

BRADFIELD ST CLARE PARISH COUNCIL

MINUTES OF MEETING HELD ON 8 AUGUST 2019

The Parish Council Additional Meeting was held on Thursday 8th August 2019 at 7.30pm in the Village Hall. The Chairman Cllr J Kirk welcomed the following Cllrs: M Newlands, G Thomas and M Hignett, together with the Parish Clerk- N Smith, and Borough Cllr Sara Mildmay-White. County Cllr Karen Soons sent her apologies as she had that day returned from annual leave. One member of the public present.

1. Apologies for absence – Cllr Foster sent his apologies, he had just returned from annual leave.
2. Declarations of Interest – None.
3. Minutes – Cllr Thomas proposed and Cllr Hignett seconded that the Minutes of 6 June 2019 were a true and accurate record. All Cllrs present agreed. Chairman duly signed and dated the Minutes.
4. Matters arising:
 - Planning application DC/19/0503/FUL and DC/19/0504/LB – Pitchers Green Farm – decision is still pending.
 - Proposed Speed Limit – the current update is: “The decision report is currently with Mark Stevens and Cllr Mary Evans for signing off. After that the Highways Team can prepare the plans, send them to operations and once through their checks the Highways Team can then order the works to be carried out. The time estimate for the signs to be in place is around the end of this year, as Operations have 14 weeks to deliver schemes upon receipt of order”.
 - Broadband – Cllr Hignett has looked into this matter and reported back at previous meetings. He has been working with a resident who resides in one of the four houses in the village who do not have access to Superfast Broadband at the junction of Bury Road/Bradfield St George Road. Following site meetings with the resident Openreach now seem to be addressing the matter seriously to try to find a solution.
 - Overgrown Trees – The PC are seeking to establish who owns the land and is therefore responsible for maintenance of the trees. Borough Cllr Sara Mildmay-White had made enquires at West Suffolk Council. The land is unregistered land. It was not owned by the Local Authority when the first built the houses and therefore did not form part of the transfer to Havebury. Cllr Mildmay-White will forward the information to the Clerk but the suggestion was to make enquiries of County Council and Anglian Water (pumping station very near to the grass area and trees). Cllrs were mindful that the next scheduled meeting of the PC was in November, and that if the weather conditions became bad over the Autumn and prior to the meeting then the PC agreed that if it seemed unlikely that either County Council or Anglian Water were to agree to carry out the works this Winter then the PC would look into getting the works carried out (and seeking to reclaim the monies for those works), and that any works they did undertake was not indication that they accepted responsibility for maintenance of the trees, but simply that there were being mindful of parishioners safety given the proximity of the branches to the houses.
5. Public Forum:
 - Parishioner reported an update on the Broadband matter. Following on from his meeting with Openreach he had been told that they will carry out the works (he had been told without any charge) to connect his home to fibre-enabled street cabinet P9 which is approximately 300 metres from his home and should result in then getting a Superfast Broadband Speed. These works should be carried out by the end of September 2019.

Signed.....

Dated.....

Parishioner was looking to the PC to follow the matter up and make enquiries of SCC to pay for the works to be carried out if they were not done so within the time scale that had been indicated to the parishioner. The PC confirmed that they would continue to pursue the matter with Openreach and SCC, and Cllr and Clerk thanked both the parishioner and Cllr Hignett for all the work that they had put into this matter to date.

6. Correspondence:

- i. Email regarding the SCC Rights of Way Consultation and Green Access Strategy. Cllr Newlands reported that she had read through the consultation and was impressed with the spirit of what it was setting out to achieve. The consultation document can be found at www.suffolk.gov.uk/rowip, the PC have placed a copy of the consultation document on the village notice board, Cllr Newlands has a paper copy of the consultation if villagers were interested in reading through and submitting any comments they had, or a paper copy of the consultation can be received by telephoning 0345 603 1842. The consultation opened on the 8th July 2019 and will run until Friday 20th September.
- ii. Email dated 17 July from Cllr Robert Everitt, Portfolio Holder for Families and Communities at West Suffolk which enquires about whether the parishes would be interested in town and parish council forums being set up again. Contents were noted.
- iii. Email dated 24 July from SALC with a Better Broadbands update. This had been circulated to Cllrs and Clerk provided parishioner with her copy so that he had the information.

7. Clerk/RFO Report:

Clerk confirmed that there was no schedule of items waiting to be authorised and approved. Cllrs had been provided with details of the Cashbook for 2018/2019 prior to the meeting. Cllrs all agreed the cashbook and the RFO and Chairman duly signed. Clerk provided Cllrs with a copy of the Internal Control/Audit which had been carried out in July 2019 and agreed the contents. Clerk had provided the Chair with the bank mandate form in order that two signatories (no longer Cllrs) could be removed from the account and two signatories could be placed on to the account. The relevant Cllrs will go along to the bank with their identification and the mandate form in order to complete and submit it. Cllrs further agreed that the AGAR under item 8 of the Agenda would be dealt with by way of a Certificate of Exemption, this had been discussed previous but a formal note was to be made in these Minutes and ahead of approving the AGAR.

8. To consider and approve the Annual Governance and Accountability Return 2018/2019:

- i. Cllrs considered and approved the Certificate of Exemption and in particular the annual gross income and annual gross expenditure agreed with that set out in the cashbook for 2018/19. RFO and Chairman duly signed and dated.
- ii. Cllrs considered and approved the Annual Internal Audit Report 2018/19 and agreed the same.
- iii. Cllrs considered and approved the Annual Governance Statement 2018/19 and the Chairman and Clerk duly signed the Statement.

Signed.....

Dated.....

iv. Cllrs considered and approved the Accounting Statement 2018/19 against the cashbook and bank statements. RFO and Chairman signed.

9. Cllrs Reports:

Borough Councillor Sara Mildmay-White

Car Parks: People who use car parks in West Suffolk's six towns will be asked to give their views as part of Council research which begins on Friday August 9th. Car park users will be asked a variety of questions including their views on parking enforcement. The questionnaire will be carried out face to face over the next 4 weeks by staff in the car parks which an online version of the survey will be available from 9th August at

www.smartsurvey.co.uk/s/WestSuffolkParking

Pay on Exit: West Suffolk Council has been under pressure to introduce pay on exit car parking. We have agreed to a trial with a system of cashless Flexi-Park at St Andrews Street car park. I would be interested in any feedback from residents who have tried this scheme. Flexi-Park will cost £1 an hour for the first 6 hours after which a whole day charge of £10 will apply. There is an overnight charge of £1 from 6pm.

On National Clean Air Day: we launched a campaign to encourage parents from leaving their cars idling while collecting and dropping off their children at school. This is part of the wider work of the Council to cut carbon emissions and improve air quality. This has included investment in solar energy, electric vehicle charging points and promoting energy efficiency of local homes and businesses. For more information www.suffolk.gov.uk/airquality and www.westsuffolk.gov.uk/environment

Crucial Crew: Around 1450 school children will be learning vital life-lessons at Crucial Crew 2019 which starts on Monday 8th July. Year 6 children from 44 schools across West Suffolk will come together at West Suffolk College to experience various scenarios and learn how to deal with potentially dangerous situations. This will be run in conjunction with the Fire Service, Police, West Suffolk Council, Abbeycroft Leisure among others.

Bus Services: Suffolk County Council is proposing cuts to rural bus services. The 377/386 is on the list and will anyone affected please contact SCC Cllr Mary Evans cabinet member for highways and transport at mary.evans@suffolk.gov.uk. **This is a vital service for people going to and from work and it is one of the few which stops directly at the hospital.**

Grass cutting: The council has been experiencing problems with their normal cycle of grass cutting. Part of it has been down to the wet weather in June but also changes in key staff. I was shocked to see the poor quality of work at Mouse Lane and requested a revisit to tidy up the area. I see that it has been partially done and will follow this up further. Please let me know if there are any areas that are particularly bad and I will endeavour to get them seen to.

Development Control: The latest appeal results to July. There were a total of 18 and of these 16 were dismissed and 2 allowed one being a planning appeal the other an advertisement appeal.

Council Tax Refund Scam: Please be aware of a scam targeting local residents at present saying they are due a council tax refund and asking for their bank details. The Council would never ask for bank details to pay a refund. Please pass this message on to friends and family and if you receive a call like this simply put the phone down.

West Suffolk Local Plan: The new West Suffolk Local Plan is at the very early stage of preparation in a 3 to 5 year process. A call for sites has been issued which is the first stage. I can assure you that this does not mean that any sites put forward in this way will make it into the plan. All the sites will be assessed in due course but first the Issues and Option work

Signed.....

Dated.....

will identify the key strategic issues and opportunities the local plan could address. I will continue to update you on the time line and encourage you to take part in any consultation.

Cllr Newlands as the St Clare PCC Churchwarden and Secretary gave a "Thank You" card from the PCC to the PC for the donation of £120 towards upkeep of the churchyard.

Cllr Newlands reported that a parishioner had flagged up with her that the footpath parallel to St Clare Hall is almost impassable and "in a dangerous state", and wondered whether the footpath could be relocated to just inside the fir trees. Also, the Elm Green Lane footpath always went straight through to Felsham Cockfield Road but now there is a padlocked gate, and the parishioner enquired whether this was permitted. Clerk will email Right of Way Officer at West Suffolk Council and ask them to make enquiries of landowners on both matters.

Cllrs Newlands also asked if the Parish Council records retained by the Clerk could have a record of an Oak Tree that the Borough Council gave to the Parish Council, and which the Parish Council planted in Church Lane. That Oak Tree needed some pruning and the Chairman and Cllr Newlands confirmed that they could organise this but the tree was owned by the PC and in future times the PC would be responsible for its maintenance. Clerk confirmed she will make a specific note on the Asset Register within the Parish records.

10. Date of next meeting – next scheduled meeting on 12 November 2019.

Meeting closed: 8.40pm

Signed.....

Dated.....