

GREAT BRICETT PARISH COUNCIL

*Minutes of the Parish Council Meeting held on
Tuesday 27th September 2016 in Great Bricett Village Hall at 7.00pm*

Present: Cllr S Burnett, Cllr D Payne, Cllr S Hines
In attendance: Vivienne Pratt (Clerk), 1 member of the public, Cty Cllr Julia Truelove
Apologies: Dist Cllr Whybrow, Cllr R Craddock,

GBPC245/0916	To receive Apologies for Absence Apologies had been received from Cllr Craddock and Dist Cllr Whybrow	
GBPC246/0916	Public Forum – No questions raised. It was noted that there was a public comment left in the Village Hall book, which had been carried out. It was suggested to add a note to the book that public comments should be dated.	
GBPC247/0916	To receive Police Report – The Clerk reported that the new online crime newsletter is now working and reported figures from the latest information, which includes crime figures from August. Copy to be uploaded to website.	Clerk
GBPC247/0916	To receive Report from District Cllr Whybrow – Copy to be uploaded to website. The Clerk was asked whether a response had been received from Cllr Whybrow regarding the ongoing planning issue at The Paddocks and the Clerk was asked to follow this up with Cllr Whybrow. The new Hopkins Homes development of potentially 150 houses in Needham Market was also discussed and Cllr Truelove advised that she had attended the recent public meeting held at Barking Village Hall. She advised that this proposed development is not purely within Needham Market and crosses into Barking, where there is opposition to it. The main concerns had been that the car park to the Drs. Surgery would not cope with the number of new residents, the speeding issues and regular accidents on the access road (B1078) and the Boundary issues. The Clerk was asked to contact Cllr Whybrow as it is believed that he is now a member of the planning team at MSDC.	Clerk Clerk
GBPC248/0916	To receive Report from County Cllr Truelove – Copy to be uploaded to website. In brief, Cllr Truelove reported on the improvements in GCSE results but also about how 18% of secondary schools are not meeting Ofsted standards, SCC's future plans for school expansions and the upcoming Suffolk rail conference on 24 th October. She confirmed that Bosmere School in Needham Market is scheduled for re-development, however, the playing fields will be retained and will not be developed. She explained that the proposed Devolution meeting at the beginning of November may be deferred due to the changes within Central Government. In response to a query raised at a previous meeting, Cllr Truelove advised that she had investigated the Superfast Broadband provision being planned for later this year at Wattisham airbase and had established that there had been a meeting between SCC and the Base in Jan 15 which she had been unaware of and not invited to participate in. It transpires, however, that the MOD had made the decision that the provision of high speed internet was important to the Base and the families within it, which is why the timetable for installation this year is ahead of the rest of the village. At this point, the Clerk discussed the presentation given by Cllr Jane Storey (the Cabinet Minister for Rural Broadband) given at the last Framsdon Parish Council meeting, and that her comments gave hope that the latest timetables appear to be on the more negative side and many villages are receiving the next phase of upgrades ahead of the advertised dates.	
GBPC249/0916	Minutes of the Parish Council Meeting held on 26th July 2016 - Decision - It was proposed and resolved to accept the minutes of the meetings held on 26 th July as a true record. The Minutes were duly signed by the Chair and will be updated on the website and noticeboard.	
GBPC250/0916	To receive any dispensations, pecuniary or non-pecuniary declarations of interest from Members – None	Clerk
GBPC251/0916	Co-Option of new Councillor – To consider application received from Georgina Cooper. Decision – It was unanimously agreed to co-opt Georgina Cooper onto the Council and an acceptance of offer form was duly completed. A declaration of Interest form was provided by the Clerk which requires completion and return within 28 days.	Cllr Cooper

BPC252/0916	<p>Matters arising from the last Minutes – Clerk’s Report</p> <p>1. Casual Vacancy announcement / Co-option of new Councillor (s) – The Clerk reported that very sadly Cllr Triggs had resigned since the last meeting due to her imminent house move and a subsequent casual vacancy announcement had been received by MSDC and had been installed on both Village noticeboards. The Clerk also mentioned that, as Avril was the Wattisham Liaison Representative, a new delegate would need to be considered at the next meeting.</p> <p>2. Additional Street Lights – The Clerk advised that the location map with the two proposed sites had been forwarded to SCC and that the initial response was that a light opposite the entrance to Wixfield Park would be highly unlikely to be an option due to the fact that their electricity supply is 11kv 3phase and unsuitable for street lighting. The nearest electricity supply is such a distance away that considerable trenching and digging up of the road would be required and is likely to increase the cost to in excess of £5500. SCC had visited both proposed locations the day before the meeting and had advised that the most suitable location would be to take the supply from the CCTV camera in Lower Farm Road, however SCC is unaware of the owner. It was discussed that this was most likely owned by the Base and the Clerk was asked to approach Col Silk in an attempt to establish ownership of the camera and its supply and to discuss the likelihood of using it for a new street light – especially as the Base’s residents would directly benefit from it. Clerk to provide an update at the next meeting.</p> <p>3. Village Green tree pruning – Cllr Payne advised that the contractor had pruned the tree to prevent the potential entanglement with the overhead electricity wires. It was mentioned that the tree had been pruned back quite hard but would recover in the spring.</p> <p>4. Rambling Association Great Bricett Walk – The Clerk advised that she had contacted the Local Rambling Association with regard to the potential parking problems in the winter months and they had advised that their schedule for October - March was already in place but they would look to do the walk in the summer when they might be able to park in neighbouring fields.</p> <p>5. Response from Cllr Finch re. Connecting Communities Complaint – The Clerk had circulated the response from Cllr Finch, which did not answer the concerns raised and confirmed what she had reported at the last meeting. Cllr Truelove advised that the private contractors are being subsidised for the first two years of the contract but would need to be self-sustaining after that time.</p> <p>6. Better Broadband for Suffolk – already covered in minute no. GBPC248/0916</p>	Clerk
GBPC253/0916	<p>Planning Applications</p> <p>For discussion and decision – None</p> <p>Awaiting decision from MSDC –</p> <p>a. <u>Proposed base station installation at CTIL 201393 to be located at Bricett Business Park, Pound Hill, Great Bricett, Suffolk, IP7 7DZ</u></p> <p>b. <u>Wixfield Park, The Street, Great Bricett IP7 7DW</u> – Planning Application no. 1155/16</p> <p>Decisions made by MSDC –</p> <p><u>Broad View Farm, Lower Farm Road, Ringshall IP14 2JF</u> – Planning Application no. 1160/16 – Conversion of residential outbuilding (barn structure) to annexe accommodation. GRANTED</p>	
GBPC254/0916	<p>Cesspit – Prior to the meeting the Clerk had circulated numerous emails with the confirmation from the Insurance Company to pay for a new Cesspit and the quotation for the new unit of £19,219.26. An extraordinary Meeting had not been called or required as there was no decisions required as there was only one possible option available for a replacement cesspit – decommissioning and backfilling the existing cesspit and replacing with a brand new, smaller unit in the space in the garden between the existing unit and the rear wall. The new unit is already in production and is due to be installed week commencing 24th October. The Clerk advised that, although the Insurers would meet the entire cost of the works, there is an excess of £1000 that she had only just been advised of but there was an amount allocated within the budget and earmarked reserves to allow</p>	

	<p>for this. An authorisation mandate had also been circulated that required signing to agree to the commencement of works.</p> <p>Decision – It was unanimously agreed that the Council pay the excess fee of £1000 and the authorisation mandate form to commence works was duly signed by the Chair and the Clerk.</p>	
GBPC255/0916	<p>BT Phone box in Village – Since the last meeting, the Clerk had been advised that a notification had been placed within the BT phone box at the junction of The Street and Pound Hill to advise that BT had served notice and are planning to remove the box. The Clerk had already looked into adopting the Box, which BT were offering to allow for £1. The Clerk advised that she had received many emails from members of the public to request that the box stay and also several offers to assist maintaining it. She also advised that ownership of the land the box sits on is proving to be a problem as she had been contacted by a member of the public who believes he owns the land and who was adamant that the box must go – regardless of potential use as a library or home for the defibrillator. When she had approached BT on this matter, they did not however believe that the box is on private land and they feel it is on Highways land as it is a public verge. The Clerk advised that the consultation date is 4th December and that she had emailed MSDC Planning dept. over a month ago to discuss the land ownership but had received no response. The Clerk also advised that she had asked BT about using the box's electricity supply for a defibrillator and they had confirmed that they are happy for the electricity supply to be taken over for five years as long as the defibrillator is supplied by Community Heartbeat.</p> <p>Decision – It was unanimously agreed for the Clerk to establish ownership of the land and if it proves to be on public land, to make the arrangements to adopt the box. It was agreed for the Clerk to write to the member of the public who believes he owns the land and to advise of the Council's wish to adopt it. It was agreed to try to get everything in place for the next meeting (ie. before the end of the consultation period) but to call an extraordinary meeting, if required. Cllr Truelove advised that she will make enquiries to SCC to assist with the land ownership issue.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Truelove</p>
GBPC256/0916	<p>Findings of Internal Audit – The Clerk advised that she had received the closure of external audit notice from BDO Stoy Hayward which had been advertised for the required 14 day period. There had been no required action points, however, there were three minor issues raised, which are pointed out to prevent a similar occurrence next year. The findings will be published on the website but, in brief, there was a minor issue regarding rounding up/down figures, where the Clerk had rounded up the figures from the previous return and where they should have been rounded down (an issue which will be amended for next year but in reality which made less than 50pence difference). The second issue was that a box had not been ticked on the audit return form to confirm whether the Council has Trustees or not – an error by the Clerk but there are no Trustees so no problem caused. The third is to do with the asset register where BDO feel that the laptop purchased by the Clerk should be listed as a PC asset but it was purchased privately by the Clerk and only partially reimbursed so is not, therefore, an asset of the Council.</p>	<p>Clerk</p>
GBPC257/0916	<p>Defibrillator – The location of the second defibrillator (still waiting to be ordered) is still undecided, however, the BT box adoption (above) also now throws doubt on the location of the first one. Decision – It was agreed that the Clerk contact the Mace shop in Lower Farm Road to establish their thoughts on siting one of the units there, although concerns were also raised about how secure the unlocked box would be there. It was also agreed to contact the owners of the Car dealership in Lower Farm Road to find out their thoughts. It was agreed that the decision regarding the locations of both units must be pushed forward with as the first unit is still uninstalled and the second unit has not been ordered yet although the Locality Grant funds from Cllr Truelove are in place. Cllr Truelove agreed that she would like to see the funded unit installed as soon as possible.</p>	<p>Clerk</p> <p>Clerk</p>
	<p>Cllr Truelove left the meeting at 08.40</p>	
GBPC258/0916	<p>Village Hall and Noticeboards – As raised at the last meeting, the noticeboards are in need of routine maintenance – a rub down of the cracked varnish, re-treating and re-varnishing.</p> <p>Decision – Cllr Hines volunteered to look at the noticeboards with a view to carrying out this work himself. Update at next meeting</p>	<p>Cllr Hines</p>

GBPC259/0916	<p>Website training – The Clerk advised that she had received confirmation from the current webmaster that he would like to continue in the role and that training would be helpful. She also advised that due to the change of website hosting (a later agenda item), SALC have ceased their website training and the new IT provider will not be able to confirm training until their contract commences at the start of November.</p> <p>Decision – It was agreed that the Council would revisit this decision when the costs are known but, in principle, are in agreement to paying for this. The Clerk was asked to contact the webmaster and advise of the reason for the delay.</p>	Clerk
GBPC260/0916	<p>Emergency Plan - The Clerk advised that she had been in contact with the former Emergency Plan co-ordinator, Brian James, who has decided not to continue with the role due to personal reasons. Having reviewed the plan, the Clerk advised that much of the information was found to be out of date and all the telephone numbers needs to be checked. It was discussed that the plan is currently not visible to the public, which calls into questions its usefulness, and should the phone box be adopted, it might be an ideal place to have a laminated copy of it.</p> <p>Decision – It was decided that the plan is out of date and needs to be completely re-drawn up. The Clerk was asked to contact the Emergency planning team at MSDC and to ask them to discard the current document as it was felt to be better to have nothing registered rather than a document that is known to be inaccurate. The Clerk to work her way through a new version to be discussed at a future meeting. It was also agreed to consider a new Co-ordinator at a future meeting.</p>	Clerk
GBPC261/0916	<p>Website Hosting Service - The Clerk had circulated information from SCC and CAS regarding the change of the One Suffolk website hosting to Community Action Suffolk with effect from November 2016. There had been no consultation for this and the previously free service would now be chargeable at £50 plus VAT per annum. The Clerk advised that if Councils decide not to transfer to CAS, the web service would cease in November. The Clerk advised that the decision as to whether to transfer to CAS or elsewhere was required by 4th November.</p> <p>Decision – It was unanimously agreed that the website hosting be transferred to CAS. It was agreed that the annual hosting fee would be far cheaper than the Clerks hours sourcing and setting up a new one. Clerk to advise CAS.</p>	Clerk
GBPC262/0916	<p>Parish Council Insurance Renewal – Details had been circulated prior to the meeting regarding the changes to the policy. Although the council are three years into a five year undertaking, the changes do allow for cancellation if it was felt to be required.</p> <p>Decision – It was agreed that the new terms were acceptable and to continue cover through CAS and Zurich.</p>	
GBPC263/0916	<p>Finance</p> <p>a. The Clerk advised that the second and final half of the Precept payment has been received from MSDC</p> <p>b. The Clerk advised that all budgeted and projected income had been received for the year and no further receipts are expected by year end</p> <p>c. The Clerk advised that she will be producing half year figures as well as a draft budget prior to the next meeting, as they need to be finalised at the January meeting</p> <p>d. The Clerk advised that new Bank mandates were required following the recent resignations and that there are currently only two signatories, one of which is the Clerk and the other Cllr Payne. Cllrs Burnett and Cooper completed the form. Cllr Burnett submitted her personal information form for the bank and the Clerk to forward one to Cllr Cooper.</p> <p>e. Clerk's Finance Report - The Clerk reported on the Council's current Financial and budget position and movements since last meeting. Total funds held @ 27th September were £23,177.78 The Bank Statements were not verified and signed by the Chair.</p> <p>f. Approval of Payments – The Clerk presented payments for authorisation.</p> <p>Decision - Payments totalling £2097.80 were authorised and cheques signed - Clerk to action.</p>	Clerk Clerk
GBPC264/0916	Village Hall Management Committee Report – no report received	Clerk

GBPC265/0916	Clerks Update re. urgent decisions since the last meeting – None	
GBPC266/0916	Correspondence for Information - The Information Folder for Councillors to read, sign and return was circulated containing – <ul style="list-style-type: none"> 1. Leaflet re. Sport & Wellbeing day 5th October 2. Email from SALC re. 2017 Armed Forces day 3. Email from Anglian Water re. Private pumping stations 4. Email from SALC re. Service Delivery in Suffolk 5. Email from UK Power Networks re. 105 national helpline number <p>The folder from the last meeting was returned to the Clerk.</p>	<i>Cllrs</i>
GBPC267/0916	To consider the exclusion of the public and press in the public interest for consideration of the following items: <ul style="list-style-type: none"> 1. To consider backdated reimbursement of additional hours worked on Cesspit insurance claim – As discussed at the last meeting, the Clerk has worked numerous additional hours without pay in her negotiations and meetings with the Loss adjusters and Insurers since May. The Councillors unanimously agreed to pay a once only reimbursement payment of £200 per the special project terms of her employment contract. A cheque was duly signed. 2. To carry out annual appraisal and salary review of Clerk – The Clerk has been in post since August 2015 and, therefore, and annual appraisal is required. It was decided to defer this matter to the next meeting as not all Cllrs were present. Cllr Burnett will be in contact with the other Cllrs to discuss their thoughts and any decision will be made at the next meeting. 	
GBPC268/0916	Matters to be brought to the attention of the Council <ul style="list-style-type: none"> i. SALC Area Meeting – Cllr Payne advised that he had attended the recent SALC area meeting where there had been a speaker from the MSDC Planning committee and where there had been mention of the lack of communications between the Police Neighbourhood watch team and Somersham PC. ii. Community Speed Watch – Cllr Burnett reported that the speed gun has recently been recalibrated. It was also discussed that the batteries are not holding their charge and require replacing. The Clerk confirmed that she had been in touch with the Clerk for Somersham (as the project lead) who had passed the matter to the Chair as she is new in post. 	
	Date of Next Meeting - The date and time of the next meeting is Tuesday 22nd November 2016 starting at 7pm	
	<i>Meeting closed at 10pm</i>	

Chairman

Susan Burnett

Date

22.11.16

Great Bricett Parish Council

Clerks Finance Report - 27.09.16

Total Funds prior to Meeting -

£23,177.78

Clerks report on the Councils current financial position and movements since the last report

Bank Bal	Minute No.	Date	Chq No	Payee	Desc	Amount	Power to Pay
Community Account (Current)							
Payments agreed at last meeting							
	GBPC239/0716	26/07/2016	100921	V Pratt June sal - chq total £650.67	Clerk salary & training - June	-£289.77	LGA 1972 S111 & 112
	GBPC239/0716	26/07/2016	100922	MSDC	Bin emptying 2016-17	-£162.00	Litter Act 1983, s5 & Environmental Protection Act 1990; Litter (Animal Droppings) Order 1991
	GBPC239/0716	26/07/2016	100921	V Pratt June exps - chq total £650.67	Clerk expenses June	-£52.76	LGA 1972 S111
	GBPC239/0716	26/07/2016	100921	V Pratt July exps - chq total £650.67	Clrk expenses July	-£38.70	LGA 1972 S111
	GBPC239/0716	26/07/2016	100921	V Pratt July salary - chq total £650.67	Clerk salary & training - July	-269.44	LGA 1972 S111 & 112
					Total Payments approved last meeting	-£812.67	
£5,646.12	Balance after last meeting						
Receipts since last meeting							
		26/07/2016		SCC	Jubilee event donation	£200.00	
		01/09/2016		MSDC	Second half of precept	£4,750.00	
£10,596.12	Balance prior to meeting				Receipts since last meeting	£4,950.00	
Payments for approval this meeting							
		17/08/2016	100923	AK Services	Cesspit emptying	-£170.00	
		31/08/2016	100927	Vivienne Pratt (sal)	Clerk Aug salary	-£207.26	LGA 1972 S111 & 112
		31/08/2016	100927	Vivienne Pratt (exps)	Clerk exps Aug	-£41.70	LGA 1972 S111
		27/09/2016	100924	CET (insurance excess)	Cesspit replacement ins excess	-£1,000.00	Local Government Act 1972, s.226
		02/08/2016	100925	David Windle	Grass care - 5 grass cuts & 1 hedge	-£260.00	Open Spaces Act 1906, ss.9 and 10;
		10/08/2016	100926	BDO Stoy Hayward	External audit 2015-16	-£120.00	LGA 1972 S111
		24/09/2016	100927	Viv Pratt (Sept exps)	Clerk exps Sept 16	-£29.40	LGA 1972 S111
		24/09/2016	100927	Viv Pratt (Sept sal)	Clerks sal Sept 16	-£269.44	LGA 1972 S111 & 112
					Total Payments	-£2,097.80	
£8,498.32	Balance after payments approved						
Active Saver							
£12,581.66	Balance brought forward from year end			No receipts or payments			
Prepared by - Vivienne Pratt 21.09.16							
Clerk & Responsible Finance Officer							

Payments Summary

Great Brickell Parish Council Payments & Receipts 2016 - 2017

Working Balance	Banking charges	Ref No.	In Band	Date	From (Deduction from)	Job No	Chq No	Bankal	Current	Forward	Bank Bal	Grant	Refund	Total Receipts	Clerk salary	Bank	Grant	Street
£3,014.13		1	✓	24/04/2016	MDC		8422	£4,750.00			£4,750.00			£4,750.00				
£7,038.21		2	✓	21/04/2016	MDC		8422	£71.00			£71.00			£71.00				
		3	✓	26/08/2016	VCD		100917	-£55.00										
		4	✓	26/08/2016	V Prnt sal (chq total £569.26)		100917	-£280.00										
£7,120.95		5	✓	26/08/2016	V Prnt wage (chq total £569.26)		100917	-£48.71										
		6	✓	26/08/2016	D/C		100918	-£59.00										
		7	✓	25/08/2016	SALC (chq total £213.16)	1693	100919	-£12.00										
		8	✓	25/08/2016	SALC (chq total £213.16)	1697	100919	-£18.00										
		9	✓	24/08/2016	V Prnt salary (chq total £569.26)	17380	100918	-£183.16										
		10	✓	24/08/2016	V Prnt wage (chq total £569.26)		100917	-£280.00										
		11	✓	24/08/2016	DBFC VLM/C		100917	-£22.78										
£6,456.79		12	✓	26/07/2016	V Prnt June sal - chq total £530.87		100921	-£265.77										
		13	✓	26/07/2016	MDC	100005606	100922	-£162.00										
		14	✓	27/06/2016	V Prnt June wage - chq total £530.87	DBFC13	100921	-£52.76										
		15	✓	26/07/2016	V Prnt July wage - chq total £530.87	DBFC12	100921	-£38.70										
		16	✓	26/07/2016	V Prnt July salary - chq total £530.87		100921	-£39.44										
£5,998.19		17	✓	30/07/2016	Surfco County Council			-£812.67										
£5,946.12		18	✓	30/07/2016	MDC			£200.00			£200.00			£200.00				
		19	✓	17/08/2016	All Services	100004	100923	-£170.00										
		20	✓	31/08/2016	Village Prnt (sal)		100927	-£307.28										
		21	✓	27/08/2016	Village Prnt (wage)	DBFC13	100927	-£41.70										
		22	✓	30/08/2016	DBFC (insurance account)		100928	-£1,000.00										
£4,936.12		23	✓	02/09/2016	MDC			£4,750.00			£4,750.00			£4,750.00				
		24	✓	10/09/2016	David Windia	7.8.16	100925	-£200.00										
		25	✓	24/09/2016	850 Tony Hayward	1001005	100926	-£20.00										
		26	✓	24/09/2016	Village Prnt (Sept wage)		100927	-£29.40										
		27	✓	24/09/2016	Village Prnt (Sept sal)		100927	-£399.44										
£0,486.32							£5,484.13							£5,484.13				
								£9,871.00	£9.00	£200.00	£9.00	£9.00	£9,771.00	YTD Total	£1,991.61	£277.18	£349.00	£9.00
								£9,871.00	£9.00	£9.00	£9.00	£9,771.00	Budget	£1,991.61	£277.18	£349.00	£9.00	

General	Street	122	Chair	Village Hall	Village Hall	W/W	Death	Street	Bin	Staffing	Training	Events	Clerk	Total	YTD	Parish		
																£45.00		
																£200.00		
																£44.80		
																£25.00		
																£12.00		
																£18.00		
																£15.16		
																£20.00		
																£41.80		
																£400.00		
																£135.00		
																£280.77		
																£162.00		
																£50.40		
																£52.76		
																£2.31		
																£36.03		
																£38.70		
																£269.44		
																£170.00		
																£1,000.00		
																£21.00		
																£21.70		
																£1,000.00		
																£100.00		
																£360.00		
																£20.00		
																£29.40		
																£259.44		
£9.80	£9.00	£9.00	£9.00	£10.00	£100.00	£305.00	£1,000.00	£9.00	£9.00	£9.00	£9.00	£9.00	£9.00	£115.00	£480.00	£4,264.92	£4,264.92	£48.90
£790.00	£300.00	£50.00	£125.00	£90.00	£340.00	£1,000.00	£1,000.00	£300.00	£300.00	£15.00	£300.00	£300.00	£300.00	£750.00	£750.00	£10,342.00		

Initials Indicate Approval