

# **GREAT BRICETT PARISH COUNCIL**

**You are summoned to attend the meeting which will be held  
at Great Bricett Village Hall, on Tuesday 27<sup>th</sup> March 2018 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 Anne Whybrow***
- 5. Approve Minutes of meeting held on 23rd January 2018 as a true record of the meetings**
- 6. Receive Declarations of Interests & requests for dispensations**
- 7. Co-option of new Councillor – *No applications received – as of Mar 18, there is one vacancy***
- 8. Update regarding matters arising from the last minutes –**

Potential planning issue at Wildwinds – *Clerk has chased MSDC & Cllr D Whybrow*  
New external Cabinet & Defibrillator installation at Base Garage – *Update from Cllr Ford*  
Speed restrictions in and around the village – *Update re. road painting works - Cllr A Whybrow*  
Noticeboards – *refurbishment work instructed and key cut but awaiting better weather*  
Meeting Dates for 2018-19 – *VH booked, noticeboard & website updated, Four Parish magazine*  
Wixfield Park/Nissan hut – *Update from Cllr Cooper re. recent sale*  
Village Hall Defibrillator - *Update from Cllr Ford re. VH checks*

### **9. Planning Applications –**

- a. For discussion and decision – *None*
- b. Awaiting decision from MSDC –  
Planning Consultation no. DC/17/03568 – Outline Planning Application for a Residential development of up to 51 dwellings at Great Bricett Business Park, The Street, Great Bricett, Suffolk IP7 7DZ
- c. Decisions made by MSDC – *None*

- 10. Enquiry regarding the Village Green** – To consider and determine enquiry from potential purchasers of 1 The Green regarding their intention to apply for an extension which would require access over Parish Council Property (see attached)
- 11. Closure of the Village Shop at the end of March 2018** – To consider and determine action required following notification of closure from retd Col Robbie Silk
- 12. Village Hall Management Committee Report & Village Hall Annual Inspection Report** – To consider quotation for VH porch repair (see below) and additional information regarding the issues with the Saniflo unit
- 13. Budget 2018-19** – Revised budget for final consideration following decisions made at January meeting
- 14. Data Protection Reform** – Update and any implications for consideration

**15. Internal & External Audit** – Update from the Clerk following her attendance at a new audit regime briefing and training session. To review effectiveness of 2016-17 Internal audit and consider appointment of internal auditor for 2017-18

**16. Annual Meetings** – To consider and determine invitees and format of the meetings

**17. Annual Policy reviews** – To consider annual review of the following policies circulated prior to the meeting–

Suffolk Code of Conduct

Freedom of Information Policy

Freedom of Info Charges

**18. Installation of No Parking Signs/Parking Restrictions** – To consider action required following issue raised by Cllr Craddock last meeting

**19. New Clerk** – To consider and determine action required following resignation of the Clerk.

**20. Finance**

- a. *Precept request form submitted and acknowledgement received from MSDC*
- b. *Clerks salary includes annual leave and storage charges for year end*
- c. *Payments and receipts against budget*
- d. *Clerk's Finance Report*
- e. *Authorisation of Payments*

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

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

**23. To consider the exclusion of the public and press in the public interest for consideration of the following items** – *CVs and applications received for new Clerk & RFO.*

**24. 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 – Starting at 7.00pm the Annual Meeting of the Parish followed by the Annual Parish Council Meeting – 22nd May 2018 - Great Bricett Village Hall**

Viv Pratt – Clerk to Great Bricett Parish Council  
Email – [pc.greatbricett@outlook.com](mailto:pc.greatbricett@outlook.com)  
Tel. 01473 657124

*Vivienne Pratt*

Tuesday, 13 March 2018

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To whom it may concern,

We are writing in reference to the proposed purchase of 1 The Green, Great Bricett and our previous initial discussions held with Mrs Vivienne Pratt and Mid Suffolk Council regarding proposed extension works.

In purchasing this property we would like to transform this in to our family home and would be looking to submit a full planning proposal for an extension to mirror that of the neighbours at 2 The Green. In doing so, we are aware that we would require access to the property (1 The Green) to enable building works to occur.

As there is no access road to the property, we would ask the parish council for permission to access the property via the village green. In utilising this access route, we would take every precaution necessary to avoid any damage to

the village green and would take liability for any damage incurred and responsibility for rectifying the green back to the current state.

We have discussed our initial plans with Mid Suffolk Council regarding concerns over any TPO's at the property, to which they have clarified that there are none in place at the property.

We feel that the location and feel of this village is a place we would love to raise a family and become integral members of the community over the coming years. We would appreciate the Parish Council's support and guidance in allowing us to create this family home at 1 The Green by granting us access to the property across the green, temporarily, during the initial build phase.

Whilst we understand we will need to apply for full planning permission, we are seeking clarification that this will be feasible with access being granted to the property.

We ask that this request for access over the green be discussed at your next meeting in order to enable us to assess the viability of the proposed works and purchase of this property.

If you have any questions or would like to discuss further please feel free to contact us on the contact details below.

We look forward to hearing from you in due course.

Yours Faithfully,

Robert M & Katie B

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**Info re. Village Hall Porch –**

Hi Viv thanks for resending the email the woodwork is not much of a problem I would over board it with Upvc when the weather is better the issue is the pipe coming out of it do you know what this pipe is for? But shouldn't be a problem £100 would do that job. The saniflow I will look into for you. The de fib shouldn't be a problem but I'd like to have a look at it before I commit. As for the acoustics and surveyor it's not normally my thing but I will ask my contacts for any recommendations. Cheers Trevor

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**From:** [Heather Heelis](#)

**Sent:** 22 February 2018 09:04

**To:** '[Viv Pratt](#)'

**Subject:** RE: Internal Audit info please

Hi Viv - No problem with the timescale. Our prices for 2018 are below, any questions just let me know.

Income/Expenditure		£
Up to £5,000		50
£5,001 - 15,000		80
£15,001 - 25,000		128
£25,001 - 50,000	year end	180
	interim & year end	240
£50,001 - 100,000	year end	215
	interim & year end	330
£100,001 - £150,000	year end	260
	interim & year end	350

Many thanks Heather

## Internal Audit 2018

SALC is continuing to offer an Internal Audit service exclusively to member Town and Parish Councils in Suffolk. This service will include the following audit elements:

- Cash Books, bank statements and account reconciliations are properly completed.
- Bank Reconciliations are regularly completed and agree with the Cash Book.
- Receipts and Payments (or Income and Expenditure) has the correct supporting documentation, cheque books, paying in books, and that there is proper recording in Minutes.
- All expenditure is properly authorised (a sample of payments and receipts will be checked).
- Section 137 expenditure is properly accounted for and is noted in Minutes.
- VAT is correctly accounted for and reclaimed.
- Proper procedures are in place for expenses (including Petty Cash expenses where relevant).
- Correct payroll procedures are in place.
- A proper Budget process has been worked through, including Precept calculation.
- A review of the Council's system of Internal Control has been undertaken.
- Risk Assessments are in place and are appropriate for all activities of the Council.
- Correct Insurance cover is in place and an updated Asset register is held.
- Standing Orders and Financial Regulations are in place.
- Correct year end procedures have been carried out.
- Relevant sections of the Annual Return have been correctly completed.
- Data Protection requirements are being met.
- Transparency Code requirements are being adhered to.

The Internal Audit will include a written report back to Council and completion of the Internal Audit Report section of the Annual Return. Costs for this service with in the 2017/18 financial year are listed below.

If you are interested in this service, or would like information on a quarterly or six-monthly service, please contact SALC on 01473 833713 or [admin@salc.org.uk](mailto:admin@salc.org.uk)

INCOME	COST (excluding VAT)
Up to £5,000	£98
£5,001 to £15,000	£142
£15,001 to £25,000	£184
£25,001 to £50,000	£220
£50,001 to £100,000	£257
£100,001 to £200,000	£325
£200,001 to £300,000	£389
£300,001 to £400,000	£446
£400,001 to £500,000	£515
£500,001 +	£735

