

## BRANDESTON PARISH COUNCIL

Chair: Rachel Summers

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Minutes of the Meeting of Brandeston Parish Council held on **Monday 11<sup>th</sup> March 2024 at 7.30pm** at Brandeston Village Hall.

Public Forum - Members of the public were invited to speak regarding items on the Agenda.

**3/24/1** – The Chair welcomed all to the meeting, 1 member of the public present.

**3/24/2** - Apologies for absence were received from PCllr Randell and one parishioner.

**3/24/3** – There were no declarations of interest.

**3/24/4** - The Minutes of the Meetings held on 12<sup>th</sup> February were agreed as a true record and signed by Cllr Summers.

**3/24/5** - Public Forum

- A member of the public/Village Hall Committee Member confirmed that they were taking on the Village Hall Risk Assessment, documents to be updated in due course.

**3/24/6** - Councillor Reports

- PROW – PCllr Summers has reported the surface water drainage issue on The Manse Hill to Highways and, two Footpath issues near to the boundary of Cretingham Golf Course. All of these reports have been acknowledged.  
PCllr Day reported that the Chapel downpipe is 30-45cm below the level of the ditch, he routinely maintains this.  
The Chair encourages all Parishioners to report PROW & Highways issues to East Suffolk Council using the online portal.  
Issues can be recorded on the portal and photographs uploaded using the link below  
<https://www.suffolk.gov.uk/roads-and-transport/public-rights-of-way-in-suffolk/report-a-public-right-of-way-issue?nodeId=6b8a8dbf-565e-5af6-80a6-305d9ff087eb&entryId=3fef5d32-6237-51f3-9409-2b6106ffebbd>
- Risk Assessment & GDPR – those PCllrs still experiencing glitches with PC email addresses to liaise with D Morgan to rectify issues in time for the PC meeting on Monday 8<sup>th</sup> April.
- Village Hall – PCllr Baker confirmed that the defibrillator had arrived, the Village Hall Committee thank the PC for the financial support.
- SID / Speeding – PCllr Smith reported that Kettleburgh had carried out a speed awareness survey 0212.2023, only 45 completed surveys were returned.  
PCllr Smith has read the Suffolk County Speed Policy, it is unlikely that Brandeston meets the criteria to have additional roadside and tarmac signage or, intermediate speed limits.  
<https://www.suffolk.gov.uk/asset-library/imported/speed-limit-policy.pdf>

### **3/24/7** - Finance update

- Cllr Baker confirmed that the bank balances as at 29<sup>th</sup> February 2024:
  - Brandeston Parish Council Account £9,895.83
  - The Parish Council 100+ Account £844.87
  - Budget 2023/2024 - £7,715.00, total spent to date £6,277.10
  - Cllr Pauline Locke added as signatory.

### **3/24/8** – Planning

DC/24/0585/LBC

Listed Building Consent - Construction of three bay cottage lodge, insertion of new window to South elevations and enlarged window West elevation of the cottage

Rose Farm Cottage, Mutton Lane, Brandeston, Woodbridge, Suffolk IP13 7AR

<https://publicaccess.eastsuffolk.gov.uk/online->

[applications/applicationDetails.do?activeTab=summary&keyVal=S8WFQPQX07400](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S8WFQPQX07400)

Majority support subject to comments:

- Materials for the cartlodge to be sympathetic to the house
- New house windows house to match existing/be in character
- Heritage/Listed Building to look at the detail of the proposal

### **3/24/9** – Parish Council

- Proposal to change the frequency of meetings from monthly to every 2 months, with a minimum of 6 PC per annum and ad-hoc meetings as required. It might be more possible to recruit a trained Clerk, the majority of smaller PCs have meetings every 2 months. To commence no later than September 2024. Agreed
- Agreed to advertise for a new Parish Clerk.

### **3/24/10** – Training

- PCLlr Summers New Councillor training completed plus Planning, GDPR & Chair modules
- PCLlr Baker New Councillor training completed plus Clerk module, to attend RFO module
- PCLlr Day to attend New Councillor course TBA
- PCLlr Ives booked to attend 2 New Councillor modules
- PCLlr Locke New Councillor training up to date
- PCLlr Smith booked to attend 2 New Councillor modules
- PCLlr Randell completed 1 New Councillor Module, to book in & attend the second

**Date of next PC Meeting, Monday 8<sup>th</sup> April at 7.30pm, Brandeston Village Hall.**