



GREAT BRICETT PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall, Great Bricett on **Tuesday, 26th March 2019 at 7pm.**

Present:

Councillors: S Burnett (Chairman)
N Ford
M Ford

In Attendance County Cllr K Oakes
J Blackburn - Clerk

GB125/18/19 – PUBLIC FORUM

There were no members of the public present.

GB126/18/19 – APOLOGIES

Apologies were received from Cllr Craddock, Cllr Payne and Cllr Morley.

GB127/18/19 – DECLARATIONS OF INTEREST

The Clerk declared an interest in Item 21 of the Agenda.

GB128/18/19 – APPLICATIONS FOR DISPENSATION

None had been received.

GB129/18/19 – TO APPROVE THE MINUTES OF THE MEETING HELD ON TUESDAY, 22nd JANUARY 2019

It was AGREED: That the minutes of the meeting held on Tuesday, 22nd January 2019 be approved as a true record and signed by the Chairman.

GB130/18/19 – POLICE REPORT

The Police were not present at the meeting and a report had not been received.

GB131/18/19 – COUNTY COUNCILLOR'S REPORT

Cllr Oakes reported the following:

- That she would be able to support the refurbishment of the telephone box by contributing towards the cost.
- That she would be able to fund the VAS machine up to £2,500. She confirmed the procedure for applying for a VAS machine with the Clerk and Members.
- That she had visited residents in Releet Close in relation to parking issues following a complaint from a resident. Whilst residents had their own parking spaces at the rear of the properties they also parked at the front, which made the road very tight to get through and also made the corner junction quite dangerous. She added that she would liaise with the Highways Department in order to discuss options such as yellow lines on the road. Cllr Burnett suggested a meeting with residents in order to reach a decision for the area. Cllr Ford suggested that yellow lines be painted on the corner in order to keep the road clear for the buses.

GB132/18/19 – DISTRICT COUNCILLOR’S REPORT

The District Councillor was not present at the meeting and a report had not been received.

GB133/18/19 – CLERK’S REPORT AND FINANCIAL MATTERS

i) TO RECEIVE THE CLERK’S REPORT

The Clerk had nothing to report in addition to what was on the Agenda.

ii) TO RECEIVE THE FINANCIAL REPORT AND BUDGET MONITORING REPORT

The Clerk reported on the Council’s current financial position and stated that the balance in the accounts as of 18th March was £20,942.88.

The Budget Monitoring report was noted.

iii) TO AUTHORISE PAYMENTS AND NOTE RECEIPTS

The Clerk reported the following payments be authorised:-

101006	Jennie Blackburn	Clerk's Pay (Mar)	£284.77
101007	Jennie Blackburn	Clerk's Office Allowance / Expenses (Mar)	£55.26
101008	Faraday Electrical Solutions Ltd	Install Defib Cabinet (Hall & Base Garage) Replace Defib Cabinets (Hall & Base	£320.40
101009	Faraday Electrical Solutions Ltd	Garage)	£144.00
101010	Suffolk County Council	Street Lighting	£58.58
101011	Community Heartbeat Trust	Replacement Defib. Pads	£97.20
101012	CAS	VH Insurance Renewal	£428.20
101013	Four Parish Magazine	Donation	£50.00

It was AGREED: That payments also be made for £24.60 for the Speed Radar Gun to be services and £16.85 for the postage of the Radar Gun. Payments totaling £1,479.86 be authorised and actioned by the Clerk.

iv) INTERNAL AUDITOR FOR 2018/19

It was AGREED: That Trevor Brown CPFA (Local Council Financial Services & Internal Audit) be appointed as auditor for the purposes of the 2018/19 audit.

v) EXTERNAL AUDIT ARRANGEMENTS FOR 2018/19

It was AGREED: That the same arrangements applied for external audit arrangements as last year, that the Parish Council did not need an external audit and therefore be classed as exempt.

GB134/18/19 – POLICES AND PROCEDURES

i) DATA PROTECTION AND INFORMATION SAFETY POLICY

It was AGREED: That the Data Protection and Information Safety Policy be adopted.

ii) PUBLICATION SCHEME

It was AGREED: That the Publication Scheme be adopted.

iii) **DOCUMENT RETENTION POLICY**

It was AGREED: That the Document Retention Policy be adopted.

iv) **REVIEW OF INTERNAL AUDIT CONTROL AND RISK MANAGEMENT ARRANGEMENTS**

It was AGREED: That the Review of Internal Audit Control and Risk Management Arrangements be approved.

v) **FINANCIAL REGULATIONS AND STANDING ORDERS**

It was AGREED: That the Financial Regulations and Standing Orders be approved.

GB135/18/19 - PLANNING APPLICATIONS

Ref: DC/19/01154 - Notification for Prior Approval for a Change of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwelling house (Class C3) Town and Country Planning (General Permitted Development) (England) Order 2015 Schedule 2, Part 3, Class P - Barn C, Tollemache Business Park, Ofton, Suffolk IP8 4RT

It was AGREED: That the Parish Council had no objections to the application. **Clerk to action.**

Ref: DC/19/01157 - Notification for Prior Approval for a Proposed Change of Use of a Building from Office Use (Class B1) to a Dwelling house (Class C3) under the Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class O. - Barn A, Tollemache Business Park, Ofton, Suffolk IP8 4RT

It was AGREED: That the Parish Council had no objections to the application. **Clerk to action.**

Ref: DC/19/01150 - Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a Dwelling house (Class C3) and for Associated Operational Development - Town and Country Planning (General Permitted Development) Order 2015, Schedule 2, Part 3, Class Q. Location: Barn D, Tollemache Business Park, Ofton, IP8 4RT

It was AGREED: That the Parish Council had no objections to the application. **Clerk to action.**

GB136/18/19 – PLANNING DECISIONS

The following planning decisions were noted:

DC/18/04774 - Application under Section 73 of the Town and Country Planning Act following grant of Outline Planning Permission DC/18/01756 without compliance with Condition 3 to amend approved access arrangements. Land East of Brambles, The Street, Great Bricett, Suffolk – **GRANTED**

Ref: DC/17/03568 - Outline Planning Application (all matters reserved) - Residential development of up to 51 dwellings - Great Bricett Business Park, The Street, Great Bricett, Suffolk IP7 7DZ – **GRANTED**

Ref: DC/18/01249 - Discharge of Conditions Application for - Condition 3 (Surface and Foul Water Drainage) Location: Wixfield Park, The Street, Great Bricett, Suffolk - **APPROVED**

GB1137/18/19 – VILLAGE HALL

Cllr M Ford reported that she had had a contractor in to look at the village hall floor only to be informed that there was dry rot present. The floor would need to be replaced as patching was not an option. She was informed that the joists were in a good condition. Quotes were being awaited.

GB138/18/19 – TELEPHONE BOX

Cllr N Ford reported that he had contacted companies in relation to the full refurbishment of the telephone box with one in particular being in Kings Lynn. The box would be taken away, sand blasted, painted, windows replaced and door improved at a cost of £3,970, plus £160 for haulage and £160 to remove the concrete plinth on which it stood. The earliest date in which the works could be carried out would be August/September.

Following a brief discussion:

It was AGREED: That Cllr N Ford book the company in Kings Lynn to carry out the works.

GB139/18/19 – TRAFFIC CALMING / SPEEDING

It was AGREED: That Members will arrange to meet in the village in order to finalise the locations in which to place the VAS machine. Then the Clerk would submit an application with the Highways Department.

GB140/18/19 – PARKING

This was discussed earlier in the meeting with the County Councillor.

GB141/18/19 – PLANNING ON THE GREEN / LAND REGISTRY

Cllr Burnett reported that she had been in touch with a solicitor in order to formally register The Green as the property of the Parish Council. Whilst the Clerk held paperwork of The Green on file that proved The Green had been given to the Parish Council a number of years ago, it had not been formally registered.

The cost to formally register it would be £1,200.

It was AGREED: That the Parish Council would not proceed with formally registering The Green at this time.

GB142/18/19 – DEFIBRILLATORS

The Clerk reported that the defibrillator had now been installed at the Base Garage and confirmed with Cllr Ford a few installation details. The Clerk would now register the installation details in order for the defibrillator to be added to the Ambulance Service's list.

The Clerk reminded members of the importance of checking both defibrillators on a regular basis (ever 2 weeks) and that once checks have been made to email her so she could submit the report.

It was noted that neither defibrillator had a torch inside the cabinet and the cabinet at the Base Garage did not contain a Hi-Viz jacket either.

It was AGREED: That the Clerk purchase two torches and 1 Hi-Viz jacket.

GB143/18/19 – UNPERMITTED DEVELOPMENT

The Clerk reported that she had received a reply from the Planning Enforcement Team who confirmed that they had no concerns with regard to a report made in respect of a private dwelling in the village.

GB144/18/19 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL

- Mobile Post Office – possible move to Wattisham Base to enable more people to use the facility.

GB145/18/19 – NEXT MEETING

The next meeting was due to be held on Thursday, 16th May 2019 at 7pm (This will be the Annual Parish Meeting followed by the Annual Parish Council Meeting).

EXCLUSION OF THE PRESS AND PUBLIC

GB146/18/19 – CONFIDENTIAL ITEM – STAFFING MATTER

The Clerk left the room whilst the item was discussed and voted upon.

Members of the Parish Council considered the grading of the Clerk’s post with reference to the national pay scales. It was noted that the Clerk had passed her Certificate in Local Council Administration.

It was AGREED: That the Clerk’s post be confirmed at SCP 25

The meeting finished at 8.40pm.

Chairman: Dated: