

# **GREAT BRICETT PARISH COUNCIL**

**You are summoned to attend the Annual Meeting of the Parish Council which will be held at Great Bricett Village Hall, on Tuesday 23rd May 2017. This meeting will be held after the Annual Meeting of the Parish which will start at 7.00pm**

**Public Forum** – *At item 6 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 7,8 & 9 are to be concluded within a 30 minute time slot unless the Council agrees to extend this time period.*

- 1. Election of Chairman – to nominate and elect a Chairman.**
- 2. Election of Vice-Chairman – to nominate and elect a Vice-Chairman**
- 3. To consider representatives to outside bodies**
- 4. Signing of Councillors Declarations of Acceptance**
- 5. Receive apologies for absence**
- 6. To re-appoint the Clerk and RFO and sign revised contract of employment**
- 7. Receive Declarations of Interests regarding items on the agenda - Pecuniary and non-pecuniary and requests for dispensation**
- 8. Public Participation Session**
- 9. Receive District Councillor's Report - District Cllr David Whybrow**
- 10. Approve Minutes of Meeting 25<sup>th</sup> April 2017**
- 11. Clerks Update from the last minutes**
  - a. New Members Declarations of Interest forms
  - b. Acceptance of offer form for Cllr Morley
  - c. Naming of The Paddocks, Wixfield Park
  - d. Website – Budget, adopted policies and asset register
  - e. Annual Return & Audit
  - f. Village noticeboards & sign
  - g. VH Inspection Report
- 12. To discuss and consider actions required as a result of the accident in The Street on 1<sup>st</sup> March – as discussed at the last meeting.**
- 13. Defibrillators – To consider and determine whether to proceed with external cabinet and spare batteries and pads for the unit to be installed at Base Garage (quotes attached).**
- 14. Donation Request from Four Parish Magazine – To consider and determine donation request towards printing and production of the Parish magazine**
- 15. Planning Applications –**
  - a. For discussion and decision – *none*
  - b. Awaiting decision from MSDC – *none*
  - c. Decisions made by MSDC – Erection of two storey side extension & single storey rear extension & single storey porch all following demolition of existing single storey buildings at 17 Little Hill, Great Bricett IP7 7DF - Planning Application 0955/17. Decision – **GRANTED**

**16. Finance**

- a. *Annual Direct Debit due to ICO for £35 per year – data protection registration fee*
- b. *Clerk's Finance Report*
- c. *Authorisation of Payments*

**17. Clerks Update regarding urgent decisions since the last meeting** – Order placed for the repair of the sealed double glazed window in the Village Hall as discussed last meeting. Quotes received from two companies and original suppliers (Wade Windows) instructed at cost of £179 plus VAT

**18. Village Hall Update** – Roof, Ceiling & Chimney Update – To consider and determine action required following quote from Mr Meldrum

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

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

**21. 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 meeting - 25<sup>th</sup> July 2017 - 7.00pm - Great Bricett Village Hall**

Viv Pratt – Clerk to Great Bricett Parish Council  
Email - [pc@greatbricett.suffolk.gov.uk](mailto:pc@greatbricett.suffolk.gov.uk)  
Tel. 01473 657124



Tuesday, 16 May 2017



## AED Plus Accessories Order Form








(special pricing for BHF customers)

Please order any accessories for the AED Plus using the form below and send the completed form to:

**Email:** [customerservice-uk@zoll.com](mailto:customerservice-uk@zoll.com)  
**Fax:** 01928 595 161  
**Post:** ZOLL Medical UK Ltd, 16 Seymour Court, Tudor Road, Manor Park, Runcorn, Cheshire WA7 1SY

Purchase Order Number	
Contact Name	

Invoice Address	Delivery Address (if different to invoice address)

Product	Code	Description	Price	Qty	Sub Total
	8900-0800-01	CPR-D padz <sup>®</sup> electrode and First Responder Kit - single (5 year shelf life)	£79		
	8900-0810-01	pedi-padz II <sup>®</sup> (paediatric) electrode - single	£55		
	8000-0809-01	Indoor wall mounting bracket	£136		
	8000-0855	Indoor wall cabinet with alarm (surface mount)*	£271		
	8000-0807-01	AED Plus <sup>®</sup> batteries (pack of 10)	£65		
	8008-0050-05	AED Plus Trainer II <sup>®</sup> - training device	£266		
	2103433002	Pocket CPR <sup>®</sup> - portable CPR training aid	£149		

\*Exterior cabinets are also available please contact our customer service team on **01928 595 160** for more details

\*\*FREE delivery for BHF customers

Net	
VAT (20%)	
Carriage**	FREE
Total	

The Community Heartbeat Trust (Solutions)  
 PO Box 168  
 .  
 Haverhill  
 Suffolk  
 CB9 1AX  
 Tel : 0845 8627739  
 Email : office@communityheartbeat.org.uk  
 VAT Reg No: 187 5510 82



**The Community HeartBeat Trust**

Great Bricett Parish Council  
 Willow Tree Cottage  
 Barking Tye  
 Ipswich  
 Suffolk  
 IP6 8HU

<b>Quotation No</b>	1643
<b>Quotation Date</b>	04/05/2017
<b>Order No</b>	
<b>Account Ref</b>	GRE012

**This is not a V.A.T Invoice**

Qty Ordered	Product Code	Description	Unit Price	Net Amount
1.00	6001-ROT001	6001 Rotaid Solid Heat Cabinet x 22 Ties Inc. Internal shelf	460.00	460.00
1.00	SIGNS-SET-DEFIB	Set of Signs 1 x Triangle + 3 x A4 Flat	35.00	35.00
1.00	RESCUE-KIT-INF001	Rescue Safety Kit	15.00	15.00
1.00	INCLUDED	Webnos Governance System	0.00	0.00
1.00	INCLUDED1	Cardiac Arrest Response Seminar	0.00	0.00
1.00	INCLUDED2	Post Rescue Counselling	0.00	0.00
1.00	INCLUDED3	1st Year Village Emergency Telephone System	0.00	0.00

Please note prices are subject to VAT at 20%

**Carriage** £ 25.00

DAVID J HARPER  
BRAMBLE BARN  
DALLINGHOO  
WOODBIDGE  
SUFFOLK  
IP130JU

ESTIMATE

DATE 01:05:17

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Len Meldrum  
Old Schoolhouse  
The Green  
Great Bricett  
Suffolk  
IP7 7DH

Dear Len,

Thank you for asking me for a report and an estimate for work at Old School House and Great Bricett Village Hall.

Date of Inspection, 28 April 2017.

Internal

There are obvious large damp patches on the ceiling in the area around the chimney breast in the Village Hall, with no access to the loft space it is not possible to inspect the under side of the roof.

There is no evidence of damp/water penetration in the bedroom at Old school house, further close inspection to the under side of the roof in the loft space shows roofing felt in good order with no evidence of damp/water penetration.

External

The roof pitch to the front of Old school house has some broken/damaged slates in need of replacement, the brick work to the chimney stack is in need of repointing and the front apron and side lead flashings need renewing.

The barge and capping boards are in poor condition and need replacing.

The roof pitch to the rear of Old school house, the slates are in good order, the brickwork to the chimney stack needs repointing and both side flashing and front apron are in need of renewing.

The front roof pitch to the Village Hall, shows a lead flashing that is tucked under the barge board attached to Old school house, further inspection as to the condition of this flashing and the condition/existence of lead soakers is not possible without removing the bargeboard.

The brickwork to the main chimney stack is in need of repointing,

With any defaced/spoiled bricks cut out and replaced.

The chimney and lead flashing has had repair work carried out in recent years

A pot has been added or rebbed with an untidy and weak mix to the flashing

The front lead apron is not dressed around the base of the chimney correctly under the side flashing and the side flashing is not dressed correctly over the front apron or under the back gutter lead.

Lifting the side lead flashing shows damp coarse membrane

has been used under each slate coarse instead of code 3 lead soakers

The back gutter lead is not correctly dressed over the side flashing

The rear roof pitch has 3/4 broken slates just under the ridge.

While it is almost impossible to determine the exact location of the leak without dismantling both roof pitches, it is possible that due to the use of inferior materials and incorrect installation, an old problem has been exaggerated since the last repair work was carried out.

I shall provide two estimates one for work I would consider to be the responsibility of old School house and one for work I would consider to be the responsibility of Great Bricett Village Hall, with the erection and removal of access scaffolding divided between the two.

### Old School House

Erect tower scaffold

Remove old rotten barge and capping boards

Cut back existing soffit board to solid timber

Fix new timber barge and capping boards (paint x 3 coats)

Fix new piece timber soffit board (paint x 3 coats)

Strip off any damaged or broken slates

Supply and fix with similar reclaimed slates

Fix slates to roof chimney abutment with code 3 lead soakers as necessary

Supply and dress code 4 lead flashings to the front sides and rear of

Chimney

Rake out any loose mortar and re' point chimney                      £960.00

## Great Bricett Village Hall

Erect tower scaffold

Remove chimney lead and back gutter lead

Strip back slates adjacent to chimney

Re' fix slates (supply similar reclaimed to replace any broken or damaged) fit new code 3 lead soakers

Dress code 4 lead to front and side of chimney and code 5 lead to chimney back gutter

Supply similar reclaimed and replace broken slates below ridge line on rear pitch

Rake out loose mortar and re' point chimney                    £1060.00

The condition of the roof slates and lead work under the bargeboard to Old School House is not know until the barge board has been removed and may require extra work at extra cost.

Yours sincerely  
David Harper

### Window Drawing

Wade Windows Ltd  
The Barn, Lower Farm Park  
Norwich Road, Barham  
Ipswich, Suffolk, IP6 0NU  
Tel No: 01473 832835  
Fax No: 01473 832836

Customer Details  
Great Bricett Village Hall

Tel:  
Fax:

Quote No: Q002177  
Ref: Sealed Unit

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Total job price is                    £179.19 + VAT

Description	Qty	Len1	Len2
Sealed Unit	1		
Survey	1		
	1		
Location	Qty	Size	Description
Village Hall Window	1	1000x 600	4/20/4 Clear TUF Low E 18mm White Std Georgian Grid

Please note:  
Windows & Doors are viewed inside.  
All measurements are estimated for pricing purposes only.  
Created By: Nathan Wade  
Wade Windows Ltd