GREAT BRICETT PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 23rd January 2018 in Great Bricett Village Hall at 7.00pm

<u>Present:</u> Cllr S Burnett, Cllr N Ford, Cllr D Payne, Cllr R Craddock, <u>In attendance</u>: Vivienne Pratt (Clerk), One member of the public,

Dist Cllr D Whybrow, Cty Cllr A Whybrow Apologies: Cllr R Morley, Cllr G Cooper,

	Opening – The meeting opened at 7.00pm.	
GBPC435/0118	Receive apologies for absence – It was reported that Cllr Cooper and Cllr	
0110100,0110	Morley had sent apologies	
GBPC436/0118	Public Participation Session – The member of the public was invited to speak by the Chair. She advised that she wished to make additional comments on the outline planning application for 51 new homes proposed at Bricett Business Park	
	and discussed at an extraordinary meeting in October 2017. In brief, the comments were – • The proposed no. of new homes is disproportionate to the size of village	
	 The existing footpaths do not service the entire village The area is prone to flooding and suffers from sitting surface water The style of housing does not reflect the existing properties The bus timetable does not meet school or working timetables 	
	 Many of the Village facilities referred to in the application are supported by the Airbase and these would cease should the Base close ie. Shop, play area, primary school, nursery 	
	The Clerk advised that the Parish Council was a Consultee for this application only and it is MSDC who will make the decision. She advised that the PC had already responded within the consultation period, which has now closed. She also advised that she had been notified two days prior to this meeting, that the	
	Planning Committee Meeting being held on 31 st January was due to discuss this application as, despite all the conditions and objections raised, the Planning Officer has recommended this application for approval. She advised that the	
	public is allowed to attend this meeting and would be given 3 minutes to object, 3 minutes to support and the Parish Council will also be given 3 minutes to comment. She advised that this would be discussed during the Planning agenda item. The public session closed at 7.20pm	
GBPC437/0118	Receive District Councillor's Report from District Cllr David Whybrow -	
	Cllr D Whybrow advised that he would be attending the Planning Committee Meeting the 31 st and agreed that there might be the opportunity to push for traffic calming measures to become a condition of the application should it be approved.	
	He advised that he intends to address the Committee as Ward Member and encouraged the PC to attend as it can add considerable weight to an objection. At this point, the Clerk and all Cllrs present advised that the lack of notice and prior	
	commitments meant that none of them could attend the Planning Committee meeting and it was agreed that two Cllrs could not represent the PC - Cllr Cooper	
	(association with the applicant), Cllr Payne (who supported the application). It was agreed that Cllr David Whybrow contact the Committee Chair and request whether he might be able to represent the PC at the meeting.	
	Cllr Whybrow then proceeded with his bi-monthly report (copy to be uploaded to the website). He discussed the proposed merger of MSDC and BDC and that to ensure the best possible supply of services, a change is probably needed and one	
	larger authority is probably the way that Central Government is leading. He advised that he is currently processing his Locality Grant applications, including those from the GBVHMC, and that decisions should be made in the first two weeks	
	of February. The member of the public asked if she was allowed to raise a question, which the Chair allowed. She asked whether the Council mergers would reduce the number	

	of Dist Cllrs and Cllr Wyhbrow advised that the numbers were already to be	
	reduced to 34 MSDC and 31 BDC as a result of last years Boundary Review.	
	The member of the public left the meeting at 7.40pm	
GBPC438/0118	To receive Report from Cty Cllr Anne Whybrow – Copy to be uploaded to	
02. 0.00, 02.0	website. Cllr Whybrow advised of the School Travel Consultation where there are	
	3 possible options being considered – a) No subsidy b) Phased removal of the	
	subsidy or c) No change. She advised that savings must be made and that this is	
	to discuss the subsidy provided by the County Council, not the actual service. Cllr	
	Whybrow advised that a pilot scheme has commenced to allow Cty Council to keep	
	100% of their business rates although it has not been made clear whether	
	restrictions will be placed on what the money can be spent on. She provided	
	further information on the First Time Heating Scheme, the necessity for Flu jabs	
	and that there is a proposal for SCC to spend £21 million over the next 3 years on	
	local roads. She advised that she still has a limited amount of Locality funds	
	available. RC advised on some rather misleading Diversion signs in the area that	
	are sending people in the wrong direction. The Clerk advised that she had received	
	a voicemail message from SCC advising that Cty Cllr Whybrow had authorised the	
	painting of the word 'SLOW' on the road surface from her Locality budget. The	
	Clerk advised that the caller had left no surname or contact number and therefore	
	she could not call this person back to progress the work as the message was	
	several months ago. Cllr Whybrow advised that she believed he was actually	<i>au</i> .
	referring to a new road sign being installed on the Main Road and to the road	Cllr A
	painting. She advised that she would look into this and report back.	Whybrow
	It was agreed that the Planning agenda item would be the next item discussed o	
	allow the District and County Cllrs to participate	
GBPC439/0118	Planning Applications –	
	For discussion and decision – None	
	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 –	
	The Planning Committee meeting on the 31st had been discussed earlier in the	
	meeting. The Clerk advised that she had received notification from the Police	
	that they had investigated the speeding complaint made by the PC last year and	
	that the survey (suspected as being part of the Highways response to the	
	planning), had actually been instructed by them. The Police response had	
	advised that the number of vehicles speeding in both directions in the village was	
	enough to meet the requirements for enforcement in the Village.	
	D :: I I MCDC	
	Decisions made by MSDC –	
	North verge of Roman Road, north of the junction with The Street, Great Bricett	
	IP7 7DR - Planning Application no. DC/17/04453 — Proposed Base Station	
	Installation - Decision - Granted	
	At 8.10pm, Cllr David Whybrow and Cllr Anne Whybrow left the meeting	
GBPC440/0118	Approve Minutes of meeting held on 28th November 2017 as true	
	records of the meetings - It was proposed and resolved to accept the minutes	
	of the meeting held on the 28 th November as a true record. The Minutes were	
	duly signed by the Chair and will be updated on the website by the Clerk.	Clerk
GBPC441/0118	Receive Declarations of Interests regarding items on the agenda -	
	Pecuniary and non-pecuniary and requests for dispensation - None	
GBPC442/0118	Co-option of new Councillor – No applications received – as of Nov 17, there	
	is one vacancy.	
GBPC443/0118	Clerks Update from the last minutes	
	a. Potential planning issue at Wildwinds – <i>The Clerk has chased MSDC again</i>	Clerk &
	and asked Dist Cllr Whybrow to also look into as the work at the property	Cllr D
	is continuting	Whybrow
	b. New external Cabinet & Defibrillator installation at Base Garage – <i>still o/s.</i>	, -
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	It was noted that the Parish Council has some budget for this but that	Cllr Ford
	It was noted that the Parish Council has some budget for this but that there has now been a defib installed on site at Wixfield Park, which was	Cllr Ford

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	the Council's preferred choice for the original siting and means there are	
	now already two in the village. c. Clerk email address – new email address is up and running –	
	pc.greatbricett@outlook.com	
	d. Speed restrictions in and around the village – awaiting confirmation of	Cllr A
	painting works - already discussed earlier in the meeting	Whybrow
	e. Noticeboards – <i>The refurbishment work is instructed and awaiting better</i>	
	weather. The Clerk advised that she has had an additional noticeboard	
	key cut in readiness for the work.	
GBPC444/0118	Update from the Chair/Robbie Silk of Wattisham Base — To provide an	
	update regarding the Bus shelter, street light and speeding issues. The Chair	
	advised that she had met with Retd Col Silk the previous day following an	
	original approach by Capt. Fleming when she was carrying out Speedwatch in	
	the village. She was advised that the new street light in installed and working	
	and the cost has been picked up by the Base (installation) and Cty Cllr Whybrow (the unit) although it is still unclear whether the running costs will be met by the	
	Base or the PC. The refurbishment plans have been made for the Bus shelter,	
	however, the work is yet to be carried out. A letter has been received in	
	response to the speeding issues and, as already reported, the Police now also	
	appear to be taking this matter further too. Col Silk had advised that there is no	
	further news or decision with regard to the much rumoured closure of the Base.	
	He also advised that the MOD currently have 40 empty houses in the Housing	
	Quarters and that they have only been able to rent our approximately half of them.	
GBPC445/0118	Village Hall Management Committee Report & Village Hall Annual	
021 01 10, 0220	Inspection Report – to consider VH Annual Inspection report and any	
	budgetary implications. The Clerk advised that she had been in contact with one	
	tradesman who had visited the Village Hall but did not feel able to quote for the	
	porch work as the flat roof 'wraps' round into the rotten woodwork. She had	
	contacted other companies but had not received any other quotes. She has	Clark
	visited and taken photographs and will try to ensure quotations are given before the March meeting.	Clerk
	The Clerk advised that she has found the original paperwork for the Saniflo unit	
	but has not received any advice on the ongoing issues as previously reported.	Clerk
	The annual VH report was considered and it was felt that some of the long	
	standing issues, typical with such an old building, are beyond the knowledge of	
	the Cllrs or VHMC and that it would make sound financial sense to have the	
	building professionally surveyed in an attempt to draw up a 5 year plan as well	Clark
	as being able to plan financially and potentially apply for Grants in the future. The Clerk will try to obtain an idea of survey costs but this is something that will	Clerk
	have to be paid for out of the reserves rather than a Precepted item.	
GBPC446/0118	Draft Budget & Precept 2018-19 – The Clerk advised that although the	
-	Budget does not legally have to be finalised at this meeting, the Precept does as	
	the Precept request form must be with MSDC by 31st January 2018. The Clerk	
	had circulated a draft budget as well as draft Precept information and an	
	approximate Bank forecast for 31 st March 2018. The draft expenditure was	
	considered item by item and it was agreed that certain items would be paid for out of the PC's reserves. The Data Protection reform was discussed again and	
	the Clerk advised that there is still conflicting advice being circulated but that the	
	latest info from NALC & SALC is that the Clerk cannot be the Data Protection	
	Officer, required by law to be employed by the PC from May 2018. It was also	
	agreed that there will undoubtedly be a requirement for additional hours for the	
	Clerk on a monthly basis.	
	Decision – It was unanimously agreed to set the estimated expenditure for the	
	year of £11,015 but that to increase the Precept by only £500 to £10,250. It was also agreed that the Clerk's hours should be based on 6 hours a week for budget	
	purposes although it is already contracted for a minimum of 4 hours and a	Clerk
	maximum of 8 hours per week. The request form was signed and the Clerk to	
	submit the Precept Request form by 31st January 2018. The Clerk to prepare an	Clerk
	updated budget for with the reserves situation for the next meeting.	

GBPC447/0118	Data Protection Reform — Update and any implications for consideration already discussed within the budget agenda item. The Clerk advised that she has already cleared out her email Inbox and Sent items and her salary includes an additional 4 hours	
	Decision – It was agreed for the Clerk to monitor the rather substantial amount of information being circulated and to make the PC aware when there are any significant developments. She will also continue to work through the large number of folders and files that were provided by the previous Clerk and are stored in her garage.	Clerk Clerk
GBPC448/0118	Annual Policy reviews — To consider annual review of the following policies all	
	circulated prior to the meeting – with the exception of the review date, no other changes were required -	
	a) Standing Orders b) Financial Regulations c) Risk Assessment	
	The Clerk also provided her VDU & Working environment Health & Assessment Forms carried out in January 2018 that will be kept on file.	
	Decision – It was unanimously agreed to re-adopt the three policies which were duly signed by the Chair. Clerk to upload to website.	Clerk
GBPC449/0118	Setting of Future Meeting Dates – Following the existing meeting pattern, meetings for 2018-19 would be -	
	Tuesday 22 nd May 2018 – Combined Parish and Parish Council Annual Meetings Tuesday 24 th July 2018 Tuesday 25 th September 2018 Tuesday 27 th November 2018 Tuesday 22 nd January 2019 Tuesday 26 th March 2019	
	Decision – These dates were unanimously agreed - the Clerk to publish on the noticeboard, website and in the Parish magazine	Clerk
GBPC450/0118	Finance – The Clerk provided updates on the following –	
	 a. Payments and receipts against budget - The Clerk had circulated the income and expenditure against budget since 1st April b. Clerk's Finance Report - The Clerk reported on the Council's current Financial and movements since last meeting. Total funds held prior to the meeting were £19,536.64 c. Authorisation of Payments – The Clerk had provided details of all payments required prior to the meeting. She advise that after issuing the Finance report, she had received a receipt for £8.00 from Cllr Payne to cover the cost of the Phone Box flyer copying Decision - Payments totalling £647.36 were authorised together with an additional cheque for £8.00 for David Payne and all cheques signed and invoices checked by Cllr Payne and the Clerk. 	
GBPC451/0118	Clerks Update regarding urgent decisions since the last meeting – <i>None</i>	
GBPC452/0118	Correspondence for Information - The Information Folder for Councillors to	
	read, sign and return was circulated containing — 1. Email from SALC re. GDPR survey finishing 7 th February 2. Email from SALC re. Buckingham Palace Garden Party 3. Local Councillor Magazine by SALC — Issue 3 2017 4. Email from ALC re. Precept referendum 5. Email from MSDC and BDC re. proposed merger 6. Letter from Suffolk Legal re. new traffic alert system 7. Email from SNT Stowmarket re. meeting 6 th February 8. Flier from SALC with meeting dates 2018 9. Letter from MSDC re. Spring Clean Suffolk 2018 10. Email from SALC with latest GDPR info as of 15 th Jan	

GBPC453/0118	11. Update from NALC re. Park Homes Legislation 12. Donation request and info on Gardenfest 2018 from Suffolk Age UK To consider the exclusion of the public and press in the public interest	
GBPC453/0118	To consider the exclusion of the public and press in the public interest	
GBPC453/U118	·	
	for consideration of the following items - None	
GBPC454/0118	Matters to be brought to the attention of the Council -	
GDI C+3+/0110	i. The Clerk was asked whether there had been any response as to what	
	is being done with the Nissan hut behind Wixfield Park that it is believed has	Cllr
	recently been sold. Cllr Cooper to advice at/by the next meeting.	Cooper
	ii. Cllr Craddock asked whether the painting of double yellow lines or the	Соорсі
	installation of No Parking signs at the Base end of the village could be	
	considered at the next meeting as there are instances daily of cars parking	
	illegally and causing a safety hazard at the junction. Clerk to add to next	Clerk
	agenda.	CICIK
	iii. The Clerk advised that she had been telephoned by a member of the	
	public with a report of dog fouling in the village, actually in the caller's	
	garden. The Clerk had asked the caller to provide further information by	
	email, which had not been received.	
	iv. A rather long discussion ensued regarding emails that had previously	
	been circulated between Clirs and the Clerk. All Clirs were reminded that	
	unless an agreement and comments and/or statement has been made and	
	agreed during full Council meeting, no Cllr must make a public response or	
	comment to any matter unless they make it clear that it is one of a member	
	of the public, rather than as their position as a Cllr on the Parish Council.	
	The Clerk was challenged about a decision that she had made regarding the	
	laying of the Poppy day wreath that was taken in between meetings and she	
	reiterated that this was not a matter that would or should require an	
	extraordinary meeting to be called as all Cllrs were jointly copied by email	
	and the matter had been dealt with as the result of a majority response	
	decision within a fairly tight time deadline.	
	Cllrs were reminded that they must take care when sending emails that	
	there is nothing contained within them that might cause any offence to the	
	receiver, regardless of the sender's actual intention. It was discussed that	
	there have been communications sent that contained personal and	
	potentially contentious comments that had caused upset to the Clerk. It	
	was agreed that, in future, if a sender writes in anger/frustration, the	
	content should be double checked by sending to the Chair for comments	
	prior to mailing. The Clerk reiterated again that she is working well over her	
	contracted hours and that the best form of contact for her is email as she	
	can choose to read and/or deal with them at an opportune time. She	
	advised that she no longer works on any Friday and advised that there have	
	been instances with both her Councils where she had been telephoned when	
	it was not convenient yet the caller(s) refused to accept that the call was not	
	at a suitable time. The Clerk reiterated that her four hours a week does not	
	include weekends or evenings (with the exception of the actual Parish	
	Council meetings) and although not all Cllrs agreed with this, it was	
	generally agreed that email contact seemed the most appropriate	
	arrangement.	
	Date of Next Meeting — The date and time of the next meeting Starting at	
	7.00pm – Tuesday 27th March 2018 - Great Bricett Village Hall	
	Meeting closed at 10.00pm	

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Great Bricett Parish Council

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																				\neg
	-						62,551,70		69,750.00	69.00	60,00	6222.00	E9,972.00	YTO Total	-62,817,67	-696.52	-6925.97	-6430.00	60.00	-6241.96
									69,750.00	60.00	60.00	60.00	69,750.00	Budget	-63,750.00	60.00	-6300.00		-690.00	-6800.00
									60.00		60.00	6222.00	6222.00	Diffagainst budget	4982.88	696.52	625.07	€120.00	490.00	-6558.06
	$\overline{}$			•																

General Contingency fund	Some watch	s137 donations	Chair allowance	Audit	Village Hall repairs/asset maintenance	Village Hall major receirs	Defib	Emergency Plan	Signage fund	Staffing	Training	Dents	Gerk Expe	Total Gross Payments	YTD Vat	Details
																First half of Precept
				_												
				-696.00										466.00	60.00	int Audit 56-17 (inv never recd)
														4284.85	60.00	Clerk Salary April
-650.00														460.00	-630.00	Award scheme panel fee
														-£186.87	60.00	2017/58 Subscription
														454.00	60.00	SLCC Subscription
														€35.00	60.00	Data Protection Act subscription
									_			_		4284.85	60.00	Clerk salary May Clerk exps Apr & May
									_		_		-679.46	€85.30	-45.74	Gent exps for a new
	\vdash			\vdash	-6179.19	\vdash			\vdash			\vdash		€215.08	-635.M	Repair to VH broken window
					40000									tenned		or this case with the
														4347.36	60.00	Clerk salary June
		-£50.00												450.00	60.00	Donation to Parish magazine
							-6585.00							4942.00	-£107.00	Defib external cabinet
							-679.00							494.80	-615.80	Spare defb pads
					-6185.00									-£162.00	-627.00	Utter & Dog bin emptying 17-1
			_		4185.00				_		_			4347.36	60.00	Clerk Salary July 17
	_			_									-687.79	429.13	-61.96	Clerk Exps June & July
						-61,480.00								-61,490.00	60.00	VH Roof repairs
				-696.00		-								466.00	60.00	int Audit for FY 16-17
														4215.00	60.00	4x grass cutting & hedge cutting
				_										4347.36	60.00	Clerk salary Aug 17
									_				-6194.56	4395.62 4139.10	60.00 -61.84	Clerk Sep sail & 6 mths holiday p erk exps July & Aug and 6 mths of
	_							_					-E19E36	41/9/10	48.20	Clerk exps - leaflet dispenser
	_			_										4341.96	60.00	PC insurance 17-18
														*212.50	Europe	Second half of Precept
																VAT refund 1/1/17 - 81/8/17
				-6185.00										4362.00	-627.00	Ext audit 2016-17
														460.00	-630.00	Website hosting 2017-18
														-6420.84	60.00	Clerk salary & training Oct
									\vdash							
									\vdash					4215.00	60.00	4 x grass cuts & 1 x hedge cut
														4296.71	60.00	Clerk salary Nov
													-679.86	491.30	-61.84	Clerk exps Oct & Nov
													275.00	101-01	41.00	Gent exps (ALL S MAY
														4271.98	60.00	Clerk Sal Dec
														4309.06		Clerk Sal Jan
													-654.98	€66.32	-61.84	Cirk Exps Dec 17 & Jan 18
-650.00	60.00	-£50.00	60.00	4267.00	-E314.19	-£1,430.00	4654.00	60.00	62.00	60.00	62.00	62.00	-6446.65	-67,420.30	-6245.60	
-6500.00	-450.00	€125.00	-450.00	-6250.00	-61,000.00	-61,000.00	-£150.00	-£100:00	-£150.00	-£100.00	4.000.00	4,550.00	47/60.00	-630,345.00		