

GREAT BRICETT PARISH COUNCIL

*Minutes of the Parish Council Meeting held on
Tuesday 24th January 2017 in Great Bricett Village Hall at 7.00pm*

Present: Cllr D Payne, Cllr S Hines, Cllr Cooper
 In attendance: Vivienne Pratt (Clerk), Dist Cllr Whybrow, (left meeting at 8.10), Cty Cllr Julia Truelove (left meeting at 7.40)
 Apologies: Cllr S Burnett, Cllr R Craddock

	Opening – The meeting opened at 7.02pm	
GBPC293/117	Receive apologies – Apologies had been received from Cllrs Burnett & Craddock. Cllr Hines agreed to Chair the meeting in Cllr Burnett’s absence	
GBPC294/117	Public Forum – No members of the public were present but the Clerk had received an email from a member of the public that required discussion but had been received too late to add to the agenda and it was agreed to discuss it during the public forum. The email enquired as to rumours regarding the building of houses on the Bricett Business Park and the change of name of a business within the Park, Endex Archives. Cllr Cooper explained that Endex Archives was sold to another company as of 1 st December and is now known as Oasis. With regard to the potential planning, she advised that no application has been made although she advised that the owner of the land is currently looking at possibilities for the land in the future.	
GBPC295/117	To receive Report from District Cllr Whybrow – Copy circulated and to be uploaded to website. Of particular note is the change to the Garden Waste collection for Great Bricett, which will now be on a Thursday (previously Monday). Cllr Whybrow advised of a new planning application for a Multi-use sports area at Wattisham Base that had been received by MSDC but not yet by the Parish Council. He commented that the proposal includes public use of the future facilities.	
GBPC296/117	To receive Report from County Cllr Truelove - Copy circulated and to be uploaded to website. The report detailed updates on Suffolk Trading Standards, Winter Highways matters, the Connecting Communities service and the Priority Service register. Cllr Truelove informed that the public needs to be aware that minor roads are not gritted and she advised that she has received a petition to complain about the Connecting Communities service where the public must forfeit their bus passes if they wish to accept the vouchers for this service. The receipt of the petition has been received and acknowledged by SCC and a response is anticipated. Cllr Truelove advised of the Priority Service register, a scheme to identify vulnerable people in the event of a power cut, and asked whether information about the service could be published in the local Parish magazine. <i>Clerk to action.</i> Cllr Truelove also advised that she has a limited amount of Locality Grant Fund available and is keen to receive applications from smaller groups and organisations who may not have had the benefit of previous Grants.	Clerk
	As Cllr Truelove was leaving the meeting early, it was requested that agenda item 16 be moved to be the next item	
GBPC297/117	Weight limit Order for Carters Lane – At the last meeting, Cllr Craddock had requested that Cllr Truelove be contacted to request her assistance with regard to restricting the HGV use of Carters Lane due to the damage being caused to the road surface and edges. Cllr Truelove advised that she has spoken to the Highways officer and has established that there are already signs erected at either of the lane advising that the lane is not suitable for HGVs. She advised that there is no other signage possible and that they are advisory only and not enforceable. She explained that the class of road and the fact that access is required for farm machinery and business access means that there is no option for any further restrictions. She confirmed that she has asked for any trees to be monitored by Highways and cut back (if required) to prevent obscuring the signs.	
GBPC298/117	Cllr Truelove invited any questions prior to leaving the meeting at 7.40. The Clerk asked whether there was any news with regards to the future of the Red Lion pub and restaurant and was advised that the owners were re-locating the current business but there are no plans for the pub to close.	

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<p>GBPC304/117</p>	<p>Planning Applications</p> <p>For discussion and decision – <i>None</i></p> <p><u>Awaiting decision from MSDC –</u></p> <p>a. Proposed base station installation at CTIL_201393 to be located at Bricett Business Park, Pound Hill, Great Bricett, Suffolk, IP7 7DZ</p> <p>b. Land to the south of Bricett Hall, The Street, Great Bricett - Construction of farm road and new vehicular access (previously approved under planning permission 1894/11)</p> <p><u>Decisions made by MSDC –</u></p> <p>Wixfield Park, The Street, Great Bricett IP7 7DW – Planning Application no. 1155/16 – Revised layout of new units – Decision – GRANTED</p>	
<p>GBPC305/117</p>	<p>Possible Planning Issue re. works to a property without the required consent – An issue had been raised at the last meeting with regard to works being carried out to a property in the village without the Parish Council having been consulted with regard to planning. The owners of the property have been contacted and have advised that there has already been a planning consultation but MSDC have confirmed there is no application listed against the property's address.</p> <p>Decision – It was agreed that the Clerk write to MSDC raising the potential issue</p>	<p><i>Clerk</i></p>
<p>GBPC306/117</p>	<p>Defibrillator – The Clerk advised that she ordered the defibrillator from CHT on 5th December and that despite contacting three Electrical contractors, she has not received any quotations for the installation of the two units. She advised that she had telephoned and written to Base Garage to explain the situation and to acknowledge the Council's decision to install a defibrillator on the exterior of their premises. She advised that she had contacted two more electricians, one of which was attending the following Monday. With regard to the AED training event at the VH, the Clerk advised that she had struggled to get dates from the organisers and had subsequently missed the cut off date for copy for the February edition of the Parish magazine. She advised that she had now suggested Wednesday 29th March to the organisers which would allow for appropriate notice and advertising.</p> <p>Decision – It was agreed to proceed with the training event on the 29th March and for the Clerk to obtain artwork/wording from the organisers for the Parish magazine. The Clerk to chase quotes for the installation of the cabinets and defibrillators.</p>	<p><i>Clerk</i></p>
<p>GBPC307/117</p>	<p>Village Signs – Cllr Burnett had obtained two quotes to refurbish the village sign (circulated prior to the meeting). Decision – It was agreed to discuss this at a later meeting with a full complement of Cllrs with a view to the work being carried out when the weather is better.</p>	<p><i>Clerk</i></p>
<p>GBPC308/117</p>	<p>Commemorative Plaque for Felix Wilding – The Clerk had received an email (circulated prior to the meeting) requesting permission to install a small commemorative plaque onto the post of the village sign. Felix Wilding, who had made the sign and previously been a Member of the Parish Council for many years had sadly passed away last year. The Clerk advised that she had spoken to the Landowner who is in agreement.</p> <p>Decision – It was unanimously agreed to grant permission for the plaque to be installed and for the Clerk to advise of the future refurbishment work to the sign.</p>	<p><i>Clerk</i></p>
<p>GBPC309/117</p>	<p>New audit arrangements for Smaller Authorities – The Clerk advised that she had received an email from SALC confirming that the new sector led audit arrangements (discussed at several meetings last year) had not yet been established and that all Councils must use their existing external auditors for FY 2016-17, although no quotations had been received as to the cost. The Clerk advised that, in the circumstances, she would continue to use BDO Stoy Hayward for this year's audit of t accounts.</p>	
<p>GBPC310/117</p>	<p>Meeting Dates 2017-18 – To consider and determine future meeting dates as 28th March is the last published meeting date.</p> <p>Decision - It was agreed that the meetings will follow the current bi-monthly pattern (as 2016), with the exception of the September meeting due to the lack of availability by the Clerk. It was agreed that meetings will be held on –</p>	

	<p>Tuesday 23rd May 2017 – Combined Annual Meeting of the Parish and Annual Parish Council Meeting Tuesday 25th July 2017 Tuesday 12th September 2017 Tuesday 28th November 2017 Tuesday 23rd January 2018 Tuesday 27th March 2018 – For info, Easter Sunday is 1st April</p>	
	Clerk to upload to website and to book the VH.	Clerk
GBPC311/117	<p>Draft Budget & Precept for 2017-18 – The Clerk advised that she had looked into the budget implications of her recent increase in hours as requested, however, she felt it is unlikely that the additional hours would be required in anything other than exceptional and very occasional circumstances. It was agreed that the budget does not require finalising until the March meeting and for a final version (based on the draft from November) be agreed at the next meeting.</p> <p>Decision - The Precept form for £9750 (as agreed last meeting – minute no. GBPC284/1116) was signed by the Clerk and the Chair and will be forwarded to MSDC by 31st January 2017.</p>	Clerk
GBPC312/117	<p>Leaf and garden waste being dumped in ditch – An issue had been raised at the last meeting regarding what appears to be fly tipping in a ditch within the village. The ditch had been visited since the last meeting and more rubbish was found to have been dumped.</p> <p>Decision – It was unanimously agreed to write to all five houses within the immediate vicinity of the ditch asking for their vigilance in looking out for whoever is dumping rubbish outside their properties. The Clerk to prepare a letter for Cllrs SB/GC to distribute.</p>	Clerk SB, GC
GBPC313/117	<p>Finance</p> <p>a. Finance report includes invoice for new defibrillator – not in this year’s budget but being fully financed out of last year’s Locality Grant (in ring fenced reserves) received from Cllr Truelove</p> <p>a. Clerks salary includes new hourly rate increased by £2 per hour with effect from 1st December (per minute number GBPC291/1116)</p> <p>b. The Clerk advised that she has made a VAT reclaim for period 1/1/16 to 31/12/16 for £428.89 made 4/1/17 but it has not yet been received so is not included in this meeting’s figures.</p> <p>c. Savings account balance now reflects required earmarked and ring fenced reserves</p> <p>d. New subscription fee of £188.17 received from SALC for FY 2017-18.</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 @ 24th November were £19,936.15. The Bank Statements were verified and signed by the Chair.</p> <p>f. Approval of Payments – The Clerk presented payments for authorisation.</p> <p>Decision - Payments totalling £2,696.66 were authorised and cheques signed - Clerk to action.</p>	
GBPC314/117	<p>Village Hall Management Committee Report – minutes from the last meeting had been circulated prior to the meeting. The Clerk reported that she had been contacted by the VHMC regarding the Saniflo unit in the kitchen and it’s rather unpleasant smell. The Clerk advised that she had spoken with Saniflo and their advice was that it is likely the unit requires descaling and cleaning, which is a requirement regardless of the relatively low usage. The Clerk had reported this to the VHMC and was awaiting their response. With regard to the damp above the chimney breast, the VHMC had visited the VH with a damp meter and very high readings had occurred by the chimney breast and on the kitchen ceiling. Upon further inspection, it transpires that a tile has come out on the external chimney and that the flat roof on the porch may also require some attention. The cost of all repairs was discussed with regard to the basis of the lease and who is responsible for the cost of repairs ie. VHMC or PC and it was recognised that the VHMC is not in a financial position to offer much financial support. The possibility of a more regular and formal inspection and condition report was discussed</p>	Clerk

	to try to ensure problems are spotted early on. Decision – It was agreed that the Clerk and/or VHMC would obtain advice and quotes for the roofing works in order that it can be discussed next meeting. It was generally agreed that an inspection report, possibly every six months, would be a good idea.	
GBPC315/117	Clerks Update re. urgent decisions since the last meeting – None	
GBPC316/117	Correspondence for Information - The Information Folder for Councillors to read, sign and return was circulated containing – <ol style="list-style-type: none"> 1. Email from Jo Churchill MP advising of Houses of Parliament tours 2. Email from SALC re. Sector Led Audit arrangements 3. Email from MSDC re Neighbourhood Plans 4. LAIS from SALC re Video Conferencing of meetings 5. Email from SALC re Heritage Training+ 6. Email from GBVHC re. chimney repairs 7. Fundraising letter from Suffolk Age UK 8. Info from MSDC re. change of Governance arrangements 9. Clerks & Councils Direct magazine Nov edition 10. The Local Councillor Dec edition 11. The Clerk Magazine Jan edition 12. Email from S Bagshaw re. possible building in village <p>The folder from the last meeting was not returned to the Clerk – please bring to next meeting</p>	<i>Cllrs</i>
GBPC317/117	To consider the exclusion of the public and press in the public interest for consideration of the following items - None	
GBPC318/117	Matters to be brought to the attention of the Council - None	
	Date of Next Meeting - The date and time of the next meeting is Tuesday 28 th March 2017 starting at 7pm	
	<i>Meeting closed at 9.05pm</i>	

Chairman

Susan Burnett

Date

25.4.2017

Great Bricett Parish Council

Clerks Finance Report - 24.1.17

Total Funds prior to Meeting - £19,936.15

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								
	GBPC287/1116	22/11/2016	100929	Speedar Measurement Systems	Battery for CSW Speedgun	-£35.54	Local Government and Rating Act 1997, s.30	
	GBPC287/1116	22/11/2016	100930	Community Action Suffolk	PC Insurance renewal 16-17	-£187.74	Local Government Act 1972, s.133	
	GBPC287/1116	22/11/2016	100931	Viv Pratt (Oct sal)	Clerks sal Oct 16	-£269.44	LGA 1972 S111	
	GBPC287/1116	22/11/2016	100931	Viv Pratt (Oct exps)	Clerk exps Oct 16	-£138.44	LGA 1972 S111 & 112	
	GBPC287/1116	22/11/2016	100931	Viv Pratt (Nov sal)	Clerks sal Nov 16	-£269.44	LGA 1972 S111	
	GBPC287/1116	22/11/2016	100931	Viv Pratt (Nov exps)	Clerk exps Nov 16	-£29.40	LGA 1972 S111 & 112	
	GBPC287/1116	24/09/2016	100928	Viv Pratt	Special projects reimbursement of hours - Cesspit	-£200.00	LGA 1972 S111	
					Cheques approved last meeting	-£1,130.00		
Receipts since last meeting								
						£0.00		
					Receipts since last meeting	£0.00		
Payments since last meeting								
		01/12/2016	DD	CAS	Website hosting	-£60.00	Local Government Act 1972, s.142	
£7,308.32	Balance prior to meeting					Payments since last meeting	-£60.00	
Payments for approval this meeting								
		16/12/2016	100932	V Pratt Dec salary	Clerk salary Dec 16	-£284.34	LGA 1972 S111	
		21/12/2016	100933	Community Heartbeat	Defibrillator (using last years grant)	-£1,902.00	LGA 2000, s2 & 4	
		15/12/2016	100934	SALC	Clerk Info day 7/12/16	-£19.20	Local Government Act 1972, s.133	
		30/11/2016	100935	David Windle	3 x Grass cuts & 1 x hedge cut	-£170.00	Local Government Act 1972, s.215	
		17/01/2017	100932	V Pratt Jan salary	Clerk sal Jan 17	-£259.62	LGA 1972 S111	
		17/01/2017	100933	V Pratt Jan & Dec expenses	Clerks exps Dec & Jan	-£61.50	LGA 1972 S111 & 112	
					Total Payments	-£2,696.66		
£4,611.66	Balance after payments approved							
Active Saver								
£12,581.66	Balance brought forward from year end							
		30/12/2016		Barclays	Credit interest	46.17		
					Receipts since last meeting	46.17		
£12,627.83	Balance prior to meeting							
Prepared by - Vivienne Pratt 17.01.17 Clerk & Responsible Finance Officer								