

# **GREAT BRICETT PARISH COUNCIL**

**You are summoned to attend the meeting which will be held  
at Great Bricett Village Hall, on Tuesday 24<sup>th</sup> January 2017 at 7.00pm**

**Public Forum** – *At item 2 on the agenda, members of the public are invited to give their views and question the Parish Council on issues on this agenda or to raise issues for consideration at future meetings at the discretion of the Chairman. This item will generally be limited to 15 minutes duration. Members of the public are welcome to stay for the meeting (with the exception of matters excluded for press and public interest) but may not contribute within the Parish Council meeting itself unless specifically invited to contribute by the Chairman.*

## **AGENDA**

*To comply with the approved Standing Orders, the Public Forum and Items 3, 4 & 5 are to be concluded within a 30 minute time slot unless the Council agrees to extend this time period.*

- 1. Receive apologies for absence**
- 2. Public Participation Session**
- 3. Receive District Councillor's Report - *District Cllr David Whybrow***
- 4. Receive County Councillor's Report - *County Cllr Julia Truelove***
- 5. Approve Minutes of meeting held on 22<sup>nd</sup> November 2016 as true record of the meeting**
- 6. Receive Declarations of Interests & dispensations**
- 7. Co-option of new Councillor/s – *no applications received***
- 8. Vice Chairman for Parish Council – *To consider and determine nominations for Vice Chairman's role following resignation of Cllr Triggs (deferred from last meeting)***
- 9. Clerks Update regarding matters arising from the last minutes –**
  - Adoption of BT Phone Box
  - Bank account
  - Street light in Lower Farm Road
  - SALC info day 7<sup>th</sup> December
  - Footpath walk leaflets
  - MSDC Allotment policy
  - Clerks second Council
- 10. Planning Applications –**
  - a. For discussion and decision – *None*
  - b. Awaiting decision from MSDC –
    - i. Proposed base station installation at CTIL\_201393 to be located at Bricett Business Park, Pound Hill, Great Bricett, Suffolk, IP7 7DZ*
    - ii. 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)*
  - c. Decisions made by MSDC –
    - Wixfield Park, The Street, Great Bricett IP7 7DW – Planning Application no. 1155/16 – Revised layout of new units – **Decision** - GRANTED
- 11. Possible planning issue re. potential extension on a property without the required consent – *To consider and determine whether action required following complaint made at last meeting***
- 12. Defibrillator – *Clerk's update regarding the two defibrillators and to consider and determine installation quotations. To consider options for AED training.***
- 13. Village Sign & Noticeboards – *Update from SB. To consider and determine maintenance options and budgetary implications***

14. **Commemorative Plaque for Felix Wilding** – *To consider request to install a commemorative plaque on the village sign (see attached email). For info, Landowner is in agreement.*
15. **New audit arrangements for Smaller Authorities** – *Clerks update*
16. **Weight limit Order for Carters Lane** – *To consider and determine whether action required following complaint at last meeting*
17. **Meeting Dates 2017-18** – *To consider and determine meeting dates as 28<sup>th</sup> March is the last published meeting date. If meetings follow bi-monthly pattern as 2016, meetings will fall –*

**Tuesday 23<sup>rd</sup> May 2017** – Combined Annual Meeting of the Parish and Annual Parish Council Meeting

**Tuesday 25<sup>th</sup> July 2017**

**Tuesday 26<sup>th</sup> September 2017** (*VP is not be available for this sdate*)

**Tuesday 28<sup>th</sup> November 2017**

**Tuesday 23<sup>rd</sup> January 2018**

**Tuesday 27<sup>th</sup> March 2018** – *For info, Easter Sunday is 1<sup>st</sup> April*

18. **Budget and Precept for 2017-18** – *To finalise budget and complete Precept request form for £9750*
19. **Leaf and garden waste being dumped in ditch** – *To consider and determine whether PC response required following complaint at last meeting*

## 20. Finance

- 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*
- b. *Clerks hourly rate increased by £2 per hour from 1<sup>st</sup> December (per minute number GBPC291/1116)*
- c. *VAT reclaim for period 1/1/16 to 31/12/16 for £428.89 made 4/1/17*
- d. *Savings account balance now reflects required earmarked and ring fenced reserves*
- e. *New subscription fee received from SALC*
- f. *Clerk's Finance Report*
- g. *Authorisation of Payments*

21. **Village Hall Management Committee Report** – *minutes of last meeting attached. To consider and determine action required regarding unpleasant smell from Saniflow in kitchen. To consider and determine action required regarding damp near chimney breast.*

22. **Clerks Update regarding urgent decisions since the last meeting** – *None*

23. **Correspondence for Information** – *to be circulated*

24. **To consider the exclusion of the public and press in the public interest for consideration of the following items:** *None*

25. **Matters to be brought to the attention of the Parish Council** –

*Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.*

**Next scheduled meeting – 28<sup>th</sup> March 2017 - 7.00pm - Great Bricett Village Hall**

Viv Pratt – Clerk to Great Bricett Parish Council  
Email - pc@greatbricett.suffolk.gov.uk

Tel. 01473 657124



Monday, 16 January 2017



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President: Sir Edward Greenwell, Bart.

**For the attention of all Councils**

**Release date:** 1 November 2016

Dear Chairman

### Subscriptions

Our membership leaflet is provided with this letter. It is important to SALC that members are aware of the full range of services so that you can make full use of them.

The continual increased demands on councils and increased overheads have led to the SALC Board agreeing a 3% increase in the SALC subscription. We will again be looking at efficiencies, partnership and contract work to help us respond to the increased demand for support and advice. In particular, our contract arrangements with 11 other County Associations, who see us as a leading organisation in council service provision, bring additional income which we use to benefit our membership without the full cost of services having to fall on you as members.

The National Association of Local Councils has also increased its fee by 1.9% from 6.6p per elector to 6.73p per elector. This fee is paid by SALC in order to access their information, policy and legal services. No other body is authorised to access these services for you.

The indicative fee breakdown for your council covering both the SALC and NALC element is shown below so that you can see how the subscription is determined.

The invoice for subscription for the year 2017–2018 will be sent to you early in April 2017, subject to final electoral figures being received :

	SALC	NALC	Total
<b>2017-18</b>	155.48	32.70	188.17

If you have any questions about this matter, please do feel free to get in touch.

Yours Faithfully

Shona Bendix

Chief Executive Officer

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**From:** [Mark Wilding](#)  
**Sent:** 14 December 2016 18:34  
**To:** [vivvyp5@gmail.com](mailto:vivvyp5@gmail.com)  
**Subject:** Re: Gt. Bricett Village sign- Commemorative plaque

Dear Mrs Pratt,

Thank you for your email. I am intending the plaque to be 7x5 inches with wording as follows.

In Loving memory of Felix John Wilding 18.4.33- 1.10.16

Resident in the village for 57 years who designed and made this sign to commemorate the millennium year

I think the 7" dimension is wider than the main post so the intention would be to affix an oak backing plate to the post then fix the plaque to that.

I trust this will assist. Kind regards Mark Wilding

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**From:** [vivvyp5@gmail.com](mailto:vivvyp5@gmail.com) <[vivvyp5@gmail.com](mailto:vivvyp5@gmail.com)>  
**Sent:** 14 December 2016 16:45  
**To:** Mark Wilding  
**Subject:** RE: Gt. Bricett Village sign- Commemorative plaque

Hello Mark - Many thanks for your email and I apologise for the delay in getting back to you.

Our next Council meeting is the 24<sup>th</sup> January and I am more than happy for this to be considered and will add it as an agenda item. In order for it to be discussed, do you have any more information regarding the size, wording and material of the sign please? The more information you are able to give, the better please as it will assist in the decision making process.

I would mention that the Village sign is due to be re-furbished and we are currently obtaining quotes. Although we don't know when this will take place, it might be best to install it after the works are complete.

Many thanks and kind regards Vivienne

**From:** [Mark Wilding](#)  
**Sent:** 08 December 2016 20:15  
**To:** [vivvyp5@gmail.com](mailto:vivvyp5@gmail.com)  
**Subject:** Gt. Bricett Village sign- Commemorative plaque

Dear Ms Pratt,

My name is Mark Wilding, my wife and I live at Trevi, The street, Gt. Bricett. My parents Felix & Rosemary Wilding were resident in the village for approx 57 years and my father served on the parish council for many years. He designed and made the village sign C.2000.

Sadly both my parents have passed away this year, my father in October. I would like to affix a small commemorative plaque to the village sign in memorial to my father and write to ask if this could be agreed by the parish council.

I have asked one or two people in the village and they have no objection.

**Great Bricett Village Hall Management Committee (GBVHMC)** Registered Charity No. 1037101

Chair: Marina  
 Vice-Chair: Ange  
 Treasurer: Arland  
 Secretary: Christina

Date: 10<sup>th</sup> November 2016  
 Time: 19:00  
 Venue: Village Hall

**AGENDA/MINUTES**

**Minutes of the Committee Meeting held on Thursday 10<sup>th</sup> November 2016**

		Action For
	<p><b>Membership</b>                      Present: Marina, Arland, Angie, Lesley, Maggie, Christina, Richard, Nigel                      Apologies:</p>	
1	<p><b>Opening Remarks</b>                      Following on from the AGM.</p>	
2	<p><b>Minutes of previous meeting</b>                      Minutes were accepted as a true record of the previous meeting.</p>	
3	<p><b>Matters Arising</b>                      Cesspit complete; old pit left in place but filled with earth to prevent it filling up again, new pit installed next to it. Wall made good by the workmen.                      Nigel has volunteered to pressure wash the road.                      Angie to donate grass seed to cover the bare ground.</p>	
4	<p><b>Treasurer's Report</b>                      Since 30<sup>th</sup> Sept 2 x coffee mornings; race night.                      Cheque signatories Arland &amp; Marina – Angie's in progress.</p>	
5	<p><b>Hall Update</b>                      Everyone pleased with the new book shelves.                      Hall floor repaired by Charles. However there is rot underneath; needs ventilation.                      Arland to speak to Charles.                      c/f Find out if funding available from PC for lighting (see Feb Minutes).                      Nedging holding a May fair – could go and look at their ceiling</p>	<p>Arland                      Stephen</p>
6	<p><b>Hall Bookings &amp; Cleaning Management</b>  <u>Bookings</u>                      Richard to forward email enquiry about VH booking enquiry.                      26<sup>th</sup> Nov childrens party  <u>Cleaning</u>                      Rotas for cleaning were not discussed suggest:                      Nov – Nigel/Marina                      Dec – Steven (or Arland)  <u>Coffee Mornings</u>                      Dec – Angie                      Feb – Lesley                      Mar – Marina                      Apr – Christina and Richard                      May – Angie and Bernard                      June – tbc possibly Maggie                      July - Lesley</p>	<p>RM                        ALL                        ALL</p>
7	<p><b>Future Events</b>                      Dance evening (1920s) March 18<sup>th</sup> 2017                      Quiz night Friday 17<sup>th</sup> Feb 2017</p> <p><b>Fund Raising Ideas</b>                      Arts and craft                      Bingo                      Supper Nights                      Cinema (suffolkcinema.org £30 pa – they advise and arrange licensing etc.)                      Snape village hall have art boards for sale £150                      Roulette evening (expensive?)                      Fish n Chip night                      Pub night – with pub games.                      Cheese and Wine tasting                      Car treasure hunt start/finish at VH                      Need to look into getting an alcohol licence.</p>	
8	<p><b>Hall Improvements</b>                      Still want to enhance the hall lighting acoustics; may need to fund ourselves.                      Developer contribution may still be available – planning application in progress for Wixfield.                      Enhance the garden; need to consider risk assessment due to the wall.                      Need to brick up the water hole.</p>	

	A member of the community has suggested asking each household to contribute to village hall. Committee agreed not to pursue this. After enhancements in place will be in position to advertise & promote the hall for use.	
9	<b>Webpage</b> Need to update	<b>RM</b>
10	<b>Any Other Business</b> Nigel: Saniflow does not clear properly and is causing an unpleasant smell in the kitchen. Not fit for purpose; need to pursue with Parish Council as they paid for the original work. Arland to email Steven asking to raise this issue at the next PC meeting.  Arland: First aid kit missing; Marina will get another. Trustee conditions – notify income/expenditure, advise trustees, produce Annual Report which includes objectives and activities. Prepared by Arland and approved by the Committee with minor change in the summary section (Community).  Marina: PC Agenda includes Adoption of BT phone box Defibrillator – concern on using the phone box as heavy door and no turning space for cars. Prefer to have it on the VH wall; Marina to put this forward on behalf of the Committee.	<b>A S-T</b>
11	<b>Dates of next meetings</b> Alternate meetings of Mondays and Wednesdays 7:00 pm Feb 6 <sup>th</sup> Apr 5 <sup>th</sup> May 8 <sup>th</sup> July 5 <sup>th</sup> Sep 4 <sup>th</sup> Nov 8 <sup>th</sup> AGM	

The meeting closed at 09:00. Christina Morley (12/12/2016)

### **Village Sign Re-furb Quote from Signs of the Time**

Dear Sue

Thank you for your recent enquiry. We are pleased to quote to refurbish your very pretty sign as follows:

1 No. Double sided sign .... £1110.00 + carriage and VAT.

We will sandblast clean and repaint the metal parts. We will repaint the windmill, planes and church as faithfully as we can to the original. It would help to have some photos if you have any?

For the name panel we will make a new cast polymer panel with the letters cast in relief in similar style typeface and colours to the original. All will be fitted together as ready to install again.

I hope this is of interest and look forward to hearing from you.

regards

Lyndie

Lyndie Lothian  
Managing Director  
lyndie@sott.co.uk



# The Village Sign People

*Heritage and Village Sign specialists for over 35 years*



8<sup>th</sup> December 2016

Great Bricett Parish Council

1

For the attention of Mrs Sue Burnett ~ via email only : sueburny@gmail.com)

Dear Sue

Thank you for the opportunity to quote for the re-painting of your village sign. As you haven't said anything about the oak post. I'm assuming this is still sound but would suggest that once the sign has been taken down, the post could be gently wire brushed and a wood preservative such as Cuprinol applied to assist with its longevity.

Firstly we would separate the sign from its frame ~ which allows us to gently grit blast the frame in order to remove the old enamel paint, which then enables it to be powder coated and baked with a satin black finish enamel paint. (This gives a slight sheen that is neither too dull nor too shiny!) The sign will also be gently grit blast to remove the old paint ~ it is then treated with an aluminium primer and two coats of undercoat, with topcoats of high quality coloured sign writer's enamel paint, which we believe to be even more durable than the original used! This process will restore your village sign to its former glory.

A typical price for a double sided cast aluminium village sign will be: ~

- To grit blast a double sided cast aluminium sign, treat with aluminium primer, two coats of undercoat, and then repainting the sign with high quality sign writers enamel paint @ £524.20
- To grit blast, powder coat & bake with enamel paint the wrought iron framework @ £125.00

**Grand Total : £649.20 (Six Hundred and Forty Nine Pounds & 20p)**

**All our prices include personal collection and delivery and will be held valid for 90 days. We do NOT charge VAT** However it does NOT include the removal of the sign from the post or the sign's re-erection, but ask that if we were awarded this commission that the sign be removed from the post ready for collection as our old bones creak a bit these days!!

This quotation has been prepared to the best of our ability based on the e-mailed photograph that was sent. We therefore feel it necessary to put in the rider that if we were awarded the commission and felt that more work was necessary than originally covered by this quote, (this is more usual when dealing with wooden signs rather than aluminium!) you can rest assured that we would contact you immediately to discuss the situation. I'm sorry if this sounds rather open-ended but we really cannot quote on what we cannot obviously see.

I trust that the quotation meets your requirements and we look forward to your further instructions.

Yours sincerely

**Pammie Stebbing (Mrs)**

e-mail: [VillageSignPeople@gmail.com](mailto:VillageSignPeople@gmail.com) phone: 01953 498 766 [www.villagesignpeople.com](http://www.villagesignpeople.com)

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