

BRANDESTON PARISH COUNCIL

The Minute of the meeting held on Monday 13th September 2021 at 7.30pm, in Brandeston Village Hall.

Present: *Councillors P Baker, Fletcher, Locke, Summers (Acting Chair/Chair), Williams, Suffolk County Councillor Bryce, Clerk Catherine Bacon and 5 members of the public*

5/21-22/1 The Acting Chairman welcomed Councillors to the meeting and the members of the public. The acting chairman called for nominations to the chair for the remainder of the year 2021/22. Cllr Summers was proposed by Cllr P Baker and seconded by Cllr Locke. Cllr Summers agreed to take the Chair for the year 2021/22.

The Chairman asked for nominations for the new vacancy for Vice-Chairman. Cllr Summers proposed Cllr Fletcher and this was unanimously supported. Cllr Fletcher agreed to be Vice Chairman for the year 2021/22.

5/21-22/2 There were apologies of absence from East Suffolk Councillor Freeman (personal).

5/21-22/3 There were no declarations of interest.

5/21-22/4 The clerk had received two communications for the Public Forum relating to item 5/21-22/13a; it was agreed to raise these comments at that agenda item. The applicant of the Planning application DC/21/3781/FUL in 5/21-22/13a also wished to contribute and agreed to put forward his case at the time the planning application was discussed by the parish council.

5/21-22/5 It was resolved that the Chairman should sign the Minute of the Meeting held on 26th July 2021 as a true and accurate record.

5/21-22/6 The parish council had two casual vacancies to fill; deadline for applications 26th July and 6th September.

The clerk stated that Brendan Baker was the only person to come forward to fill the 1st vacancy. He gave a brief outline of what he could offer the council. It was resolved that Brendan Baker be co-opted onto Brandeston Parish Council.

There were two electors for the 2nd vacancy. Electors Scott Bange and John Spacey gave brief outlines of what they could offer the council. The resulting elections resulted in the co-option of Scott Bange. It was resolved that Scott Bange be co-opted onto Brandeston Parish Council. Cllr Fletcher asked how the number of cllrs was decided in each Parish and whether this could be changed. The Clerk informed the Parish Council that to increase the number of cllrs, at least ten electors need to come forward for a vacancy. The Clerk agreed to investigate how the number of cllrs is chosen and whether this can be changed through other means.

5/21-22/7 The Clerk raised the issue that with new cllrs joining the Parish Council, it was a good opportunity to define the roles of the positions. As allocation of roles and responsibilities is distributed, either at the APCM or through filling cllr vacancies, cllrs will therefore know duties they will agreeing to undertake. It was agreed that each cllr would write a short synopsis of their assigned role and given to the clerk before the next meeting on Monday 11th October. The number of emails the clerk received and filtered through before forwarded to cllrs was discussed. It was agreed that the categories/subjects of emails would be monitored and that in the future each cllr would take on responsibility for focusing on particular categories/types.

PCD

5/21-22/8 Suffolk County Cllr Bryce reported that SCC has agreed to help the Afghan refugees. This is a long process; the individuals have to go through quarantine and security before being found accommodation in suitable locations that fit their requirements. She thanks communities for their generosity in donations.

COP26 is encouraging households to do their bit for the environment but trying to make 1 or 2 changes, however small, at home eg switching to LED lightbulbs or reducing foodwaste. Prior to COP26 there is the visit of the national Zero Carbon Tour, organised by Planet Mark. The Tour sees a fully electric 'Carbon Battle Bus' which visited Ipswich on 1st September before arriving at the COP26 conference.

The Solar Panel Buying scheme has returned. Solar Together Suffolk, in conjunction with Suffolk County Council, helps homeowners feel confident that they are paying the right price for a high-quality installation from pre-approved installers. Suffolk residents have until 27 September 2021 to register their interest, for free and with no obligation, to join the group-buying scheme to have solar panels installed at their home.

Jon Lacey was appointed to the post of Suffolk's Chief Fire Officer and Executive Director for Fire and Public Safety. Suffolk Fire and Rescue Service unveiled its state-of-the-art rescue vehicles and equipment to equip firefighters with the latest technology for rescues. The new vehicles even have solar panels on their roofs!

5/21-22/9 No report received for East Suffolk Cllr Freeman.

5/21-22/10 Finance

- a) The RFO reported that the PC account (51541412) had a balance of £6630.91. The RFO highlighted that the PC account was being used as a holding account for the funds of the Mary Revett Trust whilst the Trust was being re-established. The RFO apologised having paid the clerk twice in July (no salary paid in August to compensate); she informed the Cllr Summers (vice-chair at the time) and Cllr Williams (finance auditor) as soon as error spotted. The RFO also noted that the invoice for the Heritage signs (5/21-22/10f) had been received and paid.
- b) The RFO reported that the 100+ account (02474506) has a balance of £1197.31
- c) Cllr Williams reported that the accounts had been checked and agreed all were correct.
- d) The RFO stated that the signatories of both the PC and 100+ accounts needed to be updated following the resignation of M Mitson-Woods. It was resolved that Cllr Summers, as Chairman, should replace her as signatory.
- e) The RFO has learned that in order to install the FIDO bin on the 30mph sign in Mill Lane (2/21-22/7c) the PC have to pay for a license to use the street furniture. The cost of the license is £150. The RFO proposed that money from the ESC grant received for the Heritage signs, the remaining money (having already agreed to use some towards maintenance of village items) be used for the FIDO bins and associated licences. The RFO proposed the use of the ESC grant would be allocated as follows:

	£	
ESC grant	3000	
Heritage signs	(1121.96)	
		1878.04
Restoration: pump	(645)	
shelter	(370)	

201

noticeboard	(118)	
		1325.04
FIDO bin	(195)	
VAT	(30)	
License	(150)	
		902.04
FIDO bin	(195)	
VAT	(30)	
License	(150)	
		479.04

The remaining £479.04 would be able to pay for stationery for the HNS and also provide a buffer for the quote for the restoration of the bus shelter, noticeboard and pump. It was agreed that this was a sensible proposal and payment for the purchase of two FIDO bins and associated licences was authorised.

- f) It was resolved that retrospective payment of Heritage Signs invoice (£1121.96) was authorised.
- g) It was resolved that retrospective payment of printing costs for HNS (£15) was authorised.
- h) The delivery and distribution of the HNS survey was discussed; it was agreed that items would be purchased this week by Cllr P Baker and the Clerk and expense claims submitted at the next meeting.
- i) The RFO reported that she had received a communication from Community Action Suffolk a few days before the meeting regarding Insurance renewals for Parish Councils. The Insurance provider that CAS have previously worked with, and provides Brandeston PC with their current Insurance Policy, are no longer going to provide the Parish Protect Scheme. CAS are working to broker a new deal with The Military Mutual (TMM) but are currently being reviewed and audited and unable to take on new business at this time. Unfortunately the time is not good because the Brandeston PC insurance is due on 30 September. The RFO has emailed CAS about the situation and emphasised the urgency but has not yet received a reply. The RFO agreed to seek quotes from the four alternative Insurers (Zurich Municipal, Norris and Fisher, BHIB Ltd, and Came & Co) provided by CAS. She will communicate these with cllrs and continue to liaise with CAS.

5/21-22/11 Susannah Roberts agreed to provide information for a plaque to be added to the village sign to reference the images depicted. She has suggested that the current plaques be amalgamated in with this to reduce the number of plaques. Cllr Fletcher questioned the wording on the suggested new plaque; the website referenced may become obsolete and he felt the information on Margaret Catchpole was incomplete. Cllr Summers noted that it would be more expensive to have a larger sign. She would speak to Kathy Churchill, who is spearheading a new website, to confirm the website longevity and its contents. The finalisation of the wording for the plaque on the village sign will be updated and agreed at a future meeting.

The Clerk has spoken to M Mitson-Woods regarding the plaque on the gates to BVH and it was confirmed some wording would be provided.

5/21-22/12 The Clerk reported that she had spoken to SALC to discuss the asset register held by the Parish Council. It was explained that items have been bought through the 100+ account allowing the Parish Council to reclaim VAT for the BVH. SALC confirmed that if these items are donated to BVH, then they do not need to be recorded on the Parish Council asset register. The Clerk confirmed that they are insured and maintained by BVH. It was resolved that the Clerk could remove the items currently associated with BVH from the asset register.

ROS

5/21-22/13 Planning

- a) DC/21/3781/FUL Construction of garden cabin, 6.5m wide, 3.9m deep, one eave at 2.5m, one at approx 2.6m. Base of 1000mm and 1250mm ground screws, professionally installed. Construction: CLS grade timber, OSB 3 board, fully insulated, suitable cladding and upvc sliding doors and window(s), full rubber roof system. Cabin will be suitably landscaped and dressed, in keeping with the location. 2 The Leas Mutton Lane Brandeston Woodbridge Suffolk IP13 7AR

The applicant for the planning application attended the meeting and wished to make a case to the Parish Council. The Chairman informed the applicant that he had three minutes. The applicant showed Cllrs photos of the work in progress. He informed the Parish Council he had submitted a pre-planning application (14.06.2021) which deemed the type and size of the proposed building to be covered by permitted development, subsequently (02.07.2021) ESC brought to his attention that permitted development rights had been withdrawn from the site in question, the rear curtilage of his property and highlighted the requirement to make a full planning application (which was made on 09.08.2021). He spoke passionately about the construction and did not believe that it would affect the neighbours. He has been in close communication with ESC throughout the process.

Cllr B Baker questioned why he had submitted a pre-planning application if he didn't believe it was technically required. The applicant said that he was aware of people of submitted planning applications that were thought to be straightforward but were thwarted and so was willing to pay the pre-planning application fee to help make the overall process easier.

(The applicant stated on the planning application made that work commenced on 01.07.2021, the Parish Clerk was notified of the application late on 31.08.2021 and circulated the link to the PCs on 01.09.2021.)

The Parish Council are mindful of the need to represent the views of the Parishioners and the following reasons are the background to our objection to the planning application.

Parishioner Comments:

The owners of No.8 commented on the ESC Planning Portal raising concerns about the size and scale of the building, the risk of setting a precedent for other such developments behind the houses at The Leas. That the rural feel and residential amenity of the land should be retained. A resident at No.3 initially made a neutral comment which has since been proceeded by subsequent correspondence to the ESC Planning Department raising various points about the development, requesting that their concerns are taken into consideration; most notably the loss of privacy due to the large bi-fold doors with an outlook into the main living area/kitchen of No.3. It is understood that the owner of No.1 went abroad and is still there stuck in hospital so may not be aware of the progress of the build and the planning application.

The PC agreed that without any outright support for this development from the neighbouring properties, that this area of land behind the houses at The Leas fronting Mutton Lane, Brandeston should retain its rural feel with boundary fencing and planting and hedging to the rear. The permitted development rights were removed to protect the residential amenity, which the Parish Council supported at the time of the original application for change of use from agricultural land to residential land.

The PC make the following comments:

PCB

1. The land has had permitted development rights removed, with the intention to protect the residential amenity, for the benefit of those living in Nos 1, 2, 3, 4, 5, 6 & 8 The Leas, Mutton Lane, Brandeston. That the rural feel and residential amenity value should be retained.
2. A concern about the loss of privacy due to the bi-fold doors facing into the living/kitchen area of No.3.
3. Due to the height and scale of the building additional information is required as to how it is to be settled into the natural environment; landscaping and a living roof finish.
4. Concern that permission for this scale and size of building would set a precedent, other owners at The Leas could then apply to build to a similar scale and size which would impact on the rural feel and residential amenity value of the land to the rear of these houses.
5. The details on the planning application are incomplete as they do not provide sufficient evidence of the proposed use (whether the unit contains sleeping accommodation), exact location, dimensions of windows and doors. The external finishes are not described in detail and the application offers no suggestion of colour of the cladding or how and what the landscaping will be. It is also not clear how the unit sits relative to ground level. The height dimensions given are of the building but do not include details of whether the ground screws elevate the unit above ground level. Is the unit to be serviced with electricity and water? Are there any services such as ventilation unit, ASHP's or the like that will generate noise?

The Parish Council voted on the Planning Application with a result that the planning application be refused by 4 votes to 3, with more information being requested for a more informed decision to be discussed.

It was resolved that DC/21/3781/FUL Construction of garden cabin, 6.5m wide, 3.9m deep, one eave at 2.5m, one at approx 2.6m. Base of 1000mm and 1250mm ground screws, professionally installed. Construction: CLS grade timber, OSB 3 board, fully insulated, suitable cladding and upvc sliding doors and window(s), full rubber roof system. Cabin will be suitably landscaped and dressed, in keeping with the location. 2 The Leas Mutton Lane Brandeston Woodbridge Suffolk IP13 7AR be refused.

- b) DC/21/3868/FUL Excavate four small wildlife ponds as part of District Level Licencing provision in Suffolk, works to include provision of low bank features created with excavated material, to be below 500mm in height. Ponds will be; pond 1 of 195sqm area, pond 2 of 475sqm area, pond 3 of 275 sqm area and pond 4 of 300sqm area. Remaining development area to be associated low earth bunds. Each pond to meet NE pond creation guidelines and will be at least 1m deep at deepest part, with varying bank profiles and irregular shape. West Hill Farm Riggle Street Brandeston IP13 7AS

The Parish Council queried the location of the ponds in relation to the footpaths which are not marked on the plans of the application and agreed this should be raised as part of the response.

It was resolved that the Parish Council recommend consent it given.

5/21-22/14 Cllrs Fletcher and Summers reported that the HNS was ready to be printed and circulated. Cllr Fletcher would send to Cllr P Baker for printing. Cllr P Baker would source and print the envelopes whilst the Clerk would purchase stamps for the return envelopes. It was agreed that Cllrs would distribute the HNS on Sunday 19th September – there being no post on Sundays and therefore more likely to be noticed by residents. A deadline for returning the survey was set at 2 weeks (Sunday 3rd October) and returned to the Clerk. Preliminary collation of results could be achieved before the Parish Council meeting of 11th October.

ROS

5/21-22/15 Cllr Locke informed Cllrs of a speed calming initiative being undertaken in Easton. Easton is still only in the planning stages – a copy of the plans was circulated at the meeting. Cllr Locke asked the Cllrs whether Brandeston should be considering such a scheme. It was agreed to monitor the success the scheme at Easton and use their experience before embarking on a similar project.

5/21-22/16 Cllr P Baker reported that the village fete had been a huge success, raising £3500 for the village. This may sound lower than previous years but the £1400 from the plant sale earlier in the year needs to be taken into consideration.

5/21-22/17 Platinum Jubilee

- a) Planning for events over the Platinum Jubilee weekend are well underway. These consist of:
 - Friday: Jubilee Ball – this is being managed by Kathy and Martin Churchill who will pull a team together to run it
 - Saturday: Jubilee Games – this is being run by Pat and Darryl Morgan with another team and will comprise a BBQ lunch followed by adult and children's games
 - Saturday late afternoon: Jubilee Tea Party – which will be managed by Eve Crane with yet more helpers. It will take place as the games come to an end.
- b) East Suffolk Councillor Freeman has agreed to be the Queen's Green Canopy champion for Brandeston.

5/21-22/18 Date of next PC meeting Monday 11th October 2021 at 7.30pm, Brandeston Village Hall.

Rae Fildes
11.10.2021