

## BRANDESTON PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 12<sup>th</sup> September 2022, 7.30pm, in Brandeston Village Hall.

**Present:** Councillors Summers (in the Chair), B Baker, P Baker, Bange, Fletcher, Williams, Locum Clerk M Thurston and two members of the public.

**5/22-23/1 Welcome from the Chair.** The Chair welcomed Councillors, the public and Locum Clerk to the meeting.

**5/22-23/2 To Receive and Accept Apologies for Absence.** Cllr Locke (personal commitment).  
District Councillor Freeman (otherwise engaged). It was resolved that the apologies are accepted.

**5/22-23/3 To Receive any Declarations of Interest.** None.

**5/22-23/4 To agree the appointment of a Locum Parish Clerk.** The Chair advised that the Locum Clerk Mrs Thurston is able to help out also with the October and November meetings. If a permanent Clerk has not taken office in January 2023 then the Locum Clerk's service may still be required.  
The Clerks hourly fee is £15.00 plus mileage @ 45p per mile, will invoice monthly. This was agreed by all.  
During this period Cllr Baker will be in possession of the Parish Council laptop and will deal with emails. Cllr Locke will deal with files and correspondence and assist the Chair (files currently with the Chair).

**5/22-23/5 Public Forum.** Member of the public requested an update on the/any action taken regarding the complaints made about the overgrown hedging at the bottom of The Manse hill. (The hedging was planted about three years ago, this year it has grown significantly reducing the visibility from both directions on the corner.) The Member of the public also raised the subject of the recently installed traffic calming measures in the neighbouring parish of Easton. They requested the Parish Council not to follow the same course as Easton PC, as they would not be happy having to share the expense and, questioned the effectiveness and environmental impact of the measures taken.

The Chair advised that as agreed at the previous PC meeting, the Parish Clerk had contacted DC Lydia Freeman by email asking her to liaise with the landowner, the DC responded copying in the landowner, stating their personal support of hedge planting schemes and said that the landowner proposed installing a 'Slow Down' sign. Subsequent to this to this, enquiries were made to obtain permission for a parishioner to cut back the hedge, the landowner responded suggesting that the concern was best raised with Suffolk Highways for them to deal as they deem appropriate. At the time the Suffolk Highways portal online (via the ESC website), showed one notification logged, with a 'pin' dropped on this section of the highway, another was added on behalf of the PC.

The Chair then commented that the hedging should help slow vehicles down, and that generally people don't like 'change', those who feel strongly should register their concern on the ESC website, Suffolk Highways section, dropping a pin onto the location with a comment.

Another member of the public expressed concern that listing the Queen as an ACV could hinder a possible sale. The PC explained that whilst an ACV is a material consideration in planning terms, assuming a potential purchaser intended to run the pub as a going concern, then the ACV would not be a hindrance to this activity.

**5/22-23/6 To receive and sign as a true record the Minutes of the Parish Council Meeting held on 11th July 2022.** Agreed by all that they should be signed by the Chair.

**5/22-23/7 Report from Suffolk County Councillor Bryce - None**

**5/22-23/8 Report from District Councillor Freeman - None**

*Chair initials.....*

**5/22-23/9 Finance – RFO**

**a Bank Reconciliation for the Parish Council Account.** Cllr Baker advised that there is currently no access to the bank account, the bank mandate needs to be amended due to the resignation of the previous Clerk. Passwords also need to be changed. Hopeful for an update of accounts at the October meeting.

Cllrs Baker & Williams happy to deal with the accounts until a new Clerk is recruited.

Suggest a bank reconciliation is presented quarterly rather than monthly, all agreed. The locum Clerk advised that the Standing and Financial Orders should be checked to see what is stated regarding bank reconciliations and if need be to update.

**b Bank Reconciliation for 100+ Account.** Hopeful for an update at the October meeting.

**5/22-23/10 ACV – update.** Cllr B Baker reported that he and the Chair met via Zoom with ESC regarding the Asset of Community Value (ACV), at this stage ESC cannot comment on individual applications so presented a neutral view. ESC explained the procedure, points of reference and how they assess an application. A Maximum of 2 to 3 pages of information is sufficient, once it is received by ESC, 2 seniors will review the document and provide feedback. ESC explained that some potential purchasers may see an ACV as a negative, as they would want a free hand on what they want to be able do with the property (in planning terms).

A potential purchaser may also want the choice to buy the land behind the pub, for flexibility in order to diversify economic activities to run a commercially viable enterprise, the pub driveway currently provides the right of way to the land to the rear. Two Land Registry Title & Maps have been for the property, the owners intend selling the land to the rear separately with access in front of the pub. The planning application for the proposed development to the rear is still awaiting a decision.

General discussion was had about whether the strength of opinion amongst the parishioners, was to register the pub an ACV, and how to canvass the current opinion etc. and what to do if there has been a general change of view. On checking the minutes, the Chair advised that at the May meeting the Parish Council voted to apply to register the Queen as an ACV, the Clerk advised that the Parish Council is not permitted to change its mind within 6 months of making a resolution. It was agreed to continue with the submission of the application to register the Queen as an ACV, Cllr B Baker will resend the ACV application to the Chair to check before submitting to ESC.

**5/22-23/11 GDPR – update.** Cllr Bange presented the GDPR Policy and explained the 6 points on the framework for delivery 2022/2023. He has checked for guidance with the Information Commissioners Office (ICO). All of the GDPR documents must be made available on the parish website, a designated section to enable ready access to these. The Brandeston Village website is currently being revamped and will include a Parish Council tab and navigation to access all of the required documents, which is necessary for the transparency code. He will also prepare a GDPR risk assessment for the next meeting.

All members of the Parish Council are responsible for handling data, Cllr Bange is the Data Protection Officer (DPO). He explained the GDPR Policy and the Privacy Notice, these were then approved by all and signed off, proposed Cllr Fletcher seconded Cllr Baker. These will be uploaded onto the website and must be reviewed annually. Cllr Baker to monitor data received until a new Clerk is recruited.

The Chair informed that Councillor Interests must be reviewed annually, this will be discussed at the next meeting when the new Local Government Act Councillor Code of Conduct is adopted. The Chair will circulate the updated Code of Conduct and Guidance for reading prior to the next PC meeting.

Cllr Bange explained that it is not a good idea for a Clerk to store and keep large amounts of paperwork due to GDPR, what is kept should be in a filing cabinet under lock and key. Try to scan documents and to archive as much as possible.

By the end of October Parish Councillors will all have their own Brandeston email address.

The Chair thanked Cllr Bange for all his work on the GDPR documents.

*Chair initials.....*

**5/22-23/12 Oral Reports – other**

**Cllr Fletcher – Planning**, there are still some outstanding planning decisions to be granted by ESC.

**Cllr B Baker - Parish Council Insurance**, the current Parish Council insurers are unable to renew the policy for the forthcoming year. CAS has sent a proposal form to be completed before a quote can be given by a new insurance company. The Cllrs reviewed the asset register and agreed amended figures for replacement value of each item on the register, a number of queries still need to be addressed with CAS prior to returning the proposal form. Cllr B Baker will complete the proposal form and send back to CAS and await a quote for insurance.

The Parish Council also needs to adopt a Health & Safety Policy at a later date and review annually, SALC can supply a template document.

**5/22-23/13 Planning**

a DC/22/2884/tca, 1no. Poplar (adjacent to outbuilding) – Fell, The Broadhurst Low Street Brandeston Woodbridge Suffolk IP13 7AG. No comment from the Parish Council.

b DC/22/2746/tca.1no. Sycamore (marked on plan) – fell. Cazals Low Street Brandeston Woodbridge Suffolk IP13 7AN. No comment from the Parish Council.

**5/22-23/14 Date of next PC Meeting, Monday 10<sup>th</sup> October 2022 at 7,30pm, Meeting Room, Brandeston Village Hall.** The Chair advised that if the services of the Locum Clerk are required for the next meeting then the date will be changed to Monday 3<sup>rd</sup> October and the November meeting will need to be changed to Monday 7<sup>th</sup> November. This was agreed by all.

The meeting ended at 9.15pm

**Chair signature**.....

**Date**.....