

BRANDESTON PARISH COUNCIL

The Minute of the meeting held on Monday 12th July 2021 at 7.30pm, in Brandeston Village Hall.

Present: Councillors Fletcher, Locke, Mitson-Woods (in the Chair), Suffolk County Councillor Bryce, East Suffolk Councillor Freeman, Clerk Catherine Bacon and one member of the public.

3/21-22/1 The chairman welcomed Councillors and the members of the public to the meeting.

3/21-22/2 Apologies for absence was received from Councillors Baker (personal), Summers (personal) and Williams (work). **It was resolved that these were accepted.**

3/21-22/3 There were no Declarations of Interest

3/21-22/4 **It was resolved that the Chairman should sign the Minute of the Meeting held on 14th June 2021 as a true and accurate record.**

3/21-22/6 County Cllr Elaine Bryce reported that she has taken up a position on Suffolk County Council's new Education and Children's Services Scrutiny Board, alongside her role on the County Council's Corporate Parenting Board. An independent review of aspects of Suffolk's SEND services to be carried out by experts from Lincolnshire. The SEND (Special Educational Needs and Disability) review will focus on the processes, communication protocols and family-facing elements of SEND services within Suffolk County Council. County Cllr Bryce has already had success in getting free school transport reinstated for some families.

Highways related issues continue to dominate her work at the moment. After the Clerk contacted her, County Cllr Bryce stated that she had been in contact with Highways and also County Councillor West regarding the Heritage Signs and had tried to get the issues surrounding the delays resolved. Cllr Fletcher noted that there is a shortage of steel within the industry which would not be helping the situation.

It was also reported that Suffolk is leading the way nationally with the covid vaccine rollout. County Cllr Bryce also highlighted the continued rollout of the park and cycle initiative in Ipswich.

3/21-22/7 East Suffolk Councillor Freeman reported the success of leaving the verges; they have grown well and she has had at least 9 reports of orchids. She also reported that the tree over the footpath at Kingfishers has been cleared.

Cllr Locke asked East Suffolk Cllr Freeman about the cooked chicken carcasses thrown on nearby footpaths. The issue had been reported to Cllr Locke who raised it on the footpath reporting webpage. Cllr Locke was informed this was not an issue for the footpaths department and told it was possibly more an issue for environmental health. East Suffolk Cllr Freeman said she would have a polite word with the residents in question.

3/21-22/8 Finance – RFO

- a) The RFO reported that the PC account had a balance of £7753.28, but, reminded Cllrs that this still contained the grant of £3000 for the Heritage signs.
- b) The RFO reported that the 100+ account has a balance of £1191.21
- c) **It was resolved that the updated AGAR form was authorised and will be resubmitted.**
- d) No report has been received from Cllr Williams. The RFO shall arrange to meet with Cllr Williams for quarterly checks to be undertaken.
- e) The clerk and chair met with Gary Meadows to inspect the Notice Board, Bus Shelter and Village Pump. Gary has quoted £118 for sanding and preserving the noticeboard. He has also quoted £370 for clearing the bus shelter and painting with a dark stain that will blend with the boarding at the pub. He is awaiting prices of the oak for the pump; the chair

DM 26/7/21

reported that the wood surrounding the pump was extremely rotten and that it was agreed on inspection that it would be cheaper and easier to replace/replicate the wooden surround. **It was resolved to accept these quotes and to authorise Gary Meadows to undertake the work.**

The plaques are in the process of having the wording composed.

- f) The RFO reported that the MRT is making good progress. The original dormant bank account has been located.. Whilst the formalities are being worked through regarding the MRT, the PC RFO has submitted a request for the money be transferred from the dormant account to the PC account and be held until new MRT can formally be arranged.

3/21-22/9 Regulation documentation review

- a) and b) The need for the Internal Control Statement and Report was questioned as much of the information and requirements are duplicates of actions carried out through other regulatory documents. The clerk agreed to contact SALC to get clarification on the matter.
- c) **It was resolved to re-adopt the Code of Conduct for Members**
- d) The clerk said she would re circulate the NALC GDPR template and GDPR document created by PC in 2019 for comparison.

3/21-22/10 The Clerk informed the PC Notice of Vacancy in Office was circulated on Thursday 9th July following the resignation of Cllr Aitchinson. If the PC receives less than 10 requests for a by election within the two week notice period, a casual vacancy procedure can commence. There has been one formal enquiry so far. Cllr Fletcher enquired whether the PC was limited to 7 councillors. The chair explained that the PC would have had to have had a number of formal elections over a set period of time to be allowed to request an increased cllr quota. A contested election has not been held in years so the PC is currently limited to 7.

3/21-22/11 Planning – Housing Needs Survey

Cllr Fletcher reported that he and Cllr Summers had met and completed a draft version of the HNS. He thanked Cllr Summers for her hard work on the matter. He stated that developers have to prove a need for housing if they wish to build on an Exception site. Developers can do these surveys in neighbouring villages. With the PC doing their own HNS, they can see what Brandeston wants i.e. the needs are specific to Brandeston and not all adjoining villages. It is similar to the HNS created by Artisan. It covers topics such as finding out who needs housing or about people leaving due to lack of appropriate housing. Cllr Fletcher proposed that the PC agree to undertake the HNS and then it can be issued to the village and can be used when reviewing planning applications. The information can be collated and reported to the village in August.

Cllr Fletcher noted that there are logistic issues. Each survey should have a unique reference to allow the surveys to be distributed to households and filled in anonymously. However, if the survey was submitted online, then it can be seen who has submitted the survey (via the email address). **The clerk agreed to provide a list of houses in the village for eventual circulation. The clerk also agreed to contact Community Action Suffolk to enquire about funding to cover printing costs; the HNS is 12 pages long.**

Cllr Fletcher suggested the survey should be valid for 5 years after which a review can be undertaken. A review after 3 years was considered too soon.

Cllr Locke agreed a PC led HNS survey was a good idea and approved of the draft read thus far. East Suffolk Cllr Freeman recently attended a meeting in Grundisburgh regarding a planning application association with a housing development. There have been 800 objections thus far but fears it will be granted. She believed that a HNS is a good idea for the village to help add weight to points of view.

Cllr Mitson-Woods questioned whether the PC should be questioning any of the employers in the village such as the pub and the school to discover if a lack of affordable rented houses is a barrier to

DM 26/7/21

recruitment. Cllr Locke stated that, having worked in the hospitality sector, it was unrealistic to get on the housing ladder with such work alone – and work in the education sector was similar.

It was resolved that the HNS is accepted and circulated to the village having been reviewed by the PC.

3/21-22/12 The chair reported that a villager has managed to get the police to agree to come to the village with the speed-gun to monitor the traffic speed through the village. Cllr Fletcher stated that there were natural peaks of traffic during the day linked to work traffic, school runs and delivery drivers.

The chair had been approached with the proposal that a local window cleaner will clean the village sign in exchange for some publicity. **It was resolved that this offer should be taken up and an email circulated promoting the Window cleaner's business.**

3/21-22/13 Queen's Platinum Jubilee 2022;

The chair proposed that a working committee be set up. This should be made up of a representative from the PC, BVH committee, PCC and a small number of others. **The chair will contact the BVH committee and PCC.**

3/21-22/14 Date of next PC Meeting, Monday 26th July 2021 at 7,30pm.

DLG 26/7/21