

GREAT BRICETT PARISH COUNCIL

*Minutes of the Parish Council Meeting held on
Tuesday 27th March 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), Three members of the public,
Cty Cllr A Whybrow (arrived at 19.15 during Public Participation Session)
Apologies: Cllr R Morley, Cllr G Cooper, Dist Cllr D Whybrow,

	Opening – The meeting opened at 7.00pm.	
GBPC455/0318	Receive apologies for absence – It was reported that Cllr Cooper and Cllr Morley had sent apologies	
	Public Participation Session – The three members of the public were invited to speak and it was agreed that two members were here for agenda item no. 10 (Village Green) and it was agreed that they would speak during that item. The remaining member of the public asked what the current situation was regarding the outline planning application for Bricett Business Park and it was explained that the Planning Committee that had met on 31 st January had recommended this for approval. The Clerk advised that she had not received anything in writing to this effect and had only heard of the above decision from Dist Cllr David Whybrow who had attended the meeting. Cllr Anne Whybrow advised that she would speak to him and request an update. The same member of the public also explained that she had recently carried out litter picking within the village and would like to organise a community litter pick and wondered what notification procedure was required and how this could be advertised within the Community. The Clerk advised that MSDC should be contacted as there would be H&S and Insurance implications that MSDC would be able to advise on and advised that in the past MSDC had been able to issue litter pick packs. It was suggested that once this advice had been sought, a litter pick event could be advertised on the noticeboards, the Parish magazine as well as the Community website. When all matters had been discussed, the public session was closed.	
	Receive District Councillor’s Report from District Cllr David Whybrow – Cllr D Whybrow had sent apologies as well as a report prior to the meeting – copy to be uploaded to the website. It was reported by Cllr Ford that the VHMC had received a Locality Grant Offer from Cllr Whybrow of £1500, which was planned to use on improvements to the ceiling in the Hall.	<i>Clerk</i>
	To receive Report from Cty Cllr Anne Whybrow – Copy to be uploaded to the website. Cllr Payne requested an update regarding the works to paint the word ‘SLOW’ on the road surface close to the accident site last year. Cllr Whybrow advised that there had been some confusion with SCC Highways as the call the Clerk had received to advise that the work was instructed and to be paid for out of Cty Cllr Whybrow’s fund was actually referring to the new ‘Slow’ sign being installed in Wallow Lane. Cllr Whybrow advised that there is no money left in this year’s fund and that this would need to be reconsidered in next year’s budget.	<i>Clerk/ Cllr A Whybrow</i>
	Approve Minutes of meeting held on 23rd January 2018 as a true record of the meetings - It was proposed and resolved to accept the minutes of the meeting held on the 23 rd January 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>
	Receive Declarations of Interests & requests for dispensations - Pecuniary and non-pecuniary and requests for dispensation - None	
	Co-option of new Councillor – No applications received – as of Mar 18, there is one vacancy	
	Update regarding outstanding matters – a) Potential planning issue at Wildwinds – <i>Clerk has chased MSDC & Dist Cllr Whybrow but will chase again</i> b) New external Cabinet & Defibrillator installation at Base Garage – <i>Cllr Ford advised that this still awaits installation and that the external cabinet has been moved out of the VH</i>	<i>Clerk Cllr Ford</i>

	<p>c) Speed restrictions in and around the village – <i>The painting of the word SLOW had already been discussed during Cllr A Whybrow’s agenda item and needs to be followed up in new FY.</i></p> <p>d) Noticeboards – <i>The Clerk advised that the refurbishment work has been instructed and a key cut but the contractor is awaiting better weather. The Clerk advised that she has now had two keys cut and neither actually fits so there may be an issue with the lock.</i></p> <p>e) Meeting Dates for 2018-19 – <i>The Clerk advised that she has booked the VH, and has updated the noticeboard & website and put an entry in the Four Parish magazine.</i></p> <p>f) Wixfield Park/Nissan hut – <i>Update from Cllr Cooper re. recent sale – not received – Clerk to chase</i></p> <p>g) Village Hall Defibrillator - <i>The Clerk advised that she had received an email from Community Heartbeat Trust advising that the defib is not registered on their system yet. Cllr Ford advised that he believed this info had been sent to the Clerk last year, however, she advised that Cllr Ford had offered to take care of this with them direct. Cllr Ford advised that weekly checks of the defib are taking place but not using the CHT system, which the Clerk advised is required. Cllr Ford agreed to contact CHT to register the defib on the system and establish the check list & procedures.</i></p>	<p><i>Clerk/Cllr Whybrow</i></p> <p><i>Clerk/Cllr Cooper</i></p> <p><i>Cllr Ford</i></p>
	<p>Planning Applications –</p> <p>a. <u>For discussion and decision</u> – <i>None</i></p> <p>b. <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 Clerk advised that she will check the Planning portal and will contact MSDC for a copy of decision notice</p> <p>c. <u>Decisions made by MSDC</u> – <i>None</i></p>	<p><i>Clerk</i></p>
	<p>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 (info circulated prior to the meeting). The Clerk advised that she had received three enquiries from potential purchasers of this property, two of which related to proposed extensions and one with a planning query about the fields behind the house. Two members of the public introduced themselves as being the potential purchasers who have now had an offer accepted on the house. A conversation ensued regarding ownership of the Village Green and the Clerk advised that it is listed within the Parish Council’s assets and is believed to have been gifted to the Parish for a nominal £1. It was discussed that No. 1 has no driveway access and, therefore, any extension to the property would require builders to access the property across the green. Cllr Ford advised that he is the owner of the adjacent property and he Clerk advised that when the planning application is eventually submitted, he would need to declare an interest in the agenda item prior to its discussion but that this was not required at this stage.</p> <p>Decision – It was unanimously agreed, including by the potential purchasers, that access across the Village Green would be granted subject to the following –</p> <ol style="list-style-type: none"> 1. That a formal document be drawn up by the purchaser’s solicitors to formalise the agreement between themselves and the Parish Council. 2. That any damage caused to the Village Green be repaired and put right within two months of completion of the extension works 3. That the application for any extension be submitted through the correct channels at MSDC <p>The Clerk advised that she did not feel it was a coincidence that the Village Green sign that had been taken down approx. 3 years ago had been re-installed onto the Green. No-one present at the meeting knew who had re-installed the sign.</p>	

	<p>Closure of the Village Shop at the end of March 2018 – To consider and determine action required following notification of closure from ret'd Col Robbie Silk. The Clerk had received the closure notice at very short notice - approx. 2 weeks prior to the closure – and advised that she had also received letters from the Wixfield Park Residents Assoc and Ringshall Parish Council to complain about the closure. She also read an extract from the minutes of the Wattisham Welfare meeting held at the end of January where it was suggested that there were concerns over whether the shop and PO would remain open. Cllr Whybrow advised that the shop is owned by Costcutter, who also have the lease on the shop located within the Base itself. The shop within the Base is remaining open and the decision to close the shop and Post Office is a financial one as it has been known to have lost money for a long time. Cllr Craddock advised that he is aware of an interested party with finance in place although this had been turned down by Costcutter. It was discussed that due to the limited time, a business plan had not yet been drawn up. Cllr Whybrow advised that alternatives are being looked into such as a mobile Post Office van or possibly combining a service within the mobile library.</p> <p>Decision – It was agreed that there is nothing that the Council can do to stop the shop closing – all they can do is to try to see what can be done for the future. It was agreed that the Chair would contact Ret'd Col Silk to establish whether any additional pressure could be put on Costcutter to reconsider the closure and/or the approach from the interested party. Cllr Craddock agreed to encourage the interested party to prepare a formal business plan for their proposition as it would undoubtedly add weight to Costcutter.</p>	<p><i>Chair</i></p> <p><i>Cllr Craddock</i></p>
	<p>Village Hall Management Committee Report & Village Hall Annual Inspection Report – To consider quotation for VH porch repair (circulated prior to meeting) and additional information regarding the issues with the Saniflo unit. The Clerk advised that she had now received two reports regarding the porch repair. She advised that she had called the original supplier and installer of the Saniflo unit but had not received a response prior to the meeting. It was agreed that the porch repair had been caused by the lack of previous maintenance by the VHMC and the painting works planned for last year had not taken place as the wood was deemed to be rotten.</p> <p>Cllr Ford advised that the VH Race Nights, Murder Mystery and Quiz nights are proving to be successful with more people attending. Sadly, the Art Club booking has finished but due to the increased numbers attending other events, the VH running costs for the year are already covered.</p> <p>The Clerk advised that she had emailed the Cesspit contractor regarding the subsidence to the entry manhole to the new cesspit. She had not heard back and advised that she had been in touch with Community Action Suffolk regarding taking the matter forward on insurance.</p> <p>Decision – It was agreed that the porch repair should not be a temporary one and that a full replacement of the affected rotten woodwork is required. It was agreed that Cllr Ford would contact roofing companies to get quotes to the Clerk for circulation and approval at a future meeting. It was unanimously agreed that the Clerk contact the Council's insurers, Zurich, to get the problem looked at under the warranty offered from the original work.</p>	<p><i>Cllr Ford</i></p> <p><i>Clerk</i></p>
	<p>At 20.10, Cllr Whybrow advised that she was leaving the meeting. Cllr Ford asked about the parking situation at the Base end of The Street. It was agreed to discuss agenda 18 at the point.</p>	
	<p>Installation of No Parking Signs/Parking Restrictions – To consider action required following issue raised by Cllr Craddock last meeting. Cllr Craddock circulated photographs of various cars causing a dangerous obstruction close to the junction and Cllr Payne advised that he had also taken photos of similar instances. The painting of yellow lines as well as the installation of no parking signs was discussed although it was generally agreed that there are not enough PCSOs to monitor the situation and are therefore virtually impossible to enforce.</p> <p>Decision – It was agreed that the parking offenders should be reported to the Police by as many people as possible and that Cllrs should not put themselves at risk by approaching the vehicle owners</p>	

	Cty Cllr Anne Whybrow left the meeting at 20.15	
	Budget 2018-19 – Prior to the meeting, the Clerk had circulated a revised version of the draft budget that had been discussed at the January meeting. Decision – It was unanimously agreed to publish the new version without amends – Clerk to add to website	<i>Clerk</i>
	Data Protection Reform – The Clerk advised that there is still conflicting advice from SALC (Suffolk Association of Local Councils) and SLCC (Society of Local Council Clerks) as to who can be the Data Protection Officer and it is now widely recognised that the May deadline is unachievable. The Clerk advised that SALC have issued a Toolkit for Local Councils but she has not had the opportunity to look at it yet.	
	At 20.30 all three members of the public left the meeting	
	Internal & External Audit – Update from the Clerk following her attendance at a new audit regime briefing and training session. The effectiveness of 2016-17 Internal audit was reviewed and the appointment of SALC or Heelis and Lodge as internal auditor for 2017-18 were considered. The Clerk advised that the new External auditors require the annual returns submitted by the middle of June, earlier than in previous years. The implications of this are that the Internal Audit needs to be carried out earlier than usual and all year end paperwork and the annual report signed off at the May meeting. She also advised that at the May meeting, the Council needs to vote as to whether an External Audit is required as it is no longer mandatory but cannot be decided until after year end. The Clerk advised that since she has resigned and is currently working her notice period, she had not originally intended to undertake any of the year end workload, however, Heelis & Lodge have also been appointed by her other Council and she would be taking their paperwork to their premises in Wickham Market during the first of April. The Clerk was asked whether she would be prepared to undertake the year end paperwork and prep work for the Internal Audit in order that the paperwork can be taken over at the same time as her other Council. Decision – It was unanimously agreed for Heelis and Lodge to be re-appointed as Internal Auditors.	<i>Clerk</i>
	It was agreed to discuss agenda item 19 and 23 as a combined item as the next matter to be discussed.	
	New Clerk – To consider and determine action required following resignation of the Clerk and consider CVs and applications received. The Chair advised that she had not received any applications for the role which the Clerk confirmed had been submitted to SALC and is on their website as well as appearing on both the Village noticeboards, the Parish website and the Four Parish Magazine. The Clerk advised that she had heard that there had been 4 applicants for the recently advertised position at Barking and had rather hoped than one of the unsuccessful applicants might have applied for this post. She reiterated that when she had originally resigned, she had offered to Clerk this meeting and do the minutes. She advised that as there had been no applicants, it would be unlikely that there would be time for a handover but she is preparing a full handover file as well as a memory stick with all the files from herself and the previous Clerk on it. She also advised the following – <ul style="list-style-type: none"> • The printer as well as all the Council files and paperwork will be returned to the Council • The filing cabinet was not purchased by the Council so remains her property • She is prepared to continue working until the end of April, however, due to the additional workload of year end and audit, she will invoice whatever hours she works rather than the contracted 4-6 hours a week • She will prepare the Internal audit paperwork and will take over to Wickham Market at the beginning of April • At the end of April, she will submit an invoice for her final salary which will be paid to her by cheque t handover/her last working day. • The increasing lack of attendance of Cllr Morley and Cllr Cooper was discussed. It was discussed that Cllr Morley regularly works abroad but 	

	<p>that he is a valued member of the Council who always brings a valued opinion when he is able to attend. Although the same was said of Cllr Cooper, it was suggested that her place of work (Bricett Business Park) has recently shut down which may affect her ability to comply with Cllr requirements as a Cllr must either live or work within 3 miles of the Parish.</p> <ul style="list-style-type: none"> As the Clerk is a cheque signatory, a change to the Bank mandate is required to remove her. She advised that this will only leave two signatories and there is the requirement to change the registered address (currently her home address). She will partially complete a new Business Banking mandate to remove herself from the bank account. <p>Decision – It was unanimously agreed that the Clerk remains in employment on the above basis. It was agreed that the Chair will contact Cllr Cooper to establish that she still complies with the requirements to be a Cllr. It was agreed that the Chair contact the Chair of Barking PC to see whether the unsuccessful applicants could be contacted to let them know of this position.</p>	<p><i>Chair</i></p> <p><i>Chair</i></p>
	<p>Annual Meetings – To consider and determine invitees and format of the meetings. The invitee list and previous agendas were circulated by the Clerk</p> <p>Decision – It was unanimously agreed that the format will remain the same as last year and that the Chair will contact the local organisations to request their attendance or a written report for the meeting</p>	<p><i>Chair</i></p>
	<p>Annual Policy reviews – To consider annual review of the following policies circulated prior to the meeting – Suffolk Code of Conduct, Freedom of Information Policy and Freedom of Info Charges</p> <p>Decision – It was unanimously agreed to readopt these policies without amends. Clerk to upload to website.</p>	<p><i>Clerk</i></p>
	<p>Finance – The Clerk provided updates on the following –</p> <ul style="list-style-type: none"> 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 - The Clerk had circulated the income and expenditure against budget since 1st April d. 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 £18,881.28 e. Authorisation of Payments – The Clerk had provided details of all payments required prior to the meeting. Decision - Payments totalling £916.25 - all cheques signed and invoices checked by Cllr Payne and the Clerk. Clerk to action 	<p><i>Clerk</i></p>
	<p>Clerks Update regarding urgent decisions since the last meeting – <i>None</i></p>	
	<p>Correspondence for Information - The Information Folder for Councillors to read, sign and return was circulated containing –</p> <ul style="list-style-type: none"> 1. Information from MSDC re. Revised Boundary Commission Consultation 2. Donation request from EACH 3. Email re. Suffolk Remembers Armistice 100 4. Email from SALC re. re-arranged South Area meeting – now 5th April 5. Email from SALC re. GDPR toolkit 6. Email from MSDC & BDC re. potential Merger 7. Email from Care Choices re. Suffolk Care Services Directory 8. Letter from MSDC re. CIL Expenditure Policy 9. Info from NALC re. Data Protection Officer 10. Letter from Suffolk Highways confirming GBPC Street Lighting & Maintenance 11. Info from Suffolk Highways re. new Operational Plan 12. Letter from Barclays re. Closure of Hadleigh branch 13. Info from NALC re. Reporting Data breaches 14. Email re. Drop in Centre for future of Council HQ 	

	<p>15. Letter & Price info for Radar Speed Sign 16. Email re. Stowmarket Vision for Prosperity 17. Info re Suffolk Walking Festival 12/5/8 to 3/6/18</p> <p>The Clerk pointed out that the information regarding the drop in centre is time specific and is to discuss to future of the building previously housing MSDC in Needham Market</p>	
	<p>To consider the exclusion of the public and press in the public interest for consideration of the following items – Already discussed earlier in the meeting</p>	
<p>GBPC454/0118</p>	<p>Matters to be brought to the attention of the Council -</p> <p>i. The Clerk was asked to provide contact details for the refurbishment work to the Noticeboard – she advised that this would be in the handover folder she is preparing</p> <p>ii. The Clerk was asked by Cllr Ford to provide an update on the purchase of the Safety Mirror. The Clerk advised that the Council has already agreed this, in principle and subject to price, and they are now awaiting further info and prices from Cllr Ford/Morley as per previous Meeting Minutes</p> <p>iii. Cllr Ford mentioned that there had been a discussion amongst Cllrs to increase the regularity of meetings to monthly as it was felt this might speed up decision making. The Clerk advised that this is unlikely and that this would only increase the numbers of hours required to be worked by the Clerk. She advised from her previous experience with monthly meetings, it actually prevents the Clerk from doing much other than prepping for meetings as the first week is the meeting itself and printing for it, the second week is creating the minutes, the third week is action points and the fourth is doing the agenda for the next meeting. She did not agree it would get anything agreed quicker but would probably mean a shorter agenda for each meeting.</p> <p>iv. Cllr Craddock mentioned that he had received a letter from a resident of Wixfield Park who was asking for help with a complaint that his post code had been set up incorrectly and actually refers to several miles away. It was agreed that the Parish Council cannot assist with this but the Clerk advised that MSDC will be able to help and that it is important that this is rectified in case he ever never the attendance of any of the emergency services.</p> <p>v. Cllr Payne asked what the situation is with the Bus Shelter near the shop. It was explained that Col Silk has agreed to replace the existing one with a new one and that it is awaiting installation.</p> <p>vi. Cllr Payne asked that the future use of the Phone Box be added to the next agenda</p> <p>vii. Cllr Ford asked that the refurbishment work to the Village Hall be added to the next agenda</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p>
	<p>Date of Next Meeting – The date and time of the next meeting - Annual Meeting of the Parish - Starting at 7.00pm and immediately followed by the Annual Parish Council Meeting – Tuesday 22nd May 2018 - Great Bricett Village Hall</p>	
	<p><i>Meeting closed at 10.00pm</i></p>	

Chairman

Date

Great Bricett Parish Council

Clerks Finance Report - 27.03.18

Total Funds prior to Meeting - £18,881.28

Clerks report on the Councils 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)							
	GBPC450/0118	20/12/2017	100958	Viv Pratt	Clerk salary Dec 17	-£271.98	LGA 1972 S111 & 112
	GBPC450/0118	23/01/2018	100958	Viv Pratt	Clerk salary Jan	-£309.06	LGA 1972 S111 & 112
	GBPC450/0118	15/01/2018	100958	Viv Pratt	Clerk exps Dec & Jan	-£66.32	LGA 1972 112
					<u>Cheques approved last meeting</u>	-£647.36	

Payments Made since Last Meeting						
					None	
					<u>Payments since last meeting</u>	£0.00

Receipts Since Last Meeting						
					None	
					<u>Receipts since last meeting</u>	£0.00

£6,229.33	Balance as of 13th March - no o/s items
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Payments for approval this meeting							Power to Pay
		20/02/2018	100960	Viv Pratt	Clerk salary Feb 18	-£370.89	LGA 1972 S111 & 112
		13/03/2018	100960	Viv Pratt	Clerk salary Mar 18	-£383.25	LGA 1972 S111 & 112
		13/03/2018	100960	Viv Pratt	Clerk exps Feb & Mar	-£111.70	LGA 1972 112
		27/02/2018	100961	Suffolk County Council	Street lighting costs & maint 1/4/17 to 31/3/18	-£50.41	Parish Councils Act 1957 s3 Highways Act 1980 s 301
					Total Payments for approval	-£916.25	

£5,313.08 New Balance after payments approved

Great Bricett Savings Account						
£12,651.95	Balance brought forward from last meeting					
				None		£0.00
					Receipts since last meeting	£0.00
£12,651.95	Balance after any payments/receipts					

Prepared by - Vivienne Pratt 13.3.18

Clerk & Responsible Finance Officer