Parish Council is disappointed not to have had their attendance at a meeting for several months. Would like to discuss with them both, the possibility of funding towards a replacement SID device (investigate an ANPR option), traffic calming and defibrillator. Clerk to email both councillors regarding above.

Cllr B Baker has checked out the Easton Parish Council minutes on its website and there is no reference to how their new traffic calming has been paid for. (Possibly paid for via CIL (Community Infrastructure Levy), B Baker to look at the ESC Website to establish if CIL monies have been allocated for this work.)

**6/22-23/3 To Receive any Declarations of Interest.** None.

**6/22-23/4 Public Forum.** No members of the public present.

**6/22-23/5 To receive and sign as a true record the Minutes of the Parish Council Meeting held on 12<sup>th</sup> September 2022.** Agreed by all that the minutes should be signed by the Chair.

**6/22-23/6 To adopt the new Local Government Act Councillor Code of Conduct.**

The document has been forward to all in advance of the meeting, it was agreed by all to adopt the new Councillor Code of Conduct. Proposed Cllr Locke seconded Cllr Williams.

The Chair urged Councillors to login to the ESC Register of Councillor Interests to update or amend their information (If needs be, to contact ESC to request access). This should be done annually or within 28 days of a change occurring.

**6/22-23/7 Report from Suffolk County Councillor Bryce - None**

**6/22-23/8 Report from District Councillor Freeman - None**

**6/22-23/9 Finance – RFO**

**a Bank Reconciliation for the Parish Council Account.** Cllr P Baker reported that as at 5<sup>th</sup> September 2022 the bank account stands at £8763.20. He read out the recent transaction made.

Standing and Financial Orders still need to be checked as to what is stated regarding bank reconciliations and if they could be done quarterly instead of monthly. The Clerk advised that it would be best practice to continue to report the bank reconciliation on a monthly basis at each meeting.

Cllr P Baker informed that the online banking application has been accepted, however he is still awaiting an activation code before it is up and running.

**b Bank Reconciliation for 100+ Account.** Cllr P Baker reported that as at 5<sup>th</sup> September 2022 the account stands at £1850.39. He read out the recent transactions.

**c Payment of Invoice to Locum Clerk for Clerical Services.** An invoice for £109.20 has been received from Mrs Thurston for clerical services carried out in September. Payment was approved.

*Chair initials.....*

**6/22-23/10 Insurance renewal update and payment of invoice**

Cllr B Baker reported that the proposal form has now been responded to by CAS and the cost to renew the Parish Council insurance will be £470 for the year, compared to £340 last year. However, it does not give any cover for cyber theft, does the Parish Council wish for this additional cover to be added? It was agreed by all to renew the insurance with CAS but not to take out cover for cyber theft. Consider budgeting more in the precept for insurance next year. The Chair thanked Cllr B Baker for completing the task.

**6/22-23/11 GDPR – Update & Risk Assessment**

As Cllr Bange is not present, will await an update at the next meeting. However the Chair advised that Cllr Bange is likely to be in contact with each Councillor before the next meeting to set up each Parish Councillor with their new email address.

**6/22-23/12 ACV – update.**

Cllr B Baker informed that the application form to register the Queen pub as an ACV has been submitted to ESC. Minor questions came back from ESC, which have been answered, awaiting outcome. No news yet of anyone interested in buying the pub.

**6/22-23/13 Parish Council Health & Safety Risk Assessment.**

To be addressed in due course, keep item on the Agenda.

**6/22-23/14 Oral Reports – other**

**Cllr Fletcher** – informed that he is in favour of the Easton style of traffic calming.

**Traffic Calming in Brandeston** - Also advised that the SID is a deterrent (however not collecting data as it is broken) helps to slow vehicles down, but vehicles do tend to accelerate well in advance of reaching the national speed limit sign. In his opinion, if the 30mph speed limit was extended either end of the village this may help to resolve. The rumble strips are not working to slow the traffic. Would be good to have some input and funding from SCC Cllr Bryce.

Cllr B Baker agreed that the Easton contraflow does work well when there is one way traffic. He also suggests that high level speed bumps work well.

The Chair queried the use of high level speed bumps in a linear rural village, referring to the noise from vehicles braking and then accelerating over bumps, and the additional pollution emitted associated with the braking and accelerating of vehicles. The Chair also noted that suggestions to extend the 30 mph at limit either end of the village could possibly have other consequences, in terms of the village boundary.

Cllr B Baker suggests that the cost for speed bumps either ends of the village, is likely to be £12/15,000, and proposed a Parishioner survey would be useful to identify the opinions on traffic calming for the village.

The Chair advised that the Parish Council currently has no money in the budget for traffic calming, would a Councillor take on the ‘Traffic Calming’ project. Cllr B Baker is happy to do so and will start the process, he will also update on the SID at the next meeting.

**Footpath** - the Chair informed that work felling trees adjacent to the circular three bridge footpath is ongoing. One of the main bridges has been taken down for repairs, this was to be completed around 26<sup>th</sup> September however, the bridge has since been deemed unfit for purpose, ESC have not given any guidance as to when this is to be replaced. The Chair will find out the situation from ROW on the bridge as it needs to be sorted to give access around the village. Cllr P Baker informed that the village triangle is in need of some TLC as it looks untidy.

**6/22-23/15 Cllr Williams Continuing as a Parish Councillor**

The Clerk confirmed that Cllr Williams will be able to remain on the Parish Council when he moves out of the village, as he will be living within 3 miles of the parish boundary.

The Chair enquired as to the number of councillors Brandeston PC are permitted to have, after discussion it was agreed to request an increase the number of Councillors from 7 to 8, it would bring fresh skill sets to the council

*Chair initials.....*

and help to spread the work load. The Clerk advised that now would be the right time to consider and start the process as Parish Council elections are due to take place next May. Chair will ask the District Council regarding increasing councillor numbers.

**6/22-23/16 Planning**

No planning to report since the last meeting.

**6/22-23/17 Date of next PC Meeting, Monday 7<sup>th</sup> November 2022, 7.30pm, Meeting Room, Brandeston Village Hall.** The Vice Chairman will possibly need to Chair the November meeting if the Chair is unable to attend.

Locum Clerk unable to attend meetings from December onwards.

Chair advised that no applications have yet been received to take on the job as Parish Clerk. Will revise the vacancy notice and advertise in the local magazine and social media.

Annual Parish Meeting (APM) Monday 17<sup>th</sup> April 2023.

Annual General Meeting (AGM) Monday 15<sup>th</sup> May 2023

The meeting ended at 8.50pm

**Chair signature**.....

**Date**.....