BRANDESTON PARISH COUNCIL

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

Present: *Councillors Bange, B Baker, P Baker, Fletcher, Locke, Summers (in the Chair), Williams and Clerk Catherine Bacon and three members of the public.*

9/21-22/1 The Chairman welcomed Councillors and the member of the public to the meeting.

9/21-22/2 Apologies for absence was received from District Councillor Freeman and County Councillor Bryce. **It was resolved that these were accepted.**

9/21-22/3 There were no declarations of interest.

9/21-22/4 The Chairman reminded the room that the Public can take this opportunity to speak but are limited to 3 minutes. The applicants of DC/21/5188/FUL, Addition of small porch to existing dwelling, Tow House, wished to explain the need for the retrospective planning permission. Originally the porch was meant to be within the confines of the area of permissive development but the builder extended the build by 0.7m^2 resulting in the need to submit the request. The applicants were apologetic about the error.

9/21-22/5 It was resolved that the Chairman should sign the Minutes of the Meeting held on 15th November 2021 as a true and accurate record. *(Circulated and on website)*

9/21-22/6 In the absence of County Councillor Bryce, a summary of her report is as follows:
On November 19th a public consultation was launched to find out where people place their priorities and thoughts on how council funds its services.
Suffolk County Council's priorities this year are to:

- promote and support the health and wellbeing of all people in Suffolk
- strengthen our local economy
- protect and enhance our environment
- provide value for money for the Suffolk taxpayer
- More information about the council's finances and the consultation can be found at **suffolk.gov.uk/budget2022**

The annual White Ribbon Day campaign began on Thursday, November 25, with the aim of helping to end violence against women and girls. This year's theme is **#AllMenCan**, following on from the tragic murder of Sarah Everard in March and the conversations this led to about the role of men in making women feel safe at home, at work and in their community. Anyone who is worried that they, or someone they know, may be a victim of domestic abuse can **find dedicated information and advice on our website** or call the Suffolk Domestic Abuse Helpline free of charge 24 hours a day on **0800 977 5690.**
On November 5th, two Suffolk schemes received Government funding totalling more than £940,000; Enabling Self-Employment in Suffolk and the Suffolk Road to Net Zero business support programme are among 477 schemes across the country to receive backing from the Community Renewal Fund.

9/21-22/7 In the absence of District Councillor Freeman, a summary of her report is as follows:
A new virtual high street service has launched in East Suffolk. Residents anywhere in the district can use **Click It Local East Suffolk** enabling them to buy from any participating local shop and have it delivered on the same or next day. To shop Click It Local East Suffolk please go to

www.clickitlocal.co.uk (and enter your postcode). Businesses interested in finding out more about signing up with Click it Local can contact georgina@clickitlocal.co.uk or sign up directly via https://www.clickitlocal.co.uk/store-sign-up/

A consultation of all Town and Parish Councils to establish the WiFi capability of their venues across the district is to be repeated following a very poor response. The purpose of the consultation is to assess the capability to host Virtual Town and Parish meetings.

As part of our commitment to seek the best possible value for money for residents, businesses and all local stakeholders, we're creating a Local Authority Trading Company (LATCo) to play a more direct and influencing role in how important services are delivered. The LATCo will operate as an 'arms-length' commercial business, separate to the Council and will be responsible for crucial services such as waste and recycling collection, grounds maintenance and street cleansing.

We are supporting 'Treebilee', a project launched by HRH Prince Charles to encourage the planting of trees during a year-long celebration of the Queen's 70-year reign in 2022.

As part of this, we have purchased 200 oak trees which will be donated to every town and parish council in East Suffolk. Not only will this mark the very special occasion, but it will also help tackle climate change and contribute towards our vision to create environmentally sustainable communities. Town and Parish councils are being written to with details of how to take ownership of their own special tree.

We are encouraging residents to look after the environment this Christmas by reducing waste and considering eco-friendly options where possible, such as ensuring wrapping paper is recyclable, only buy the food needed to avoid food waste and how to dispose of Christmas trees.

Also, there will be no changes to bin collections during the Christmas and New Year period this year, so we're reminding people to leave their bins out for collection as normal.

As a result, no bin hangers will be left on the bins this year, however, people can view or down a copy of their 2022 bin collection calendar at https://www.eastsuffolk.gov.uk/waste/waste-collection-and-disposal/bin-collection/your-2022-bin-collection-calendar/

- **Draft East Suffolk CIL Charging Schedule**
  Residents are invited to have their say on a draft Community Infrastructure Levy Charging Schedule which sets out the amount developers pay to fund new and improved infrastructure in East Suffolk. The consultation ends at 5pm on Thursday 23 December 2021: www.eastsuffolk.gov.uk/planning/developer-contributions/community-infrastructure-levy/cil-charging-schedule/
- **The Affordable Housing Supplementary Planning Document**
  Consultation on draft document which will provide guidance on the implementation of our affordable housing planning policies. People are able to comment until 13 December at https://eastsuffolk.inconsult.uk/ESAFFHSGDRAFT/consultationHome
- **The Sustainable Construction Supplementary Planning Document**
  Consultation on draft document which will provide guidance on our planning policies on sustainable construction, including guidance on a range of topics relating to the construction of environmentally sustainable buildings. People have until 13 December to comment: https://eastsuffolk.inconsult.uk/SUSCONSPDDRAFT/consultationHome
- **The draft East Suffolk Cycling and Walking Strategy**
  Consultation on draft document which provides a district-wide shortlist of cycling and walking infrastructure opportunities. The strategy aims to encourage greater use of sustainable forms of transport, reduce contributions to climate change, support the growth of the tourism industry, and to improve the health and wellbeing of residents by ensuring more trips to work, school, leisure, day-to-day errands, or public transport hubs, such as train stations or park and ride sites, are accessible by bike or on foot. Once adopted, this strategy will replace the Waveney Cycle Strategy (2016) and will cover the whole of the

district. People can have their say on the consultation until 10 January at https://storymaps.arcgis.com/stories/cbc57e4a9cc24eeea7d174fb34b1bf0e

- **Proposed extension to Beccles Cemetery**
  People are invited to have their say on proposals to extend Beccles Cemetery. The proposed extension will allow for traditional burial and cremation plots, as well as meadow burial plots where grass will be left to grow longer in the summer. Green burials will also be available. People can view the documents at https://www.eastsuffolk.gov.uk/assets/Community/Cemeteries/Beccles-Cemetery-extension-consultation.pdf and email comments to leisure@eastsuffolk.gov.uk by 31 December 2021.

9/21-22/8 Finance – RFO

a) The RFO reported that the PC account had a balance of £4861.97, but, reminded Cllrs that this still contained £180 of 100+ prize money and £527.87 of MRT funds.
b) The RFO reported that the 100+ account has a balance of £1197.31.
c) It was resolved payment of Gary Meadow invoice for bus shelter and noticeboard maintenance (£488) be approved
d) It was resolved payment of SALC invoice 25337 for GDPR training (£25+£5VAT) be approved

9/21-22/9 Cllr Bange reported that the had completed GDPR training and a meeting was pencilled in with the Chair and Clerk to discuss PC GDPR protocol further. Cllr B Baker questioned whether the discussion of secure emails was part of this and if so, what was the cost? Cllr Summers stated that GDPR was the reason for discussing Cllr emails and doe not yet know costs involved. Cllr Bange stated that the PC is being proactive in case of an audit by ICO. Cllr B Baker questioned whether the PC would be paying larger sums to Microsoft in the future; the Chair responded that it is something we would have to budget for. Cllr Fletcher questioned whether the PC could make use of free emails through the BVH internet. Cllr P Baker to investigate.

9/21-22/10 The Clerk reminded the PC that the reason for the creation of the role descriptions was to aid the smooth handover when people step-down/join the PC. The Cllr and Clerk job descriptions were approved. Cllr Bange agreed to submit a description of the GDPR officer to add to the document.

9/21-22/11 GDPR update was covered in Oral Reports.

9/21-22/12 Cllr Fletcher talked through is presentation of the HNS survey results to Cllrs; no public remained to view the presentation. In summary:
Less than 4% of houses in village are second homes.
Of responses, 50% retired with the remaining working or in education.
Of the 8 responses stating a need for housing, 7 said they'd buy on the open market and 1 via discounted means. Results show there is a limited need for social housing.
Some of the older generations reported a need for retirement houses, which they would purchase on the open market.

Cllr Summers obtained the government definition of housing 'need' and housing 'want' which enabled the breakdown of HNS figures. Residents would need to identify the need to get it part of a development.
Cllr Fletcher noted that the profile of the village has changed over the years.

Cllr B Baker highlighted the issue of 2up-2down homes being bought up and extended and resulting in the number of affordable homes available reducing. It was agreed that any planning permission needs to be considered on material grounds and not on keeping homes affordable.

9/21-22/13 Cllr Locke attended the Climate Forum and reported that it provided information about opportunities to help villages reach net zero. Highlights were availability of grants, heat pumps, car charging points at village halls, bulk buying green energy and 'solar together'. The PC discussed some of these points and liked the idea of car charging points in the village. Cllr Locke agreed to share the video due to the extent of the information with the topic to be discussed again.

9/21-22/14 The budget was analysed and amended. Cllr B Baker had undertaken research on precepts of comparable villages to Brandeston (size and facilities) and reported that the PC element on Council Tax bills for the average Band D property ranged from £46 - £105. The comparative figure for Brandeston is currently £26. Cllrs discussed the future costs and required provisions and an increase in the budget was justifiable and would bring Brandeston in line with comparable villages. **The budget (circulated and attached) was agreed.**

9/21-22/15 Planning

a) Cllr Fletcher raised concerns about the external boiler in the car port due to potential noise pollution to the neighbours. He questioned the applicants about the two boilers. The applicants responded that there was a mistake on the plans and that there should only have been one boiler.
It was resolved to support DC/21/5223/FUL, Single storey rear extension, new car port and detached studio. External cladding, painting to brickwork and replacement windows and doors. Red Gables , Mutton Lane, Brandeston, IP13 7AR with the condition that the boiler is located in the internal plant room and not the external car port.

b) **It was resolved that DC/21/5188/FUL, Addition of small porch to existing dwelling. Tow House, Low Street, Brandeston, Woodbridge, Suffolk, IP13 7AN be approved.**

9/21-22/16 The Chairman informed the PC that each PC should be lighting a Beacon for the Platinum Jubilee but it is not compulsory. Cllr Summers was concerned about having a beacon in proximity to the village hall due to the marquee being erected at the time. She will contact Mr Parkinson to enquire whether a beacon can be created on the muck pad on Mutton Lane due to its visible location but is conscious this may not be possible due to the crop type in neighbouring fields. The date of the Beacon is due to be held on Thursday June 2nd at approx. 9.15pm.

9/21-22/16 Date of next PC Meeting, Monday January 10th 2022 at 7,30pm, Brandeston Village Hall.