

GREAT BRICETT PARISH COUNCIL

**You are summoned to attend the meeting which will be held
at Great Bricett Village Hall, on Tuesday 28th March 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 24th January 2017 as true record of the meeting**
- 6. Receive Declarations of Interests & dispensations**
- 7. Co-option of new Councillor/s – *Interest received from Nigel Ford and Richard Morley***
- 8. Clerks Update regarding matters arising from the last minutes –**

Adoption of BT Phone Box
Street light in Lower Farm Road
Footpath walk leaflets
Potential planning issue at Wildwinds
Cesspit remedial works
Defibrillator installation and training
Commemorative Plaque for Felix Wilding
Meeting dates for next 12 months
Fly tipping

9. Planning Applications –

- a. For discussion and decision –
Revisions to unit length and width dimensions; revisions to parking provision /configuration; provision of portable garage units; provision of pathway to south west perimeter; and adjustments to landscape treatment. Wixfield Park, the Street, Great Bricett, IP7 7DW - 0618/17. Application for a non-material amendment to planning permission 1252/15 (see attached layout)
- b. Awaiting decision from MSDC –
Proposed base station installation at CTIL_201393 to be located at Bricett Business Park, Pound Hill, Great Bricett, Suffolk, IP7 7DZ
- c. Decisions made by MSDC –
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) – **Decision** – GRANTED

- 10. Street name for new properties being built in Wixfield Park** – To consider the proposed street name of 'The Paddocks' (see attached letter from MSDC).
- 11. Accident in The Street, Great Bricett on 1st March** – Email from member of the public received 6th March (circulated prior to meeting). To consider whether action required.
- 12. Open Space, Play & Outdoor Recreation Survey from MSDC** – Consider action required (copy attached). Response requested by 14th April.

- 13. Annual meetings** – *To consider and determine who to invite, format, timings and refreshments required.*
- 14. Adopted Policies & Procedures** – *Annual review of the following –*
- Standing Orders
 - Financial Regulations
 - Effectiveness of Internal Audit
 - Financial Risk Assessment & Statement of Internal Control
- 15. Appointment of Internal Auditors** – *Subject to agenda item 11, to determine whether to continue with appointment of Heelis & Lodge as Internal Auditors. If agreed, Internal Audit Plan 2017-18 to be signed.*
- 16. Village Sign & Noticeboards** – *(deferred from last meeting) To consider and determine maintenance options and budgetary implications (quotes attached)*
- 17. Budget 2017-18** – *To finalise and sign off budget*
- 18. Village Hall Insurance** - *To consider and determine whether to increase sum assured for Village Hall as recommended by Insurance Company's Loss adjuster last year*
- 19. Asset Register as of Year End** – *To review asset register and finalise for year end.*
- 20. Finance**
- a. *Receipt of Precept request acknowledged by MSDC*
 - b. *VAT reclaim for period 1/1/16 to 31/12/16 for £428.89 made 4/1/17 – now received and included within Bank balance*
 - c. *Payments against budget*
 - d. *Clerk's Finance Report*
 - e. *Authorisation of Payments*
- 21. Village Hall Management Committee Report** – *if received. To consider and determine VH Condition report (draft circulated prior to the meeting) and inspection requirements for VHMC. To consider recommendations and quotations for roof and chimney repairs and determine action required.*
- 22. Clerks Update regarding urgent decisions since the last meeting** – *Installation of the two defibrillators as cost previously discussed and formally agreed*
- 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 – Combined annual meeting of the Parish starting at 7.00pm followed by Parish Council Annual Meeting - 23rd May 2017 - Great Bricett Village Hall

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

Tel. 01473 657124



Tuesday, 14 March 2017

Village Sign Re-furb Quotes

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, Signs of the Times
lyndie@sott.co.uk



The Village Sign People

Heritage and Village Sign specialists for over 35 years



8th 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 phone: 02953 498 766 www.villagesignpeople.com

The Barns Eeyore's House Vicarage Road Great Hockham Norfolk IP24 1PE

Place Directorate

Responsible for the Economy
and the Environment

Gary Starling MBEng CMS
Corporate Manager - Building Control



Ms Vivienne Pratt
Great Bricett Parish Clerk
Willow Tree Cottage
Barking Tye
Ipswich
IP6 8HU

Please ask for: Diane Leeder
Direct Line: 01449 724512
Fax Number: 01449 724514
Your Reference:
Our Reference: 17/SN/00025
Email: diane.leeder@midsuffolk.gov.uk
Web site: www.midsuffolk.gov.uk

09 February 2017



Dear Ms Pratt

Street Naming and Numbering

Proposal: Nine static residential caravans at Wixfield Park, The Street, Great Bricett

The developers for the above have proposed THE PADDOCKS as the new road name.

I would be grateful if your Parish Councillors could confirm this proposal or suggest a new road name for our consideration.

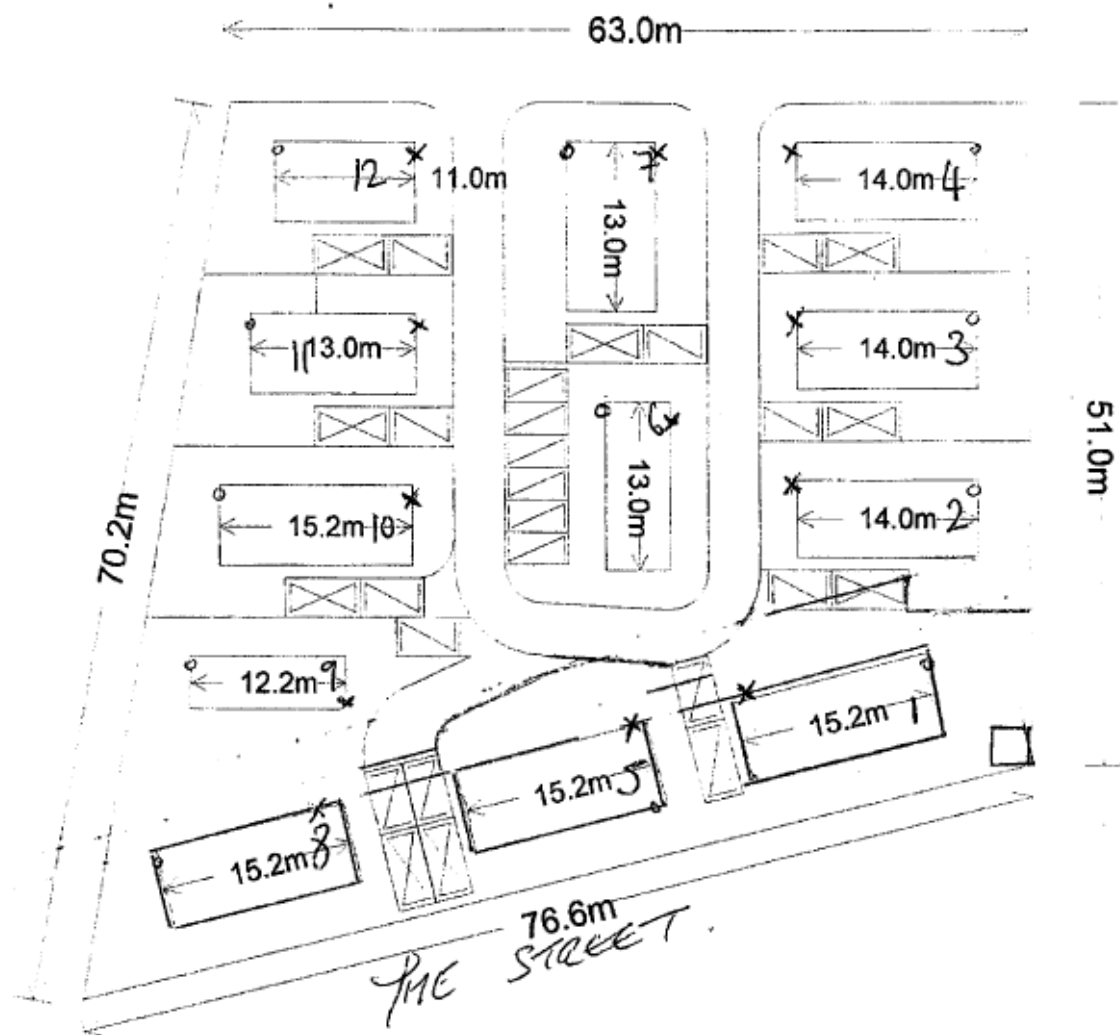
Please can you respond in writing by 10 April 2017.

I look forward to hearing from you as soon as possible.

Yours sincerely

Diane Leeder
Street Naming Support Officer

0303/17



X - Gas position
O - elec position (dependent on)

MID SUFFOLK DISTRICT COUNCIL
PLANNING CONTROL
RECEIVED
24 JAN 2017
ACKNOWLEDGED
DATE
TIME TO

Wixfield.

Internal Audit Plan for Great Bricett Parish Council

An annual internal audit by an appointed competent and independent Internal Auditor is considered adequate, combined with the regular internal audit processes (see below) within the council itself. The scope and frequency of the internal audit undertaken is considered sufficient for the size and level of business activity of Great Bricett Parish Council.

Internal Auditor

The Internal Auditor is Heelis & Lodge, Hall Farm House, Loudham Lane, Pettistree, Suffolk, IP13 0NQ. Both partners are considered to be competent to audit the councils' accounts and both are independent of the Great Bricett Parish Council. Both of the partners are qualified to Diploma level in Local Policy with over 16 years experience, and are considered by both the Audit Commission and the Charity Commission to fulfill the criteria relating to independence and competency tests, to act as Independent Internal Auditors to Town and Parish Councils.

1. The internal audit process to include bi-monthly reporting by the RFO of the financial position of the council in respect of all bank accounts held by the council. The Finance Report to be presented to council for approval and recorded in the minutes. The bank statements to be cross-checked against the Finance Report/Bank Reconciliation by the Chairman and initialed.
2. All payments to be recorded in the Finance Report and minuted.
3. The Accounts to be available for inspection.
4. All cheques to be signed by two councillors, the cheque book stubs and the invoices initialed (in accordance with the adopted Financial Regulations).
5. As soon as is practicable, after 31st March each year, the RFO to draw up the end of year accounts, and present them to the appointed Internal Auditor (who completes Section 4 of the Annual Return) together with all supporting documentation.
6. Once approved by the Internal Auditor, the end of year accounts to be presented to full council for approval together with the Annual Return
7. The Council to approve the Statement of Accounts and the Annual Governance Statement. Once approved, both sections to be signed by the presiding Chair and the RFO/Clerk at the meeting, the completed Annual Return to be sent to the External Auditor together with all required supporting documentation within the timescale given.
8. The appropriate public notices to be posted as required and the accounts made available for inspection as required by statute.
9. Additional processes to include a Financial Risk Assessment and Management Report, and a Review of the Effectiveness of the Internal Audit Process. Both to be presented to council for approval annually in March.

Approved (Chair) Date

Signed (Clerk) Date

Open Space, Play and Outdoor Recreation Study Town/Parish Council Survey - Babergh and Mid Suffolk District Councils

YOUR TOWN/PARISH AND ITS OPEN SPACES AND OUTDOOR RECREATIONAL FACILITIES

Please note that this survey relates to open spaces and play facilities, but *not* formal sports provision or playing pitches

Q1 Name of Town/Parish:

Q2 Name, Position and Tel. No. of Person answering questions (for follow-up if necessary)

Q3 Is the Town/Parish Council responsible for the management of any open space, play, or outdoor recreational facilities in its area? Please put a cross (X) as appropriate.

☐

Yes

☐

No

Q4 If Yes, please provide a brief list of the facilities/open space areas you manage (e.g. village greens/recreation grounds, play areas, allotments, nature reserves etc.- the boxes will expand if typed into).

LOCAL FACILITIES MANAGED BY OTHERS

Q5 What other play and outdoor recreation facilities (managed by others) are you aware of in the Town/Parish? Please also include any facilities that local residents use in nearby parishes/authorities. Please provide brief details (including who manages them, location and contact details - if known).

LOCAL NEEDS AND ASPIRATIONS

Q6 Are you aware of any particular groups or general sectors within your community whose needs for open space and recreational facilities are not currently met? e.g. local clubs, young people, older people (please give brief details)

Q7 Do you think there is a need for additional or improved open space, play and outdoor recreation facilities within your Town/Parish (please put a cross (X) as appropriate).

☐

Yes

☐

No

☐

Don't know

Q8 If YES to Q7, please put a cross (X) as appropriate on the left of the table below and in the right column provide additional detail or evidence, including locations (*the boxes will expand if typed into*).

| X | Facility/Aspect | Additional detail/evidence (For example, as well as quantity and quality issues details could include opportunities for better footpath, cycle access/links to facilities; or improved disability access) |
|---|---|---|
| | Multi Use Games Areas - hard surface area with games markings | |
| | Children's play areas | |
| | Teenage facilities (e.g. skateparks) | |
| | Allotments | |
| | Parks, recreation grounds, village greens etc. | |
| | Wildlife areas, nature reserves | |
| | Footpath/bridleway/ cycleways /riverwalks | |
| | Other | |

Q9 Please provide additional details below of any other Town/Parish Council priorities/plans/aspirations regarding facility/open space provision. Please include any aspirations that are included in any Village Design Statements; Parish or Neighbourhood Plans; Recreation or Play Strategies.

Q10 Other plans and aspirations: If you are aware of any other specific projects, plans and aspirations for improving open space, play and outdoor recreation facilities in the Town/Parish (e.g. by local community organisations/clubs) please tell us below:

GENERAL QUALITY FACTORS - PUBLIC OPEN SPACE

Q11 How important are the following factors in relation to the quality of open spaces - in particular parks and recreation grounds. Please provide a rating for all where you have an opinion (HIGH, MEDIUM or LOW importance). Please do not rate more than 5 aspects as HIGH quality.

| | HIGH | MED | LOW |
|---|------|-----|-----|
| They should be easy to get to for all members of the community | | | |
| They should be easy to get around by all members of the community | | | |
| There should be good footpath and cycleway links to and between them | | | |
| They should have good car parking facilities | | | |
| They should be multi-functional providing for all sectors of the community | | | |
| They should be clean and free from litter and graffiti | | | |
| They should be safe and secure for those using them | | | |
| They should provide a contribution to biodiversity and wildlife | | | |
| There should be adequate opportunities for dog walking and freedom from dog fouling | | | |
| They should have good signposting and information about what's available | | | |
| There should be control of noise and unsocial behaviour | | | |
| Equipment and grounds should be of high quality and well maintained | | | |
| There should be places to shelter/sit in poor weather | | | |

Q12 Are there any other things about open space that you think are important that are missing from the above list? *(please give details)*

Q13 If you have any further comments about the provision and standard of play and outdoor recreation facilities, and open spaces, in the Town/Parish and/or across Babergh and Mid Suffolk Districts please tell us below:

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE.

Please return by Friday 21st April by e-mail to: paul@LandE.co.uk or by post to:
Paul Greatorex (ETHOS), 49 Gravel Hill, Ludlow SY8 1QS