

GREAT BRICETT PARISH COUNCIL

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

Present: Cllr S Burnett, Cllr N Ford, Cllr D Payne, Cllr R Craddock,

In attendance: 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 Morley had sent apologies	
GBPC436/0118	<p>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 –</p> <ul style="list-style-type: none"> • 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 <p>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 31st 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</p>	
GBPC437/0118	<p>Receive District Councillor’s Report from District Cllr David Whybrow – Cllr D Whybrow advised that he would be attending the Planning Committee Meeting the 31st 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.</p> <p>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.</p> <p>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</p>	

	of Dist Cllrs and Cllr Whybrow 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 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 referring to a new road sign being installed on the Main Road and to the road painting. She advised that she would look into this and report back.	<i>Cllr A Whybrow</i>
	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 – <u>For discussion and decision</u> – <i>None</i> <u>Awaiting decision from MSDC</u> – 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 31 st 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. <u>Decisions made by MSDC</u> – 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.	<i>Clerk</i>
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 and asked Dist Cllr Whybrow to also look into as the work at the property is continuing</i> b. New external Cabinet & Defibrillator installation at Base Garage – <i>still o/s. 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</i>	<i>Clerk & Cllr D Whybrow</i> <i>Cllr Ford</i>

	<p><i>the Council's preferred choice for the original siting and means there are now already two in the village.</i></p> <p>c. Clerk email address – <i>new email address is up and running – pc.greatbricett@outlook.com</i></p> <p>d. Speed restrictions in and around the village – <i>awaiting confirmation of painting works – already discussed earlier in the meeting</i></p> <p>e. Noticeboards – <i>The refurbishment work is instructed and awaiting better weather. The Clerk advised that she has had an additional noticeboard key cut in readiness for the work.</i></p>	<i>Cllr A Whybrow</i>
GBPC444/0118	<p>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 out approximately half of them.</p>	
GBPC445/0118	<p>Village Hall Management Committee Report & Village Hall Annual 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 visited and taken photographs and will try to ensure quotations are given before the March meeting.</p> <p>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. 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 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 have to be paid for out of the reserves rather than a Precepted item.</p>	<i>Clerk</i> <i>Clerk</i> <i>Clerk</i>
GBPC446/0118	<p>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 31st 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.</p> <p>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 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 updated budget for with the reserves situation for the next meeting.</p>	<i>Clerk</i> <i>Clerk</i>

GBPC447/0118	<p>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</p> <p>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.</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p>
GBPC448/0118	<p>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 -</p> <p>a) Standing Orders b) Financial Regulations c) Risk Assessment</p> <p>The Clerk also provided her VDU & Working environment Health & Assessment Forms carried out in January 2018 that will be kept on file.</p> <p>Decision – It was unanimously agreed to re-adopt the three policies which were duly signed by the Chair. Clerk to upload to website.</p>	<p><i>Clerk</i></p>
GBPC449/0118	<p>Setting of Future Meeting Dates – Following the existing meeting pattern, meetings for 2018-19 would be -</p> <p>Tuesday 22nd May 2018 – Combined Parish and Parish Council Annual Meetings Tuesday 24th July 2018 Tuesday 25th September 2018 Tuesday 27th November 2018 Tuesday 22nd January 2019 Tuesday 26th March 2019</p> <p>Decision – These dates were unanimously agreed - the Clerk to publish on the noticeboard, website and in the Parish magazine</p>	<p><i>Clerk</i></p>
GBPC450/0118	<p>Finance – The Clerk provided updates on the following –</p> <p>a. Payments and receipts against budget - The Clerk had circulated the income and expenditure against budget since 1st April</p> <p>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</p> <p>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.</p>	
GBPC451/0118	<p>Clerks Update regarding urgent decisions since the last meeting – <i>None</i></p>	
GBPC452/0118	<p>Correspondence for Information - The Information Folder for Councillors to read, sign and return was circulated containing –</p> <ol style="list-style-type: none"> 1. Email from SALC re. GDPR survey finishing 7th 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 6th 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 15th Jan 	

	11. Update from NALC re. Park Homes Legislation 12. Donation request and info on Gardenfest 2018 from Suffolk Age UK	
GBPC453/0118	To consider the exclusion of the public and press in the public interest for consideration of the following items - None	
GBPC454/0118	<p>Matters to be brought to the attention of the Council -</p> <p>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 recently been sold. Cllr Cooper to advice at/by the next meeting.</p> <p>ii. Cllr Craddock asked whether the painting of double yellow lines or the 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 agenda.</p> <p>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.</p> <p>iv. A rather long discussion ensued regarding emails that had previously been circulated between Cllrs and the Clerk. All Cllrs 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.</p> <p>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.</p>	<p><i>Cllr Cooper</i></p> <p><i>Clerk</i></p>
	Date of Next Meeting – The date and time of the next meeting Starting at 7.00pm – Tuesday 27th March 2018 - Great Bricett Village Hall	
	<i>Meeting closed at 10.00pm</i>	

Chairman

Date

Great Bricett Parish Council

Clerks Finance Report - 23.01.18

Total Funds prior to Meeting - £19,536.64

Clerks report on the Council's current financial position and movements since the last report

Bank Bal	Minute No.	Date	Chq No	Payee	Desc	Amount	Power to Pay
Community Account (Current)							
	GBPC129/1117	15/09/2017	100954	Suffolk	PC Insurance 17-18	-6241.96	LGA 1972 S112
	GBPC129/1117	26/09/2017	100955	BDO Stoy Hayward	Ext audit 2016-17	-6162.00	LGA 1972 S112
	GBPC129/1117	27/10/2017	100957	Viv Pratt	Clerk salary & training Oct	-6620.34	LGA 1972 S111 & 112
	GBPC129/1117	30/10/2017	100956	David Windle	if a gross cut & I a hedge cut	-6215.00	Open spacer act 1906 or 9810
	GBPC129/1117	20/11/2017	100957	Viv Pratt	Clerk salary Nov	-6296.71	LGA 1972 S111 & 112
	GBPC129/1117	20/11/2017	100957	Viv Pratt	Clerk exps Oct & Nov	-681.20	LGA 1972 112
					Cheques approved last meeting	-61,417.21	

Payments Made since last Meeting						
						None
						Payments since last meeting
						66.00

Receipts Since Last Meeting						
						None
						Receipts since last meeting
						66.00

66,004.00	Balance as of 15th January - no o/s items
------------------	--

Payments for approval this meeting							Power to Pay
	20/12/2017		100958	Viv Pratt	Clerk salary Dec 17	-6271.98	LGA 1972 S111 & 112
	24/01/2018		100958	Viv Pratt	Clerk salary Jan	-6306.66	LGA 1972 S111 & 112
	15/01/2018		100958	Viv Pratt	Clerk exps Oct & Nov	-666.80	LGA 1972 112
					Total payments for approval	-6647.66	

65,207.30 **New Balance after payments approved**

Great Bricett Savings Account						
612,627.80	Balance brought forward from last meeting					
		29/12/2017		Barclays	Credit Interest	£34.12
					Receipts since last meeting	£34.12
	Balance after any payments/receipts					

Prepared by - Vivienne Pratt 26.1.18
Clerk & Responsible Finance Officer

