

# GREAT BRICETT PARISH COUNCIL

*Minutes of the Parish Council Meeting held on  
Tuesday 25th July 2017 in Great Bricett Village Hall at 7.00pm*

Present: Cllr R Craddock, Cllr G Cooper, Cllr N Ford, Cllr R Morley  
 In attendance: Vivienne Pratt (Clerk), Dist Cllr D Whybrow, Cty Cllr A Whybrow (arrived 7.03pm)  
 Apologies: Cllr S Burnett, Cllr D Payne

	<b>Opening</b> – The meeting opened at 7.00pm. In the absence of the Chair, Cllr Craddock agreed to chair the meeting.	
<b>GBPC364/717</b>	<b>Receive apologies for absence</b> – Cllr Burnett & Cllr Payne	
<b>GBPC365/717</b>	<b>Public Participation Session</b> – No members of the public present, however, it was noted that there was a note from a member of the public in the comments book regarding the poor acoustics in the Village Hall that had led to them having to leave the event. This was noted that this is not a Parish Council issue and is an issue that the two members of the VHM (also Cllrs) are aware of and hoping to rectify subject to sourcing the necessary funding.	
<b>GBPC366/717</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 cycling tour of Britain (not coming to this area this year) and the departure of the County Chief Executive as well as an update on the new street light in Lower Farm Road, the bus shelter at the Mace Shop and traffic calming measures. The Clerk advised that she had received notification from SCC that they have agreed revised terms that has resulted in Wattisham Base agreeing to meet the ongoing cost of the maintenance and electricity supply of the new light as well as some of the cabling charges, which has reduced the cost to supply and install the new unit to £522.25 plus VAT. It was noted that this is being paid for out of Cllr Whybrow's budget and at no cost to the PC. The Clerk advised that the Base has written to her also agreeing to take over responsibility for the Bus shelter and advising that they will be sending out a maintenance company to inspect in the near future. Cllr Craddock advised that he understood that this inspection has already taken place and an update should follow in the very near future as to the options with regard to refurbishment/replacement. Possible traffic calming measures for the village were discussed and Cllr Whybrow advised that speed bumps are not encouraged or popular with Highways and that the position discussed does not meet the criteria for '20 is plenty' signs but suggested that there may be an option to paint a warning sign directly on the surface of the road in one direction only. She advised that speeding is an issue throughout the area and it is generally recognised that due to the time of day that the majority of traffic, and therefore offenders, are seen would lead people to believe that it is mostly generated by the Base.	<i>Clerk</i>
	Cllr Whybrow advised that she required to leave to join another meeting and it was agreed to move agenda items 12 and 15 in order that she could participate.	
<b>GBPC367/717</b>	<b>Verge &amp; Hedge cutting in the Village</b> – To consider and determine action required regarding the lack of hedge and verge cutting believed to be the cause of a recent road traffic accident. Cllr Craddock advised that he had been informed that there had recently been a road traffic accident that was believed to have been caused by the lack of visibility caused by the overgrown hedge obstructing vision in Carters Lane. Cty Cllr Whybrow advised that the verge cutting programme carried out by SCC was now virtually complete and it was noted that this is for A & B main roads and that the majority in and around Great Bricett are unclassified. It was also noted that the recommendation from SCC are that hedges are not cut between March and September due to nesting birds. <b>Decision</b> – It was agreed that Cllr Cooper would try to establish ownership of the field behind the accident spot in an attempt to see whether the farmer would consider cutting the hedge/verge.	<i>Cllr Cooper</i>
<b>GBPC368/717</b>	<b>Accident in The Street, Great Bricett on 1<sup>st</sup> March</b> –To consider and determine action required. Certain aspects of speed calming had already been discussed in minute no. GBPC366/717 and Cllr Ford mentioned that several of the local residents had considered 'pooling resources' to purchase two mirrors (one in	

	<p>either direction) at the entrance to The Green from The Street. Cty Cllr Whybrow advised that her Highways budget does not include mirrors as they are generally not popular with SCC but it was agreed that they do not require planning and can be installed by individuals. It was also noted that at previous meetings, the PC had agreed that they might be prepared to financially assist towards the cost of the mirrors. Cllr Morley asked whether police car presence can be requested and it was agreed that certain vehicles are seen/heard on a regular basis.</p> <p><b>Decision</b> – It was agreed that Cllr Ford would discuss the mirrors and installation options with other residents and provide quotations for the PC to consider at a future meeting. Cty Cllr Whybrow advised that she would attempt to obtain the VAS temporary portable sign which, although does not capture information, flashes up the speed being travelled at and recognised as a significant help in reducing speeds. It was agreed that the Clerk draft a letter to Tim Passmore, Police Commissioner, Retd Colonel Robbie Silk and the Wattisham Station Commander with the Council's concerns regarding the speeding issues in and around the village. This letter to be forwarded to all Cllrs for comments prior to sending. It was also agreed that individuals should be encouraged to identify speeding offenders by the car details and reg. no., which should be reported to the Police and Base.</p>	<p><i>Cllr Ford</i></p> <p><i>Cllr A Whybrow</i></p> <p><i>Clerk</i></p>
	Cty Cllr Anne Whybrow left the meeting at 7.28pm	
<b>GBPC369/717</b>	<p><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 Locality Funding Initiative. He commented that he would encourage the PC to respond to the public consultation with regard to the boundary review as the number of Cllrs in the Borough is proposed to reduce from 40 to 34. He commented that he felt that the review might have less impact here than in other wards due to the current and proposed electorate figures to Cllr ratios already falling within the proposed guidelines. With regard to Locality grants, he advised that his budget this year is £6,250 to be allocated to any not for profit organisation within the ward. He also advised that he had been disappointed at the lack of applications for a similar initiative two years ago.</p> <p><b>Decision</b> – It was agreed that Cllrs Ford and Morley would pass on the Grants information to the VHC in connection with a variety of improvements that are already being discussed. It was also agreed to add this item to the next agenda for the PC to consider any possible good causes which might benefit from the grant. During this section, it was noted that the PC might consider asking Cty Cllr A Whybrow whether her budget might allow for the cost to install fenced/gate speed signs as cars enter the village as it was recognised that this is also a known way of 'killing' speed.</p>	<p><i>Cllrs Ford &amp; Morley</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p>
	Dist Cllr David Whybrow left the meeting at 7.45pm	
<b>GBPC370/717</b>	<p><b>Approve Minutes of Annual Parish Council Meeting held on 23<sup>rd</sup> May 2017</b></p> <p><b>Decision</b> - It was proposed and resolved to accept the minutes of the meeting held on 23<sup>rd</sup> May as a true record. The Minutes were duly signed by the Chair and will be updated on the website.</p>	<i>Clerk</i>
<b>GBPC371/717</b>	<p><b>Receive Declarations of Interests regarding items on the agenda -</b> Pecuniary and non-pecuniary and requests for dispensation - None</p>	
<b>GBPC372/717</b>	<p><b>Co-option of new Councillor</b> – No applications received – as of June 17, there is one vacancy.</p>	
<b>GBPC373/717</b>	<p><b>Clerks Update from the last minutes</b></p> <ol style="list-style-type: none"> <li>Street light in Lower Farm Road – now ordered and awaiting installation as discussed above</li> <li>Potential planning issue at Wildwinds – being investigated by MSDC</li> <li>New external Cabinet &amp; Defibrillator installation at Base Garage – The Clerk advised that the new cabinet has been delivered and is awaiting installation.</li> <li>VH Defibrillator – The Clerk advised that there is some outstanding information to be provided by Cllr Ford prior to it being fully commissioned. Cllr Ford advised that the cabinet had been found opened and the torch removed but that the defibrillator had not been activated.</li> <li>New member's declarations of interest forms – sent to MSDC after last meeting</li> <li>VH Window repair – work now completed</li> </ol>	<p><i>Cllr Ford</i></p> <p><i>Cllr Ford</i></p>

	<p>g) Declaration of Acceptance form for Cllr Craddock – required as Cllr Craddock had missed the annual meeting – form signed and returned to the Clerk</p> <p>h) Bus Shelter by the Mace Shop – discussed earlier in the meeting</p>	
<b>GBPC374/717</b>	<p><b>Planning Applications –</b></p> <p>a. For discussion and decision – <i>None</i></p> <p>b. Awaiting decision from MSDC – <i>None</i></p> <p>c. Decisions made by MSDC – <i>None</i></p> <p>At this point, Cllr Cooper advised that she wished to make the Council aware that plans have been submitted for a residential housing scheme on the Bricett Business Park, owned by her father. She advised that this plan is for 53 homes with a mix of affordable housing as well as 2, 3 and 4 bed private houses. The Clerk advised that no consultation had been received from MSDC yet and all present thanked Cllr Cooper for advising them of the application.</p>	
<b>GBPC375/717</b>	<p><b>Electoral Review of Babergh &amp; Mid Suffolk: Warding Arrangements –</b> To consider and determine whether action and/or response required. Current and proposed elector numbers in the parish and ward were discussed and it was noted that Cllr Whybrow had encouraged that Council to respond.</p> <p><b>Decision –</b> It was agreed for the Clerk to contact Cllr D Whybrow to discuss the Council's response and then to draft a response to be circulated to all members prior to sending.</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p>
<b>GBPC376/717</b>	<p><b>Adoption of BT Phone Box –</b> To consider and determine action required for the future use and maintenance of the box. Notification now received from BT that the adoption of the box by the Parish Council was successful. The Clerk advised that the box is in need of maintenance and that the previous offers of free of charge electricity supply and paint are no longer available due to the fact that it has not been used to house the defibrillator.</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 and that the opinion of the VHMC would also be helpful. It was agreed that the Clerk put a piece on the website, the noticeboards and the Parish magazine and that this should be an agenda item for the next meeting. It was agreed that future maintenance should be by way of a 'working party'.</p>	<p><i>Clerk</i></p>
<b>GBPC377/717</b>	<p><b>Village Noticeboards –</b> To consider action required to carry out require refurbishment of both noticeboards. Cllrs Ford and Craddock both advised that they know someone who might be able to do this work which the Clerk advised should be done before the winter months to prevent further damage.</p> <p><b>Decision –</b> It was agreed that Cllrs Ford &amp; Craddock would make contact for prices and forward to the Clerk as soon as possible. It was also agreed that the commemorative bench outside the Village Hall would also benefit from treatment.</p>	<p><i>Cllr Ford &amp; Craddock</i></p>
<b>GBPC378/717</b>	<p><b>Findings of Internal Audit –</b> Clerks update regarding report from Heelis &amp; Lodge. The Clerk advised that she had collected the information from the auditors that afternoon and had not had the opportunity of emailing the official report. After a brief read through of the report, there had been one recommendation that the risk assessment should be carried out prior to year-end at the end of March. It was noted that this was due to take place in the March meeting that had to be cancelled at short notice due to the Clerk's father suffering a heart attack.</p> <p><b>Decision –</b> It was agreed that the risk assessment had taken place in re-arranged meeting in April. Clerk to forward a copy of the report to all Cllrs.</p>	<p><i>Clerk</i></p>

<p><b>GBPC379/717</b></p>	<p><b>Finance</b> – The Clerk provided updates on the following –</p> <p>a. Payments against budget – The Clerk had circulated the income and expenditure against budget since 1<sup>st</sup> April</p> <p>b. Clerk’s Finance Report - The Clerk reported on the Council’s current Financial and movements since last meeting. Total funds held @ 16<sup>th</sup> May were £19,918.16. The Clerk advised that no cheque numbers were included within the report as the cheque booked had been with the auditors until that afternoon. The bank statements were checked and signed against the finance report by Cllr Morley.</p> <p>c. VAT reclaim – The Clerk advised that she will be preparing another VAT reclaim in the near future as there is approx. £200 to reclaim from HMRC.</p> <p>d. Authorisation of Payments – All invoices for payment were included within the finance report with the exception of two additional invoices that had been received that day. The Clerk advised that one invoice was for the roofing contractor for the original quote of £1,060 plus additional works of £370. The second invoice was for the internal auditors for £66. Both invoices were expected and within the limits agreed in previous meetings.</p> <p><b>Decision</b> - Payments totalling £1,532.45 (existing invoices) were authorised and it was agreed to authorise the additional payments £1,496.00 (new invoices) rather than make the suppliers wait until the September meeting. All cheques signed - Clerk to action.</p>	<p><i>Clerk</i></p>
<p><b>GBPC380/717</b></p>	<p><b>Village Hall Update</b> – Cllr Ford advised that attendance numbers had been rather disappointing for some of the recent events but that the Quiz nights and Race nights still proved popular.</p> <p>Roof, Ceiling &amp; Chimney Update – Cllr Ford advised that he had spoken to the roofing contractor during the works and that upon stripping back of the roof slates, it had been established that there was no long term damage to the materials underneath. The previous repair to the roof had apparently used inferior materials and workmanship and it was noted that the felt had not been replaced. Cllr Ford showed photographs of the stripped back roof and it was noted that the internal ceiling of the VH had already started to dry out and might only require redecorating when it has done so.</p> <p>Cesspit – Cllr Ford advised that there was settlement around the manhole cover to the new cesspit and he would email the Clerk with further info so she could contact the contractors. It was also noted that the new cesspit has been emptied and hoped that it should not require emptying again for several years.</p> <p>In light of Dist Cllr Whybrow’s Locality grant discussed earlier in the meeting, it was proposed that the VHMC prepare plans and costings for several improvements required to the VH, especially the acoustics and lighting and improvements to the garden so it can be used as outside space for any bookings.</p> <p><b>Decision</b> – It was unanimously agreed that the VHMC should discuss this at their next meeting and update the PC at the September meeting.</p>	<p><i>Cllr Ford</i></p>
<p><b>GBPC381/717</b></p>	<p><b>Clerks Update regarding urgent decisions since the last meeting</b> – None</p>	
<p><b>GBPC382/717</b></p>	<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. Email from Mid Suffolk DC re. new planning team</li> <li>2. Email from Coddenham Parish Council re. Cllr training</li> <li>3. Copy of email from Wattisham Base re. Bus shelter</li> <li>4. Legal briefing from NALC re. Data protection reform</li> <li>5. Letter from Age UK re. tackling loneliness</li> <li>6. Email from Anglian Water re. call for private pumping stations</li> <li>7. Clerk magazine July edition</li> </ol> <p>The Clerk advised that she had received a call from Cllr Payne who is in possession of the last two correspondence folders that he was struggling to circulate. At this point, the Clerk provided a new document with Cllrs contacts. Cllr Cooper made some corrections and the Clerk to amend and circulate the amended form via email.</p>	<p><i>Cllrs</i></p> <p><i>Clerk</i></p>
<p><b>GBPC383/717</b></p>	<p><b>To consider the exclusion of the public and press in the public interest for consideration of the following items</b> - None</p>	



# Great Bricett Parish Council

## Clerks Finance Report - 25.7.17

Total Funds prior to Meeting - £19,918.16

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>							
	GBPC358/517	16/03/2017	100941	SALC	Award scheme panel fee	-£60.00	LGA 1972 S112
	GBPC358/517	26/04/2017	100941	SALC	2017/18 Subscription	-£186.37	LGA 1972 S112
	GBPC358/517	08/05/2017	100942	SLCC	SLCC Subscription	-£54.00	LGA 1972 S112
	GBPC358/517	29/05/2017	BACS	ICO	Data Protection Act subscription	-£35.00	LGA 1972 S112
	GBPC358/517	18/05/2017	100943	V Pratt May sal	Clerk salary May	-£284.35	LGA 1972 S111
	GBPC358/517	18/05/2017	100943	V Pratt Apr & May exps	Clerk exps Apr & May	-£85.20	LGA 1972 S111 & 112
					<u>Cheques approved last meeting</u>	<u>-£704.92</u>	

Payments Made Since Last Meeting							
		23/05/2017	100944	Wade Windows	VH Window repair	-£215.03	
						Payments since last meeting	-£215.03

Receipts Since Last Meeting							
				None			

Receipts since last meeting £0.00

£7,290.33	Balance prior to meeting						
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Payments for approval this meeting							Power to Pay
		23/06/2017		Viv Pratt June sal	Clerk salary June	-£247.26	LGA 1972 S111
		24/07/2017		Four Parish Magazine	Donation to Parish magazine	-£50.00	LGA 1972 S137
		04/05/2017		Community Heartbeat	Defib external cabinet	-£642.00	Public Health Act 1936, s.234
		08/06/2017		Zoll	Spare defib pads	-£94.80	Public Health Act 1936, s.234
		13/06/2017		MSDC	Litter & Dog bin emptying 17-18	-£162.00	Litter Act 1983 ss 5,6
		17/07/2017		Viv Pratt July Sal	Clerk Salary July 17	-£247.26	LGA 1972 S111
		17/07/2017		Viv Pratt Exps June & July	Clerk Exps June & July	-£89.13	LGA 1972 S111 & 112
						<b>Total Payments for approval</b>	<b>-£1,532.45</b>

£5,757.88 New balance if payments approved

Great Bricett Savings Account							
£12,627.83	Balance brought forward from last meeting						
				None			
						Receipts since last meeting	£0.00
<b>£12,627.83</b>	<b>Balance after any payments/receipts</b>						

Prepared by - Vivienne Pratt 17.7.17

Clerk & Responsible Finance Officer

Great Brickett Parish Council - Payments & Receipts 2017-18

Working Balance Bank less current payments & receipts	Ref No	St Field	Date	Inv No	Cheque No	Running Total for year	Current payments	Preced	Bank Int	Grant	Refund	Total Receipts	Clerks salary	Subs	Grant Cutting	
17,645.55																
17,645.55																
17,685.55																
	1		06/04/2017			16,875.00		16,875.00				16,875.00				
18,611.80																
18,274.28																
	2	✓	21/11/2016		18335	309939	-456.00									
	3	✓	18/04/2017		Apr-17	309940	-284.35	-1350.35					-284.35			
	4	✓	18/04/2017		SALC	309941	-450.00									
	5	✓	18/04/2017		SALC	309942	-4285.27									-4380.37
	6	✓	18/04/2017		SLOC	309943	-454.00									-454.00
	7	✓	26/05/2017		RD	26048990	-437.00									-437.00
	8	✓	18/05/2017		V From May call	309944	-454.35						-454.35			
	9	✓	18/05/2017		V From Apr & May exp	309945	-485.20	-1704.92								
	10	✓	23/04/2017		Wide Window	12349	-215.00									
17,805.73																
17,390.33																
	11		23/06/2017		Via Parish Journal	Jun-17	-247.26									-247.26
	12		26/07/2017		Four Parish Magazine		-250.00									
	13		04/06/2017		Community Newsletter	0543	-484.00									
	14		06/06/2017		Doc	07280	-484.00									
	15		15/06/2017		MIDC	2000051212	-160.00									
	16		17/07/2017		Via Parish July 16	Jul-17	-247.26									-247.26
	17		17/07/2017		Via Parish July June & July	08PC/17	-484.35									
								-41,512.85								
						17,272.25										
								16,875.00	00.00	00.00	00.00	16,875.00	170 Total	-41,065.22	-4271.37	00.00
						19,750.00	00.00	00.00	00.00	00.00	19,750.00	Budget	-43,710.00	-4350.00	-4700.00	
								-16,875.00	00.00	00.00	00.00	-16,875.00	OW against budget	-23,063.38	-29.67	-4700.00

Street Lighting	General Insurance	General Contingency Fund	Sound switch	Light consumers	Chair allowance	Audit	Miscellaneous consumables maintenance	Miscellaneous repairs maintenance	Defib	Emergency Plan	Business Rates	Electricity consumers	Training	Events	Clerk Lease	Total Grant Payments	FTW Vat Receipts	Details
																		Bank half of Precept
																		Int Audit 16-17 (no meter read)
																		Clerk Salary April
																		Award scheme panel fee
																		2017/18 Subscription
																		SOIT Subscription
																		Data Protection Ann subscription
																		Clerk salary May
																		Clerk exp Apr & May
																		Repair to old broken window
																		Clerk salary June
																		Contribution to Parish magazine
																		Defib external cabinet
																		Spare defib pads
																		Litter & Dog bin emptying 17-18
																		Clerk Salary July 17
																		Clerk Exp June & July
00.00	00.00	-450.00	00.00	-450.00	00.00	-690.00	-4214.10	00.00	-414.00	00.00	00.00	00.00	00.00	00.00	4247.25	-41,863.75	-4282.72	
-450.00	-450.00	-450.00	-450.00	-1325.00	-450.00	-2550.00	-11,000.00	-41,000.00	-2,145.00	-1200.00	-4100.00	-4100.00	-4100.00	-4100.00	-4200.00	410,240.00		
-490.00	-890.00	-890.00	-890.00	-791.00	-390.00	-1844.00	-9082.81	-11,000.00	2464.00	-1300.00	-1300.00	-1300.00	-1300.00	-1300.00	-4200.00	-452.75	-47,682.25	