



## GREAT BRICETT PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at the Village Hall, Great Bricett  
**Tuesday, 14<sup>th</sup> May 2024 at 7.20pm.**

### **Present:**

Councillors: S Burnett (Chairman)  
A Auchterlonie  
M Parnell  
L Jefferson

In Attendance J Blackburn – Clerk  
County Councillor Oakes  
District Cllr Pratt

### **GB06/24/25 – ELECTION OF CHAIR**

Cllr Burnett declared the meeting open.

Cllr Jefferson proposed that Cllr Burnett be elected as Chair, which was seconded by Cllr Parnell.  
**Decision** – Cllr Burnett was duly elected Chair.

Cllr Burnett signed the Declaration of Acceptance of Office and then took the Chair for the remainder of the meeting.

### **GB07/24/25 – ELECTION OF VICE-CHAIR**

Cllr Burnett proposed that Cllr R Morley be elected as Vice-Chair, which was seconded by Cllr Auchterlonie. **Decision** – Cllr R Morley was duly elected Vice-Chair.

### **GB08/24/25 – TO RECEIVE APOLOGIES OF ABSENCE**

Apologies had been received from Cllr Morley and Cllr Walsh.

### **GB9/24/25 – TO RECEIVE DECLARATIONS OF INTEREST**

None had been received.

### **GB10/24/25 – TO RECEIVE APPLICATIONS FOR DISPENSATION**

None had been received.

### **GB11/24/25 - TO APPROVE THE MINUTES OF THE MEETING HELD ON TUESDAY, 12<sup>th</sup> MARCH 2024**

**It was AGREED:** That the minutes of the meeting held on Tuesday, 12<sup>th</sup> March 2024 be approved as a true record and signed by the Chairman.

### **GB12/24/25 – TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

SALC – All Cllrs  
Wattisham - Cllr Burnett

## **GB13/24/25 – AUTHORISATION OF ANNUAL SUBSCRIPTIONS**

**It was AGREED:** That the annual subscription of £255.15 be paid to the Suffolk Association of Local Councils in order to renew the Parish Council's membership.

## **GB14/24/25 – PUBLIC FORUM**

There were no members of the public present.

## **GB15/24/25 – TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR KAY OAKES**

Cllr Oakes updated members in relation to the proposed yellow lines at the junction of Pound Hill and Roman Road where she stated that the works would be carried out although the process was likely to be slow. She asked that any evidence of inappropriate parking should be sent to her in the way of photos.

## **GB16/24/25 - TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLR DANIEL PRATT**

Cllr Pratt reported that locality funding was available for any projects in the parish as well as the Capital Grant applications.

He added that the District Council were looking into a campaign for Tree Preservation Orders (TPOs) to be placed on relevant trees, which would ensure trees to be kept in place during planning applications. The Council had realised that the protection of trees was not working and so TPOs would be more effective, with fines for illegally cutting down trees being £20,000.

## **GB17/24/25 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS**

### **a) CLERK'S REPORT**

The Clerk reported that she had been experiencing problems with her Outlook email account (Parish Clerk's email address). She explained that she had spoken to her IT man who had suggested a more formal email address which he could host for £5 per month (plus VAT).

**It was AGREED:** That the Clerk have set up a new email address. **Clerk to action.**

### **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 9<sup>th</sup> May 2024 was £64,007.28.

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

The Clerk reported the following payments be authorised:-

SALC	Payroll to 31st Mar	£54.00
SCC	Streetlight Energy & Maintenance	£107.82
HMRC	PAYE to 5th Apr	£128.40
Jennie Blackburn	Clerk's Pay (Apr)	£381.20
Jennie Blackburn	Clerk's Office Allowance/Exp (Apr)	£26.00
Jennie Blackburn	Reimbursement of Ink Cartridges	£786.00
ICO	Data Protection Renewal	£35.00
SALC	Membership Renewal	£255.15
NSK Landscapes	Grass Cutting (Community Woodland)	£432.00
NSK Landscapes	Grass Cutting (Community Woodland)	£144.00
NSK Landscapes	Grass Cutting (Community Woodland)	£432.00
Trevor Brown	Internal Audit 2023/24	£250.00
Jennie Blackburn	Clerk's Pay (May)	£423.80
Jennie Blackburn	Clerk's Office Allowance/Exp (May)	£40.58

**It was AGREED:** That payments totaling £3,495.95 be authorised and actioned by the Clerk.

The following receipt was also noted:

Little Blakenham PC	Ink Cartridge Contribution	£14.77
MSDC	Precept (1st instalment)	£5,950.00
MSDC	CiL Payment	£4,074.67
Somersham PC	Contribution to Ink Cartridges	£131.00
Earl Stonham PC	Contribution to Ink Cartridges	£131.00

d) **ANNUAL GOVERNANCE STATEMENT – 2023/24**

The Annual Governance Statement was completed by the Council and signed by the Chair and the Clerk.

e) **END OF YEAR 31<sup>ST</sup> MARCH 2024 STATEMENT OF ACCOUNTS**

The Statement of Accounts was presented for approval. **Decision** – approved and signed by the Chair and the Clerk

f) **CERTIFICATE OF EXEMPTION – 2023/24**

The Clerk reported that the Parish Council were not subject to an External Audit, as first predicted, due to both the income and expenditure being less than £25,000, therefore a Certificate of Exemption needed to be completed.

The Certificate of Exemption was completed by Council and signed by the Chair and Clerk.

g) **INTERNAL AUDITOR'S REPORT**

The Internal Auditor's Report was received and it was noted that no recommendations had been made.

h) **CIL REPORT**

**It was AGREED:** That the CiL report be approved and signed.

i) **ASSET REGISTER**

**It was AGREED:** That the Asset Register be approved.

**GB18/24/25 – DELEGATION OF CLERK - PLANNING**

The Clerk reported that in relation to Planning Applications received, a Delegation to Clerk would be beneficial. It would have in place an approved process, that if a Planning Application be received and the timescale for comments for that application could not be met, then the Delegation to Clerk would mean that the Clerk would email Councillors for their comments on that application. The Clerk would then submit those comments made to the Planning Department.

**It was AGREED:** That the Delegation of Clerk (Planning) be approved and adopted.

**GB19/24/25 - PLANNING APPLICATIONS**

None had been received.

**GB20/24/25 – PLANNING DECISIONS**

None had been received.

## **GB21/24/25 – PEOPLE AND PLACE PLAN**

Whilst members' initial thoughts were that a People and Place Plan would be something that would be a lot of work for many to put into place, it was felt that the village should be notified of its existence and be asked whether anyone had time to help put such a Plan into place.

Cllr Burnett suggested a leaflet could be put together that explained about the Plan and could ask if anyone would be able to help. She, along with Cllr Jefferson would be able to post them through all letterboxes in the village. Depending on the interest, a public meeting could then be held to discuss the Plan further.

**It was AGREED:** That Cllr Burnett produce a flyer in the first instance.

## **GB22/24/25 – VILLAGE GREEN AND CHURCH YARD GRASS CUTTING**

Cllr Burnett explained to members that Nick Holmes (Naturally Wood) who cuts the Village Green and Churchyard had stated that he would like to cut the grass more often as he was currently cutting once a month and felt that they needed cutting more regularly. He confirmed that he would charge the same amount for each cut.

Cllr Auchterlonie asked whether NSK should be asked for a quote for the cutting of these areas, for best value.

Cllr Burnett stated that Nick Holmes had always done a good job and had been cutting the areas for a few years.

The Clerk explained that quotes would normally be requested for new jobs within the parish. As Mr Holmes had already been cutting the Green and the Churchyard for a few years it would not be necessary to seek quotes from other contractors.

**It was AGREED:** That Nick Holmes be asked to cut the Village Green and the Churchyard more regularly. **Cllr Burnett to action.**

## **GB23/24/25 – ALLOTMENTS**

Cllr Burnett reported that she had been approached by someone asking if Allotments could be provided in the village.

During a brief discussion between members, Cllr Burnett stated that she would ask a landowner if there was any land that could be purchased or rented for Allotments and would report any findings back to a future meeting.

## **GB24/24/25 – MAINTENANCE OF NOTICEBOARDS**

Cllr Burnett explained to members that the noticeboards were starting to look in need of rubbing down and re-varnishing.

Cllr Auchterlonie felt that because they were oak they would look nicer if left to turn silver.

Cllr Jefferson stated that if they were to be refurbished, then she would be willing to sand them down and varnish them.

Members agreed to all look at the noticeboards and make a decision at a future meeting.

**GB25/24/25 – COMMUNITY WOODLAND**

Cllr Burnett reported that whilst some volunteers initially helped at the Community Woodland it was now just herself and her husband that carried out any work that needed to be done.

Cllr Jefferson stated that she would put it onto the village WhatsApp to ask for more volunteers.

Cllr Pratt reminded members that locality funding was available if anything else was needed for the Community Woodland.

Cllr Burnett stated that more pond plants would be welcome.

**It was AGREED:** That the Clerk apply for locality funding for more pond plants.

**GB26/24/25 – VILLAGE HALL**

There was nothing to report.

**GB27/24/25 - FOOTPATHS**

There was nothing to report.

**GB28/24/25 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL**

No matters were raised.

**GB29/24/25 – DATES FOR 2024/25 MEETINGS**

**The following dates were approved:**

- Tuesday, 9<sup>th</sup> July 2024
- Tuesday, 10<sup>th</sup> September 2024
- Tuesday, 12<sup>th</sup> November 2024
- Tuesday, 14<sup>th</sup> January 2025
- Tuesday, 11<sup>th</sup> March 2025

**GB30/24/25 – DATE OF NEXT MEETING**

**It was AGREED:** That the next meeting be held at the Village Hall on Tuesday, 9<sup>th</sup> July 2024 at 7pm.

The meeting finished at 8.21pm.

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