BRANDESTON PARISH COUNCIL

The Minute of the meeting held on Tuesday 14th January 2020 at 7.30pm in the Committee Room of the Village Hall.

Present: *Councillors Baker, Fletcher, M Mitson-Woods (in the Chair), R Mitson-Woods and Summers. Also present East Suffolk Councillor Cooke, Clerk Catherine Bacon and three members of the public.*

11/1920/1 The chairman welcomed Councillors and the members of the public to the meeting

11/1920/2 An apology for absence was received from Councillors Williams (work). It was resolved that this was accepted.

11/1920/3 There were no declarations of interest

11/1920/4 Public Forum

Planning Application DC/19/4401/FUL (Creation of field access, Os 228 Land East of , Mill Lane, Brandeston) was approved by East Suffolk Council having had a previous (application DC/19/2465/FUL) refused. With 22 objections from the public and recommendation for refusal by Brandeston Parish Council, it was asked whether the Parish Council could ask for East Suffolk Council's reasoning for now granting consent. The Clerk was asked to speak to the planning department at East Suffolk Council and respond to the questioner.

It was suggested that Mutton Lane, Mill Lane and Riggle Street should be designated as Quiet Lanes for the benefit of walkers and horse riders. East Suffolk Councillor Cooke responded that David Waring from East Suffolk Council is the Responsible Officer for Quiet Lanes. Councillor Cooke explained that the scheme entails installing a 'Quiet Lane' sign which, in itself, is not self-explanatory. He suggested that David Waring be invited to the Annual Parish Meeting to speak to electors on the topic. Councillor Cooke offered to suggest to David Waring that the 'Quiet Lane' signs are accompanied by 20mph signs. Councillor R Mitson-Woods felt that delivery drivers are the only speeding drivers in Mutton Lane.

Councillors agreed that the Clerk should invite David Waring to the Annual Parish Meeting.

Concern was raised about the refuse collection van that travels up Mill Lane far too fast. The Clerk offered to contact Suffolk Norse to raise a complaint.

11/1920/5 It was resolved that the Chairman should sign the Minute of the Meeting held on 7th January 2020 as a true and accurate record.

11/1920/6 The Clerk informed the parish council of the process to replace Councillors part way through a term of office as follows:
When a Councillor resigns a Casual Vacancy is triggered. This entails posting a Notice of Casual Vacancy on the parish noticeboards/website/newsletter etc. to let parishioners know that there is a vacancy on the Council. If, in response, 10 electors wish they may write to the Returning Officer at East Suffolk Council to call for an election. If no election is requested within 14 days of the Notice being posted the Parish Council may co-opt a new Councillor. The Notice was ready to be posted immediately after this Meeting.

11/1920/7 It was agreed that electing a Vice-Chairman following Councillor Buckingham's resignation should be deferred until a new Councillor is in place.

11/1920/8 County Councillor Vickery was not present to give a report from Suffolk County Council.

11/1920/9 East Suffolk Councillor Cooke reported that responsibility for parking control will pass from Suffolk Police to East Suffolk Council from the 6th April 2020. A policy is being discussed and will be agreed on 15th January. Following on from this, East Suffolk Councillor Cooke talked further on the prepayment and no-returns plans to be implemented in local towns with the aim to encourage greater availability of parking. The Chairman asked whether the plans would be detrimental, as people may prefer to go to out-of-town locations where parking is free. East Suffolk Councillor Cooke reassured her that a number of free parking spaces would remain. The policy's aim is to increase the turnover on free parking spaces. Councillor Summers queried the cost of season tickets to employees within the towns, many of whom are lower earners and may not be able to afford increased parking prices. East Suffolk Councillor Cooke said that Framlingham Town Council is looking into parking for business owners.

The John Grose car dealership is closing on the 17th January but no planning applications have yet been submitted for the site, East Suffolk Councillor Cooke will keep the Parish Council updated. He referred to his monthly newsletter of January 2020. East Suffolk Council have declared a Climate Emergency and formed an Environmental Task Group. As part of this and the East Suffolk newsletter he encouraged Town and Parish Councils to consider schemes such as the Terracycle recycling being implement jointly by Brandeston Parish Council and Brandeston Village Hall committee. Councillor Cooke expressed his thanks to Brandeston Parish Council for bringing this scheme to his attention and will continue to use it as an example to other parishes.
Other items within his newsletter *(on village website)* include paperless land charges, consultation on proposed dog control orders, draft heritage action zone, reducing waste following Christmas, completion of work to improve beach access at Felixstowe, launch of food safety packs to small businesses and the announcement of the winners of the photo competition.

11/1920/10 Finance Matters
a) Councillor Summers checked and signed the bank reconciliation for Parish Council Account (00186686) £4071.41 to confirm that the figures matched the bank statement.
b) Councillor Summers checked and signed the bank reconciliation for the 100+ Account (30469599) £1531.22 to confirm that the figures matched the bank statement.
c) It was resolved that payment of Clerks expenses (£97.36 + £8.26 vat) was authorised.
d) It was resolved that payment of Clerks salary (months Nov-Dec) was authorised.
e) It was resolved that payment to Birkett's (£330 + £66 VAT, invoice 640496) was authorised.
f) It was resolved that £20 from 100+ account (30469599PC) should be transferred to PC account (00186686) as the Gambling License was paid from the PC account in error.
g) It was resolved that a cheque should be issued to transfer funds from Barclays PC account (00186686) to the new HSBC account (51541412).
h) It was resolved that a cheque should be issued to transfer funds from Barclays 100+ account (30469599) to HSBC 100+ account (02474506). It was further resolved that, once the money was transferred, the Barclays accounts should be closed.
i) It was resolved that Councillor Fletcher should be the third signatory for the new HSBC accounts and the Clerk will obtain a pro forma for this.

11/1920/11 Budget and Precept for 2020/21. The Chairman explained that the Precept is the money that the Council demands that East Suffolk Council collects from the Council Tax payers on it's behalf.
Following removal of the price of a projector from the 2020/21 draft budget **it was resolved that the Budget for 2020/21 should be adopted and it was further resolved that a Precept of £3.500.00 be requested from East Suffolk Council.** This is an increase of £500 from the 2019/20 Precept which

will allow the Council add to the £1000.00 in it's dedicated Highways reserve to fund new Heritage Signage. It was acknowledged that if the Parish Council can provide matched funding it has an increased chance of winning further grant funding.

11/1920/12 Following the Resolution to raise the Precept for Heritage Signs **it was resolved to seek grant sources for the Heritage Signs.** Councillor Cooke and Suffolk County Councillor Vickery should both be asked for locality money for this. Councillor Summers was authorised to investigate potential contractors who may be able to erect signs as an alternative to Suffolk Highways in order to reduce costs. The Clerk will check if Suffolk Highways would allow this.

11/1920/13 Bus Shelter

a) Councillor Fletcher reported that the woodwork of the bus shelter looked intact. The shelter needs treating inside and out. It was agreed that Sadalin would be the most durable product for the exterior.

b) It was resolved that a budget of £60 was authorised to spend on products to complete the redecoration.

c) Councillor Fletcher volunteered to monitor weather in coming weeks and to muster the working party when a window of good weather was forecast.

11/1920/14 Greener Brandeston

a) Councillor Baker reported that Brandeston Village Hall has agreed to allow Terracycle recycling bins. Registration is currently being undertaken. Councillor M Mitson-Woods agreed to purchase appropriate bins to be used, which will ultimately be placed in the shelter at the end of Brandeston Village Hall.

b) Councillor Baker reported that he had a meeting with the headmaster of Brandeston School planned to discuss tree planting and the involvement of children from the school. The Clerk reported she has emailed the SCC tree officer but has had no response. Unfortunately, the location of the footpath map of Brandeston is still to be located!

11/1920/15 Oral Reports from Councillors

a) **Highways.** Cllr R Mitson-Woods reported that SID continues to be moved around the village and shows no evidence of excess speeding. Councillor Fletcher asked if there could be a statistical report and Councillor R Mitson-Woods agreed to provide a report to include full statistics at the Annual Parish Meeting. The locations of SID cameras were questioned, as it was felt that the sites were at points where traffic naturally slowed. Councillor R Mitson-Woods responded that SCC Highways decided where cameras should be installed. However, Councillor R Mitson-Woods is also in discussion with Kettleburgh PC regarding installation of another camera location. The ditch near Old Maid's Lane/Cretingham Road junction is dangerous when flood water obscures the road edge. Councillor Mitson-Woods agreed to this to report to SCC.

   Councillor Summers questioned who was responsible for clearing the gullies on Manse Hill. The County Council is responsible although it is not done with sufficient frequency. She will continue to clear them until SCC is reminded to do so.

   Councillor Summers questioned delivery of salt during icy weather. Salt deliveries are only provided
   if there are yellow bins but there are no yellow bins at the summit of Manse Hill. SCC Highways department is happy for volunteers to undertake salt spreading if done safely.

b) **SALC** Councillor R Mitson-Woods reported that the autumn SALC meeting had focussed on the concerns about the impact of Sizewell C A letter regarding Sizewell C has been sent to Andrea Leason MP expressing the concerns of local councils.

The demands of GDPR were highlighted and the Chairman reminded Councillors to delete emails regularly to avoid breaches. Data protection and information management was agreed to be discussed as a full agenda item at the next Parish Council meeting.

c) **Planning** Councillor Fletcher enquired how the Council deals with planning applications, especially following up on the applications and compliance. The Clerk reported that now that planning applications are going digital, the Council is now registered to receive notifications and be alerted to progress on applications.

11/1920/16 Village Survey The consensus was that it would be better to wait for the Annual Parish Meeting to be held on Monday 20th April rather than create a survey to obtain feedback regarding Neighbourhood Planning and Heritage Signs. The Annual Parish Meeting is not usually well attended but every effort should be made to attract more community engagement. Councillor Baker agreed to distribute flyers for the Meeting when delivering 100+ flyers at the end of January/February. The Clerk would also write a section for the March Parish Magazine, this will include advertising a glass of wine and nibbles for all who attend.

11/1920/17 The Mary Revett Trust It was resolved to exclude members of the public, relying upon the power of the Public Bodies (Admission to Meetings) Act 1960, to discuss legal advice on a matter, namely the Mary Revett Trust. The Chairman disclosed advice from Birkett's Solicitors which included the fact that the Charity does still exist and that the Council must fulfil it's obligation to appoint three Trustees to administer the Trust in accordance with it's original purpose. **It was resolved that the Council appoints three Trustees as an matter of urgency.**

11/1920/18 Date of the next meeting 10th March 2020, 7.30pm, Brandeston Village Hall.

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