

BRADFIELD ST CLARE PARISH COUNCIL

MINUTES OF MEETING HELD ON 13 FEBRUARY 2018

The Parish Council Meeting was held on Tuesday 13th February 2018 at 7.30pm in the Village Hall. The Vice Chairman Cllr J Kirk welcomed the following Cllrs: G Thomas, M Newlands and M Hignett, and the Parish Clerk, N Smith. County Cllr Karen Soons, Borough Cllr Sara Mildmay-White and Safer Neighbourhood Team Officer Mark Ellis. No members of the public were present.

1. Apologies for absence – Chairman Cllr Walton sent his apologies due to work commitments. All Cllrs accepted the apology for absence. All Cllrs agreed to Vice Chairman Cllr Kirk chairing the meeting.
2. Declarations of Interest – none.
3. Cllrs considered the draft Minutes of 14 November 2017, 11 December 2017 and 8 January 2018. All Cllrs approved the Minutes. Vice Chairman Cllr Kirk signed and dated the Minutes.
4. Matters Arising:

Safer Neighbourhood Team Report

PCSO Mark Ellis reported that to date in 2018 in the Rougham district (which the parish comes under) there had been 5 reported crimes none of which had occurred in Bradfield St Clare.

In 2017 there had been 2 burglaries in the village as recorded investigations and that compared with 127 recorded investigations across the whole of the Rougham district.

Cllrs and Clerk spoke about the Speed Panel Review Decision. PCSO was surprised that the whole of the village was a 60mph speed limit still and indicated that if possible the mobile speed check unit would try to visit the parish occasionally and before the speed limit implementations.

Speed Limit Panel Decision

County Cllr Karen Soons and Clerk had been in contacted with Jane Storey (Deputy Leader and Cabinet member for Highways, Transport and Rural Matters at Suffolk County Council) in order that we could move forward with agreeing the start and end points for each of the speed limits on Bury Road and Bradfield St George Road; and in order to obtain a breakdown in costs from the highways department in order that we had a clear indication of costs to work towards raising funds for. Clerk will update at the next meeting.

Blocked drains

Drain 1 – on the bend near the Water Tower. This had been reported on numerous occasions over several years, and reported again on highways reporting tool under number 00197270. Matter has been referred to Jane Storey. Clerk will update at next meeting.

Drain 2 - near the Anglia Water Pumping Shed reported on highways reporting tool under number 00197271. Matter referred to Jane Storey. Clerk will update at the next meeting.

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Two lighting units on junction of Bury Road and Bradfield St George Road

This has been reported under the mayrise system (via the highways reporting tool) under report number WEB036291. Jane Storey has been provided with the details and will look into matter and get back to the Clerk who will report back at the next meeting.

Request for Clerk to write to the Village Hall Committee to enquire whether they would like to speak with Borough Cllr Sara Mildmay-White about a possible grant for floor level lighting from the carpark to the village hall.

Clerk had written to the Chair of the Village Hall Committee, as requested, and subsequently spoken with the Chair on the telephone.

The Village Hall currently requires some works to be carried out to the roof, the extent of which is yet to be determined. Chair had spoken with Sara Mildmay-White about possible funding assistance for the roof, which is a priority.

Sara Mildmay-White indicated at this point in the meeting that if the roof needed just repair works then she may be able to provide @£500 from her funding to the VH Committee, but the application would need to be submitted by 31 March 2018. However, if the roof was going to need replacing then the VH Committee may want to try to obtain a Rural Initiative Grant. Sara had spoken with the Chair of the VH Committee about this, and would remain in contact with her.

Cllrs all agreed that this was a VH Committee matter, and they were grateful for the Chair of the VH Committee in responding to the PC correspondence.

Commemorative Plaque (under the village sign)

Parishioner is looking into obtaining quotations for lettering and will update Clerk in due course.

5. To receive a report from Borough Councillor, Sara Mildmay-White

West Suffolk Boundary review. First steps towards creating a single district council for West Suffolk is to engage with local communities to understand the important considerations for their area. This consultation runs until 12th February. To take part please go to www.westsuffolk.gov.uk/electoralreview All information regarding the timetable for the stages of the review are on this website. The Boundary Commission look for three main criteria: Each local councillor to represent the same number of people (around 2,300 with a 10% margin either way) , maintain local connections and easily identifiable boundaries, effective and convenient local government.

Planning fees. West Suffolk have introduced the new national planning fee regulations by raising the planning application fees by 20%. This applies to all applications registered from 17th January. The money will be reinvested to support improvements in our planning services.

Suffolk Warm Homes. Suffolk Councils have been successful in being awarded funding for the next three years. This can provide fully funded central heating systems to 514 fuel poor households across Suffolk. This project is being managed by SCC administered by Suffolk Warm Homes Healthy People on 03456 037686 quoting Warm Homes Fund or further information at www.greensuffolk.org

West Suffolk Landlords Forum. With more and more people private renting it is important for landlords to keep up to date with changes that may affect them and their tenants. We

Signed.....

Dated.....

are launching a West Suffolk Landlords forum the first meeting took place on Thursday 25th at 4pm at West Suffolk House. The DWP were at this first meeting to discuss Universal Credit and other changes to the benefits system and our Public Health and Housing team advised

on legislative changes. We are keen to work with all landlords to ensure availability and suitability of homes to meet growing demand. The meeting was well attended with about 30 landlords or agents present.

Tayfen Road. Works to improve this junction commence today, see attached schedule of works.

Bennett Arms, Rougham. SCC Have asked Hawthorne leisure to conduct a traffic survey before they give an opinion on highway matters.

Single Council. Government have announced this month that we, together with Forest Heath will be going forward to create a new single council for West Suffolk. There will be a number of orders which have to be laid before Parliament but we are assured that this will be done to allow the new council to come into being for the local elections in 2019.

Budget. Despite the challenges faced by Councils across the country our proposed budget manages to freeze council tax in St Edmundsbury. Therefore the level of Band D council tax for 2018/19 will remain at £182.16p.

Gender Pay Gap. Our initial findings for a forthcoming report shows that on average women employees earn slightly over what men do in St Edmundsbury and we currently have no gender pay gap.

West Suffolk Hospital. I represent West Suffolk Councils as a partner governor on the West Suffolk Hospital Council of Governors and am delighted by the recent CQC inspection which has resulted in the hospital rated as outstanding.

6. To receive a report from the County Councillor – please see monthly round up reports on the parish website at bradfieldstclare.onesuffolk.net/
7. Public Forum – no members of the public were present at the meeting.
8. Correspondence: (General correspondence had been circulated by email to Cllrs)
 - i. Email from SALC DATED 21 December 2017 – “L10-17 – Data Protection Officer”, which advises that Clerks, RFOs and Councillors cannot be the External Data Protection Officer because of potential conflict of interest and do not generally have the level of expertise required in this specific area of law. Costs had been provided by SALC for an external DPO and would be considered at item 10 of the Agenda;
 - ii. Email from SALC dated 5 February 2018 regarding "Suffolk Highways – Self Help” Clerk went through the document with Cllrs and will submit response for the activities that volunteers are already undertaking in the village.
9. Clerk’s Report:
 - i. the schedule of items approved and awaiting authorization prepared by the RFO as set out below were approved by all Cllrs present:

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Balance carried forward from 14/11/17

Business Current Account	3968.79
Business Reserve Account	143.04

Schedule of verified invoices agreed for payment on 14/11/2017

N Smith	Clerk's salary	119.60	388	LGA s112
N Smith	reimburse expenses	8.90	389	LGA 1972
SALC	2 x councillor training courses	264.00	390	LGA 1972
ICO	data protection renew registration	35.00	391	LGA 1972
CAS	PC insurance	159.93	392	LGA 1972

587.43

CAS	website hosting	60.00	393	LGA 1972
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Schedule of Invoices awaiting approval

Nicola Smith	reimburse expenses*	459.99	394	LGA 1972
Nicola Smith	salary	119.60	395	LGA s112
BSC Village Hall	(meeting costs)	84.00	396	LGA 1972

663.59

*Transparency Code Grant funds in the sum of £530 for new laptop, software and scanner.

£459.99 spent of the £530 for laptop and software. Scanner to be purchased in 2018.

ii. report on the Council's financial position, which was approved by all Cllrs present.

Balances carried forward from 14/11/17

<u>Business Current Account</u>	3968.79
Add Income Received	0.00
Less Expenditure (Movement since the last meeting)	587.43
	60.00
	3321.36

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Dated.....

Less Expenditure	663.59
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(From Schedule of Invoices awaiting approval)

<u>Business Reserve Account</u>	143.04
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BANK RECONCILIATION

Business Current Account	3321.36
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Less unlogged cheques	663.59
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Plus uncredited lodgements	0.00
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Business Reserve Account	143.04
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2800.81*

* includes balance of £530 (transparency code monies) less £459.99 (spent) = £70.01 (for scanner)

Clerk provided a breakdown of costs for the financial year 2017/2018 as follows, which was approved by all Cllrs present.

	<u>2016-2017</u>	<u>2017-2018 (to 13/02/18)</u>
<u>Income</u>		
Precept	£1700	£1775.00
Interest	£0.08	
VAT Refund		£16.00
Transparency Code Grant		£530.00
	£1700.08	£2321.00
<u>Expenditure</u>		
Clerk's Salary	£396.80	£620.90*
HMRC	£62.00	£0.00
Expenses	£15.65	£492.83**
Audit Fee	£36.00	£0.00
CAS – PC Insurance	£157.08	£159.93

Signed.....

Dated.....

ICO – Data Protection	£35.00	£35.00
CAS – website hosting fee	£60.00	£60.00
SALC subscriptions	£133.17	£131.07
A Spall (grass cutting)	£200.00	£200.00
R Walton (grass cutting)	£100.00	£100.00
PCC (grass cutting)	£120.00	£120.00
Grapevine	£80.00	£80.00
VH rent (for meetings)	£56.00	£84.00
SALC – 2 new cllrs training		£264.00
	£1451.70	£2347.73

***includes additional payment of £142.50 which was paid via monies granted under the Transparency Code funding grant for 2015-2016. Setting up of website.**

**** Total of £492.83 is made up of £32.84 office expenses plus £459.99 expenditure from the £530 Transparency grant fund for 2017-2018.**

10. To consider and if appropriate approve the instruction of The DPO Centre in order to ensure compliance with the new General Data Protection Regulation that comes into effect in May 2018.

Cllrs considered the costings that had been provided by SALC. Cllr Newlands proposed and Cllr Hignett seconded, all Cllrs present agreed to instruct The DPO Centre under category 1 – cost for year 1 is £120, and cost for year 2 is £45. Clerk will confirm instructions to The DPO Centre.

11. Councillor's Reports:

Cllr Newlands reported that there are quite a number of potholes on Church Lane. She is unsure if it is an adopted highway or not. The Clerk will contact the highways department and report back at the next meeting.

Cllr Newlands reported that the verge by the house as you turn into Church Lane is being churned up. Cllrs think it could be a school bus that is reversing in there in order to be facing in the right direction once it has collected the school children. Clerk will look into this matter and if able to ascertain which school bus it is then she will write to the relevant company.

Cllr Kirk reported that some of the verges on Bradfield St George Road were being churned up. Cllr Hignett reported that there had been a chimney fire in Tower Cottages recently and an articulated type vehicle attending the fire had difficulties getting passed some of the parked vehicles on Bradfield St George Road. Cllrs hoped that following the incident

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residents and their visitors considered carefully where they parked in order to allow traffic flow, particularly for emergency vehicles.

Cllr Newlands reported that there was quite a lot of litter around the village. Two black sacks had been left on the Bury Road in the ditch – clerk will report it as fly tipping, to get them removed. Cllr Newlands proposed an organised litter pick in the village and Cllrs all agreed that this would be a good idea. Clerk will organise a date and equipment and get it advertised in the Grapevine.

12. Date of next meeting – 8 May 2018 – Annual Parish Meeting starting at 7pm and followed by the Annual Parish Council Meeting.

Meeting closed: 9.15pm

Signed.....

Dated.....