

# GREAT BRICETT PARISH COUNCIL

*Minutes of the Parish Council Meeting held on  
Tuesday 12<sup>th</sup> September 2017 in Great Bricett Village Hall at 7.00pm*

Present: Cllr S Burnett, Cllr D Payne, Cllr R Craddock, Cllr R Morley (arrived 7.15pm – work commitment had been cancelled)  
In attendance: Vivienne Pratt (Clerk), Dist Cllr D Whybrow, Cty Cllr A Whybrow  
Apologies: Cllr G Cooper, Cllr N Ford,

	<b>Opening</b> – The meeting opened at 7.00pm.	
<b>GBPC385/917</b>	<b>Receive apologies for absence</b> – Cllr Cooper & Cllr Ford. Clerk explained at this point that Cllr Morley had sent apologies at the last meeting due to work commitments.	
<b>GBPC386/917</b>	<b>Public Participation Session</b> – No members of the public present.	
<b>GBPC387/917</b>	<b>To receive Report from Cty Cllr Anne Whybrow</b> – Copy to be uploaded to website. Cllr Whybrow provided a report which included brief information on the restructure of the Highways dept., County Farms Lettings, Suffolk GCSE results and the new pothole reporting matrix. She also advised that the 30 mph sign in Nedging (the Great Bricett side of Wallow Lane) is to be moved to have greater impact.	<i>Clerk</i>
<b>GBPC388/917</b>	<b>Receive District Councillor's Report from District Cllr David Whybrow</b> – copy to be uploaded to website. Cllr D Whybrow provided an update on the Local Government Ward Boundary review and the new Local Plan Consultation. He explained that the Boundary review is meant to provide electoral equality and to ensure that Wards contain parishes with similar interests and voting nos. The new proposed Ward for Great Bricett would also contain Battisford, Ringshall, Offton, Willisham, Nettlestead, Baylham, Darmsden & Barking. It was noted that the Cllr's report has omitted Battisford. Cllr David Whybrow commented that it is important that the PC makes a response regarding the new Local Plan. It was noted that the Clerk had received a full information pack from MSDC, which is for circulation to all Cllrs. He mentioned that the previous call for development sites had been fed into the draft Local Plan following a process of assessment across a matrix of suitability and appropriateness. At this point (7.15pm) Cllr Morley arrived. DP asked whether social housing might be considered outside a village building envelope and Cllr Whybrow explained the merits of the Rural Exception Scheme. Cllr Whybrow explained that the Local Plan will pass through a number of draft and revision processes and, once adopted, the ability for speculative planning applications will reduce. DP mentioned that he had not been present at the last meeting and requested clarification of the imminent planning application that had been brought to the attention of the Council by Cllr Cooper. The Clerk read the minutes from the last meeting and advised that no consultation papers had been received yet but was anticipated. DP asked whether there is an intention for Babergh and Mid Suffolk District Councils to merge and was advised that following the move to joint HQ, cost savings may well be recognised but at the moment they are running as two separate Councils.	<i>Clerk</i>
<b>GBPC389/917</b>	<b>Approve Minutes of Parish Council Meeting held on 25<sup>th</sup> July 2017</b> <b>Decision</b> - It was proposed and resolved to accept the minutes of the meeting held on 25 <sup>th</sup> July as a true record. As the Chair had not been present at this meeting, the Minutes were duly signed by Cllr Craddock and will be updated on the website.	
<b>GBPC390/917</b>	<b>Receive Declarations of Interests regarding items on the agenda</b> - Pecuniary and non-pecuniary and requests for dispensation - None	<i>Clerk</i>
<b>GBPC391/917</b>	<b>Co-option of new Councillor</b> – No applications received – as of Sept 17, there is one vacancy.	
<b>GBPC392/917</b>	<b>Clerks Update from the last minutes</b> a) Street light in Lower Farm Road – The Clerk advised that this is now installed and awaiting connection to electricity supply. She read an email that had been received from the Base which explained the delay	

	<ul style="list-style-type: none"> <li>b) Potential planning issue at Wildwinds – being investigated by MSDC</li> <li>c) New external Cabinet &amp; Defibrillator installation at Base Garage – The Clerk advised that Cllr Ford has been unwell and this has not been installed yet. It was agreed that if this proves to be difficult due to his ill health, the PC will pay for a contractor to install</li> <li>d) VH Defibrillator – The Clerk advised that this is up and running, however, is not on the emergency services register as there is outstanding information</li> <li>e) Bus Shelter by the Mace Shop – The Clerk read an email received from the Base regarding the delay in the work/replacement. This is mainly due to the restructure of the Highways dept. as discussed earlier in the meeting.</li> <li>f) Local Plan – consultation meeting for this Parish arranged for 25<sup>th</sup> September. An invite had been circulated to all Cllrs and the Clerk advised that she is not able to attend.</li> <li>g) Village noticeboards – The Clerk advised that she has not received any quotation from Cllrs and the refurbishment should be carried out before inclement weather. It was agreed that Cllrs would attempt to contact any local person who might wish to take on and be paid for this work.</li> <li>h) Letter to Tim Passmore &amp; the Wattisham Base re. speeding – The Clerk had prepared draft letters prior to the meeting and it was agreed that the draft Police letter should be sent without amends. The only change required to the MoD draft was the address of the Station Commander of the Base and to copy this letter to Retd Col Robbie Silk.</li> <li>i) Footpath Leaflet dispenser – The Clerk advised that this has now been purchased and kindly installed by Arland Shawe-Taylor.</li> </ul>	<p><i>Cllr Ford</i></p> <p><i>Cllr Ford</i></p>
<p><b>GBPC393/917</b></p>	<p><b>Planning Applications –</b></p> <p>On the 14<sup>th</sup> August, the Clerk received an email from Waldon Telecom requesting a pre-application consultation for a proposed installation of a Base Station in the north verge of Roman Road, north of the junction with The Street. The email was forwarded to all Members and although Waldon Telecom had requested a response within 14 days, this had not been possible due to annual leave. She advised that the Consultation paperwork from MSDC had been received after the issuing of this meeting's agenda.</p> <p>The installation of a Base Station in the village, albeit in a different location, had previously been discussed and agreed at an earlier meeting. It was agreed that there was no real objection to the new proposed location in the north verge of Roman Road although it was noted that it is adjacent to a pre-school and therefore it was hoped that any potential health risks had been investigated. It was also noted that the ownership of the verge should be looked into as this Base Station would undoubtedly generate an income. The Clerk was asked to write to MSDC with the above mentioned comments.</p> <ul style="list-style-type: none"> <li>a. For discussion and decision – <i>None</i></li> <li>b. Awaiting decision from MSDC – <i>None</i></li> <li>c. Decisions made by MSDC – <i>None</i></li> </ul>	
<p><b>GBPC394/917</b></p>	<p>At 8.00pm, both Cllr Anne Whybrow and Cllr David Whybrow left the meeting</p> <p><b>Findings of Internal &amp; External Audit –</b> Clerks update regarding report from Heelis &amp; Lodge (internal) and BDO Stoy Hayward (External). The Clerk had circulated a copy of the internal audit report prior to the meeting. She advised that no official report had been received by the external auditors, however, she was aware that there will be two qualifying matters and an additional fee. One matter is the fixed asset register as it has been included in the register for 2016-17 but was not paid for in last years financial records as the invoice is yet to be received due to the delay in the electricity supply. The second qualifying matter is the fact that the risk assessment was not carried out during 2016-17 due to the fact that the March meeting had to be cancelled at the last minute due to the Clerks father suffering a heart attack. The auditors had been advised that it was on the March agenda and due to be considered and actually adopted at the rearranged meeting that occurred in April, however, it does not comply with their recommendations</p>	

	although they did understand the circumstances. The Clerk will forward their official report when received.	<i>Clerk</i>
<b>GBPC395/917</b>	<p><b>Speed Restriction Options in and around the Village</b> – To consider and determine options and budgetary implications. The Clerk had circulated information that detailed additional options for restricting speeds. She advised that she had contacted SCC Highways regarding the painting of the word 'SLOW' in the middle on the road, close to the road traffic accident previously reported in March. Unfortunately due to the restructure of the dept. she had not been able to get a response.</p> <p><b>Decision</b> – It was agreed for the Clerk to contact Cllr A Whybrow to ask whether she could expedite this matter with Highways</p>	<i>Clerk</i>
<b>GBPC396/917</b>	<p><b>Phone Box</b> – To consider options for public consultation regarding its future use.</p> <p><b>Decision</b> – It was unanimously agreed that the public should be consulted with regards to suggestions as to the future use of the box. The Clerk was asked to produce a flyer to be hand delivered within the village, distributed at the upcoming Race night at the VH and put in the Four Parish magazine. It was agreed that the public consultation should run until the end of December 2017.</p>	<i>Clerk</i>
<b>GBPC397/917</b>	<p><b>Grant Opportunities</b> – To consider and determine potential opportunities for District and County funding. Cllr Morley explained that he had contacted Cllr David Whybrow regarding the Locality Grant and how to apply on behalf of the VHMC. Areas that had been considered for improvement by the VHMC were the garden, provision of a shed, ceiling &amp; lights (the top priority), coffee morning signage and redecoration of the hall.</p> <p><b>Decision</b> – It was unanimously agreed that the VHMC should proceed with the grant application and to contact the PC prior to any work being undertaken.</p>	<i>VHMC</i>
<b>GBPC398/917</b>	<p><b>Clerk Email Address</b> – To consider proposed change to routing email address. The Clerk explained that the current email address - <a href="mailto:pc@greatbricett.suffolk.gov.uk">pc@greatbricett.suffolk.gov.uk</a> – is actually a dummy address for incoming mail only. Any emails sent to this address filter into her personal email account and no outgoing emails can be sent from it. She explained that a new email account could be set up, such as <a href="mailto:greatbricett.pc@outlook.com">greatbricett.pc@outlook.com</a>, which would ensure that all emails are sent and received to the one address and would be far easier to separate in a holiday/leaving situation.</p> <p><b>Decision</b> – It was unanimously agreed that the Clerk should action this using an outlook or gmail email address.</p>	<i>Clerk</i>
<b>GBPC399/917</b>	<p><b>Finance</b> – The Clerk provided updates on the following –</p> <ol style="list-style-type: none"> <li>a. Payments and receipts against budget - The Clerk had circulated the income and expenditure against budget since 1<sup>st</sup> April</li> <li>b. VAT reclaim – claim for £222.00 has been submitted to HMRC but not yet received</li> <li>c. Clerk's Finance Report - The Clerk reported on the Council's current Financial and movements since last meeting. Total funds held @ 12<sup>th</sup> September were £18,385.71. The bank statements were checked and signed against the finance report by Cllr Burnett.</li> <li>d. Authorisation of Payments – The Clerk explained that her salary included half year holiday pay of 10 hours and half year storage charge of £50. <b>Decision</b> - Payments totalling £996.98 were authorised and all cheques signed and invoices checked - Clerk to action.</li> </ol>	<i>Clerk</i>
<b>GBPC400/917</b>	<b>Village Hall Update</b> – None	
<b>GBPC401/917</b>	<b>Clerks Update regarding urgent decisions since the last meeting</b> – None	

<b>GBPC402/917</b>	<p><b>Correspondence for Information</b> - The Information Folder for Councillors to read, sign and return was circulated containing –</p> <ol style="list-style-type: none"> <li>1. Letter from Four Parish Magazine acknowledging receipt of donation</li> <li>2. Email from Wetheringsett Parish Council re. VAS results</li> <li>3. Donation request from Suffolk Accident Rescue Services</li> <li>4. Letter from MSDC re. Boundary Review consultation meeting 25<sup>th</sup> September</li> <li>5. SCC Natural and historic environment update July edition</li> <li>6. The Local Councillor Issue 2 2017 from SALC</li> </ol>	<i>Cllrs</i>
<b>GBPC403/917</b>	<p><b>To consider the exclusion of the public and press in the public interest for consideration of the following items</b> - None</p>	
<b>GBPC404/917</b>	<p><b>Matters to be brought to the attention of the Council</b> -</p> <ol style="list-style-type: none"> <li>i. Cllr Craddock asked whether the management company of Wixfield Park, Tingdene, had ever been contacted regarding installing a defibrillator onto the onsite management office. The Clerk advised that she had sent numerous emails and made several phone calls to their MD and HQ to request this but they had never responded. Cllr Craddock advised that a new defibrillator has recently been installed on the site.</li> <li>ii. Cllr Payne asked whether there had been any news regarding super fast broadband provision in the village and the Clerk advised that the website was still showing an installation date of 2019.</li> </ol>	
	<p><b>Date of Next Meeting</b> – The date and time of the next meeting is the <b>Tuesday 28<sup>th</sup> November 2017</b> at 7.00pm in Great Bricett Village Hall</p>	
	<p><i>Meeting closed at 9.10pm</i></p>	

Chairman ..... *Susan Burnett* .....  
Date ..... *28.11.2017* .....

# Great Bricett Parish Council

## Clerks Finance Report - 12.9.17

**Total Funds prior to Meeting - £18,385.71**

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
<b>Community Account (Current)</b>							
<b>Payments agreed at last meeting</b>							
	GBPC379/717	23/06/2017	100949	Viv Pratt June sal	Clerk salary June	-£247.26	LGA 1972 S111
	GBPC379/717	24/07/2017	100945	Four Parish Magazine	Donation to Parish magazine	-£50.00	LGA 1972 S137
	GBPC379/717	04/05/2017	100946	Community Heartbeat	Defib external cabinet	-£642.00	Public Health Act 1936, s.234
	GBPC379/717	08/06/2017	100947	Zoll	Spare defib pads	-£94.80	Public Health Act 1936, s.234
	GBPC379/717	13/06/2017	100948	MSDC	Litter & Dog bin emptying 17-18	-£162.00	Litter Act 1983 ss 5,6
	GBPC379/717	17/07/2017	100949	Viv Pratt July Sal	Clerk Salary July 17	-£247.26	LGA 1972 S111
	GBPC379/717	17/07/2017	100949	Viv Pratt Exps June & July	Clerk Exps June & July	-£89.13	LGA 1972 S111 & 112
					<u>Cheques approved last meeting</u>	<u>-£1,532.45</u>	

<b>Payments Approved at Last Meeting - invoices received on day of meeting</b>							
	GBPC379/717	24/07/2017	100950	David Harper	VH Roof repairs	-£1,430.00	LGA 1972 s133
	GBPC379/717	17/07/2017	100951	Heelis & Lodge	Int Audit for FY 16-17	-£66.00	LGA 1972 S111
					Payments since last meeting	-£1,430.00	

<b>Receipts Since Last Meeting</b>							
				None			
					Receipts since last meeting	£0.00	

<b>£5,757.88</b>	Balance as of 4th September - two unrepresented chqs 50 & 51 totalling £1496.00	
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<b>Payments for approval this meeting</b>							<b>Power to Pay</b>
		29/06/2017	100952	David Windle	4 x grass cutting & hedge cutting	-£215.00	Open spaces act 1906 ss 9&10
		21/08/2017	100953	Viv Pratt	Clerk salary Aug 17	-£247.26	LGA 1972 S111
		12/09/2017	100953	Viv Pratt	Clerk Sep sal & 6 mths holiday pay	-£395.62	LGA 1972 S111
		12/09/2017	100953	Viv Pratt	Clerk exps July & Aug and 6 mths storage	-£139.10	LGA 1972 S111 & 112
					<b>Total Payments for approval</b>	<b>-£996.98</b>	

**£3,264.90** New real time balance if payments approved

<b>Great Bricett Savings Account</b>							
<b>£12,627.83</b>	Balance brought forward from last meeting						
				None			
					Receipts since last meeting	£0.00	
<b>£12,627.83</b>	Balance after any payments/receipts						
Prepared by - Vivienne Pratt 5.9.17							
Clerk & Responsible Finance Officer							

Great Bricett Parish Council - Payments & Receipts 2017-18

Working Balance - Bank less current payments & receipts	Ref No	St Recd	Date	Payee/Received from	Inv No	Cheque No	Running Total for year	Current payments	Precept	Bank Int	Grant	Refund	Total Receipts	Clerks salary	Subs	Grass Cutting	
£5,040.55				Brought forward from 2016-17 year end accounts													
-£1,354.92				Less unrepresented cheques													
£3,685.63				Working balance for 1/4/17													
£8,611.80	1	✓	06/04/2017	MSDC - Half Precept			£4,875.00		£4,875.00				£4,875.00				
£8,276.26				Reconciled per statement 16/4/17 - cheque no. 936 for £51.17 o/s													
				Reconciled per statement 3/5/17													
	2	✓	21/11/2016	Heelis & Lodge (original net recd)	HL936	100939	-£66.00										
	3	✓	18/04/2017	V Pratt Apr Sal	Apr-17	100940	-£284.35	-£350.35						-£284.35			
	4	✓	16/03/2017	SALC	16706	100941	-£60.00										
	5	✓	26/04/2017	SALC	19150	100941	-£186.37								-£186.37		
	6	✓	05/05/2017	SLOCC	40151	100942	-£54.00								-£54.00		
	7	✓	29/05/2017	ICO	2A043090	8A25	-£35.00								-£35.00		
	8	✓	18/05/2017	V Pratt May sal	May-17	100943	-£284.35							-£284.35			
	9	✓	18/05/2017	V Pratt Apr & May expo	GBPC18	100943	-£85.20	-£704.92									
	10	✓	23/05/2017	Wade Windows	15249	100944	-£215.03										
£7,805.73				Reconciled per statement 2/6/17 - Unrepresented chqs total £ - 41, 42, 44													
£7,290.33				Reconciled per statement 17/7/17 - no unrepresented chqs													
	11	✓	23/06/2017	Viv Pratt June sal	Jun-17	100949	-£247.26							-£247.26			
	12	✓	24/07/2017	Four Parish Magazine		100945	-£50.00										
	13	✓	04/05/2017	Community Heartbeat	1643	100946	-£642.00										
	14	✓	02/06/2017	Zoli	52500	100947	-£94.00										
	15	✓	15/06/2017	MSDC	2000091212	100948	-£162.00										
	16	✓	17/07/2017	Viv Pratt July Sal	Jul-17	100949	-£247.26							-£247.26			
	17	✓	17/07/2017	Viv Pratt Expo June & July	GBPC/17	100949	-£89.13	-£1,592.45									
	18	✓	24/07/2017	David Harper	Jul-17	100950	-£1,430.00										
	19	✓	17/07/2017	Heelis & Lodge	HL7085	100951	-£66.00										
£6,656.66				Reconciled 15/8 - unrepresented chqs 946, 947, 948, 950 & 951 - totalling £2394.00													
£5,757.66				Reconciled 4/9 - unrepresented chqs 950 & 951 totalling £1496.00													
	20	✓	29/08/2017	David Windle	Jun-17	100952	-£215.00									-£215.00	
	21	✓	21/08/2017	Viv Pratt	Aug-17	100953	-£247.26							-£247.26			
	22	✓	12/09/2017	Viv Pratt	Sep-17	100953	-£395.62							-£395.62			
	23	✓	12/09/2017	Viv Pratt	GBPC/20	100953	-£139.10										
£3,264.90								-£996.90									
							-£420.73		£4,875.00	£0.00	£0.00	£0.00	£4,875.00	YTD Total	-£1,706.10	-£275.37	-£215.00
									£9,750.00	£0.00	£0.00	£0.00	£9,750.00	Budget	-£3,750.00	-£300.00	-£550.00
									-£4,875.00	£0.00	£0.00	£0.00	-£4,875.00	Diff against budget	-£2,043.90	-£24.63	-£335.00

Street Lighting	General Contingency fund	Speed watch	s137 donations	Chair allowance	Audit	Village Hall repairs/asset maintenance	Village Hall major repairs	Defib	Emergency Plan	Signage fund	Staffing reserve	Training	Events	Clerk Exps	Total Gross Payments	YTD Val. Element	Details	
																	First half of Precept	
					-£66.00										-£66.00	£0.00	Int Audit 16-17 (inv never recd)	
															-£284.35	£0.00	Clerk Salary April	
	-£50.00														-£60.00	-£10.00	Award scheme panel fee	
															-£186.37	£0.00	2017/18 Subscription	
															-£54.00	£0.00	SLOCC Subscription	
															-£35.00	£0.00	Data Protection Act subscription	
															-£284.35	£0.00	Clerk salary May	
															-£85.20	-£5.74	Clerk expo Apr & May	
						-£179.19									-£215.03	-£35.84	Repair to VM broken window	
															-£247.26	£0.00	Clerk salary June	
															-£50.00	£0.00	Donation to Parish magazine	
															-£642.00	-£107.00	Defib external cabinet	
															-£94.00	-£15.00	Spare defib pads	
															-£162.00	-£27.00	Litter & Dog bin emptying 17-18	
															-£247.26	£0.00	Clerk Salary July 17	
															-£89.13	-£1.34	Clerk Exps June & July	
															-£1,430.00	£0.00	VM Roof repairs	
															-£66.00	£0.00	Ins Audit for FY 16-17	
															-£215.00	£0.00	4 x grass cutting & hedge cutting	
															-£247.26	£0.00	Clerk salary Aug 17	
															-£395.62	£0.00	Clerk Sep sal & 6 mths holiday pay	
															-£134.56	-£1.34	erk expo July & Aug and 6 mths stora	
															-£3.20		Clerk expo - leaflet dispenser	
£0.00	£0.00	-£50.00	£0.00	-£50.00	£0.00	-£132.00	-£314.19	-£1,430.00	-£614.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£301.81	-£5,295.73	-£207.26	£0.00
-£90.00	-£800.00	-£500.00	-£50.00	-£125.00	-£50.00	-£250.00	-£1,000.00	-£150.00	-£100.00	-£150.00	-£100.00	-£300.00	-£250.00	-£730.00	-£10,245.00			
-£90.00	-£800.00	-£450.00	-£50.00	-£75.00	-£50.00	-£118.00	-£685.81	-£430.00	-£464.00	-£100.00	-£150.00	-£100.00	-£300.00	-£250.00	-£428.19	-£4,948.77		