



## GREAT BRICETT PARISH COUNCIL

Minutes of the Parish Council meeting held at the Village Hall on **Tuesday, 8<sup>th</sup> March 2022 at 7pm.**

### **Present:**

Councillors: S Burnett (Chairman)  
R Morley  
D Payne  
J Walsh  
A Auchterlonie

In Attendance J Blackburn – Clerk  
District Cllr Pratt

### **GB128/21/22 – TO RECEIVE APOLOGIES OF ABSENCE**

Apologies had been received from Cllr Parnell.

### **GB129/21/22 - TO RECEIVE DECLARATIONS OF INTEREST**

None had been received.

### **GB130/21/22 – TO RECEIVE APPLICATIONS FOR DISPENSATION**

None had been received.

### **GB131/21/22 – PUBLIC FORUM**

There were two members of the public present.

### **GB132/21/22 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 11<sup>th</sup> JANUARY 2022**

**It was AGREED:** That the minutes of the meeting held on Tuesday, 11<sup>th</sup> January 2022 be approved as a true record and signed by the Chairman.

### **GB133/21/22 – TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR KAY OAKES**

Cllr Oakes was not present at the meeting and a report had not been received.

### **GB134/21/22 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLR DANIEL PRATT**

Cllr Pratt's report would be circulated following the meeting and would be published on the village website.

He reported the following points:

- There had been two appeals for applications of the Red Lion Pub – Officer's decision to refuse – awaiting final decision.
- Neighbourhood Plan – Needham Market had had their Neighbourhood Plan approved.
- Mid Suffolk District Council (MSDC) have a 9 Year Housing plan at the current time.

Members discussed the possibility of a Neighbourhood Plan for the parish and agreed to explore the pros & cons of creating such a plan, with the possibility of a joint one with Ringshall.

The Clerk advised that Neighbourhood plans required someone with expertise to help putting together the plan and also that they were expensive.

**It was AGREED:** That a Neighbourhood Plan be explored further before deciding if there was benefit in creating such a plan over and above existing local plans.

## **GB135/21/22 – TO RECEIVE THE CLERK’S REPORT AND FINANCIAL MATTERS**

### **a) CLERK’S REPORT**

The Clerk reported that the provisional costs to the Street Light Maintenance had been received and circulated showing a cost of £54.70 plus VAT. An invoice would be received in due course.

Members asked the Clerk to liaise with the relevant people to ask for a quote for the light to be replaced with an LED light as part of the County Council’s Street Lighting replacement project.

**It was AGREED:** That the Clerk seek a quote for the replacement of the street light with an LED bulb.

### **b) TO RECEIVE THE CLERK’S FINANCIAL REPORT**

The Clerk reported on the Council’s current financial position and movements since the last meeting. It was reported that the balance in the accounts on 2<sup>nd</sup> March 2022 was £41,823.38.

### **c) TO AUTHORISE PAYMENTS AND NOTE RECEIPTS**

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay (Feb)	£358.70
Jennie Blackburn	Clerk's Office Allowance/Exp (Feb)	£38.60
Swann Nursery	Supply and Planting of Trees	£2,798.58
S Burnett	Community Woodland Expenses	£143.09
Suffolk Cloud	Website Hosting	£110.00
Harry Smith Aggregates	Footpath Topping	£216.00

**It was AGREED:** That payments totaling £3,664.97 be authorised and actioned by the Clerk.

### **d) TO RECEIVE THE BANK RECONCILIATION**

**It was AGREED:** That the Bank Reconciliation be approved.

### **e) INTERNAL AUDITOR FOR 2021/22**

**It was AGREED:** That Trevor Brown CPFA (Local Council Financial Services & Internal Audit) be appointed as auditor for the purposes of the 2021/22 audit.

### **f) EXTERNAL AUDIT ARRANGEMENTS FOR 2021/22**

The Clerk reported that due to the receipt of Community Infrastructure Levy (CiL) monies, it would take the Parish Council over the £25,000 threshold and therefore an External Audit would be required.

**It was NOTED:** That an External Audit would be required for 2021/22.

## **GB136/21/22 – POLICIES AND PROCEDURES**

### **a) REVIEW OF INTERNAL AUDIT CONTROL AND RISK MANAGEMENT ARRANGEMENTS**

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

b) **FINANCIAL REGULATIONS AND STANDING ORDERS**

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

c) **PUBLICATION SCHEME**

**It was AGREED:** That the Publication Scheme be reviewed and approved.

d) **DATA PROTECTION POLICY**

**It was AGREED:** That the Data Protection Policy be reviewed and approved.

e) **DOCUMENT RETENTION POLICY**

**It was AGREED:** That the Document Retention Policy be reviewed and approved.

**GB137/21/22 - PLANNING APPLICATIONS**

**Ref: DC/22/00779** - Householder Application - Erection of raised roof and external staircase to existing double garage to form first floor storage/home office and insertion of roof light windows - 1 Woodland Valley, Great Bricett

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

**GB138/21/22 – PLANNING DECISIONS**

The following decisions were noted.

**Ref: DC/20/05587** - Planning Application - Change of use of land for the siting of up to 69 mobile homes (following demolition of existing buildings) - Great Bricett Business Park, The Street, Great Bricett – **Refused**

**Ref: DC/21/05516** - Full Planning Application - Erection of 1 no. detached dwelling (following demolition of storage barn) - Land Adjoining The Brambles, The Street, Great Bricett - **Granted**

**GB139/21/22 – QUEENS PLATINUM JUBILEE AND CANOPY**

Cllr Burnett reported that a plaque was available to purchase, if more than one tree was being planted, and she felt that it might be nice to have in the Community Woodland.

Cllr Walsh confirmed arrangements for the Jubilee weekend and stated that a Big Lunch was planned for Sunday 5<sup>th</sup> June at 11am until 3pm. This event would be held on The Green therefore a road closure would need to be sought and applied for. The County Council would not charge, on this occasion, for this road closure due to it being for the Jubilee. The closure would be for The Green only and would be needed from 10am until 5pm and the Parish Council would need to apply for it. She explained that all parking would be in the field opposite. As the Village Hall Management Committee (VHMC) would be organising the event, the food would be supplied by them using Village Hall funds and would include one free drink for each person.

Small tables would also be situated around the edge of The Green which would house games.

**It was AGREED:** That a plaque be purchased for the Community Woodland. **Cllr Burnett to action.**  
That the Parish Clerk apply for the road closure.

### **GB140/21/22 – GRASS CUTTING**

Cllr Burnett asked members if they were happy for Nick Holmes to continue to cut the grass for the coming year.

**It was AGREED:** That Nick Homes continue to cut the grass for the year 2022/23.

### **GB141/21/22 - TELEPHONE KIOSK**

Cllr Auchterlonie had taken the lead with this project and reported that he was waiting for a date from the contractor to carry out the works of installing the concrete pad for which the telephone would sit on. Once a date had been received everything else could follow.

### **GB142/21/22 - RED LION PUB**

Members were made aware that the Pub had had many viewings none of which had resulted in any further interest.

### **GB143/21/22 – VILLAGE HALL**

Cllr Walsh reported that the VHMC were purchasing a damp meter and also a dehumidifier. The gutters were also being looked into with the possibility of purchasing covers.

Cllr Auchterlonie reported that he and Arland Shawe-Taylor had cleared out the gutters and Cllr Auchterlonie had noticed that when it rained water would pour out of the joints of the guttering which meant the joints needed sealing. He added that the soffits on the rear of the hall had rotted and needed replacing.

Cllr Walsh continued that the garden project would soon resume with top soil for the flower beds, sharp soil and gravel being purchased and installed.

She added that bookings were going well.

### **GB144/21/22 - COMMUNITY WOODLAND**

Cllr Burnett reported that the contractor who had installed the pond would be giving her a plan of suggested plants for the pond.

She also reported that J Firman who had carried out a lot of work on the Community Woodland had given her a quote of £185 plus VAT per man per day for taking the top part of the grass off for the wildflower area. Cllr Burnett also obtained another quote from Nick Cheetham of Greengrass Commercial Ltd for £1,000 plus VAT for 10 metre sq who would also remove all the cuttings from the site.

Cllr Burnett suggested bird feeders of which received mixed views.

**It was AGREED:** That Cllr Burnett accept the quote of £1,000 from Nick Cheetham of Greengrass Commercial Ltd.

### **GB145/21/22 – VILLAGE GREEN**

The Clerk reported that the solicitor had been chased for an update in relation to the registering of the Village Green on Land Registry.

It was confirmed that the Village Green was formally registered by Suffolk County Council legal services on the register of Greens and Commons in 1970, and as undisputed became final in 1972, as directed by the Commons Commissioner in 1980. HM Land Registry entry was all that remained outstanding, due to the land not being sold or purchased in recent times.

**GB146/21/22 - FOOTPATHS**

Cllr Burnett reported that a layer of type 1 granite had been laid at the start of the footpath adjacent the Village Sign to help with the area becoming muddy and unusable in wet weather.

She also reported that she had attached QR Codes supplied by the County Council to all the Fingerposts on the parish’s footpaths. If scanned the QR code would take the walker to a website showing all walks in the area and in Suffolk.

**GB147/21/22 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL**

- Possible purchase of piece of land across from The Green on The Street for use of Village Hall parking.
- Cllr Morley confirmed he was now a signatory on the bank account and also had access to online banking for payment authorisation.
- Cllr Payne confirmed to members that after many years serving as a Councillor on the Parish Council, he would be resigning. Members thanked David for his knowledge and expertise.

**GB148/21/22 – DATE OF NEXT MEETING**

**It was AGREED:** That the next meeting be held at the Village Hall on Tuesday, 10<sup>th</sup> May 2022 at 7pm.

The meeting finished at 9pm.

Chairman: ..... Dated: .....