BRADFIELD ST CLARE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

HELD ON 13 MAY 2025 AT 7.30PM IN THE VILLAGE HALL

Parish Councillors present: Cllrs John Kirk, Malcolm Hignett, Sue Partridge, Paul Foster and Alex Duchesne. Parish Clerk, Nicola Sturgeon present. Two members of the public present.

Borough Cllr Sara Mildmay-White and County Cllrs Karen Soons both sent their apologies as they were at other meetings.

1. Election of Chairman and Vice Chairman:
   John Kirk indicated that he would be happy to be Chairman for another year unless anyone other Cllr wanted to be Chairman. No one indicated they wished to be considered for the position of Chairman. Cllr Foster proposed Cllr Kirk for the position of Chairman and Cllr Hignett seconded.
   Cllr Foster confirmed that he would be happy to be Vice Chairman for another year. Cllr Kirk proposed and Cllr Partridge seconded.

2. Signing of Acceptance of Office forms:
   Cllr Kirk signed and dated his Acceptance of Office form as Chairman, and the Clerk counter signed and dated the form.
   Cllr Foster signed and dated his Acceptance of Office form as Vice Chairman, and the Clerk counter signed and dated the form.

3. Apologies for absence:
   All Parish Cllrs present.

4. Declarations of Interest: None

5. Minutes: to consider and approve the Minutes of the meeting on 11 February 2025.
   Cllr Kirk proposed that the draft Minutes were a true and accurate record of the meeting. Cllr Partridge seconded. Motion carried.

Signed…….. Dated……..

6. Matters arising:

Matter	**Update**	**Any next steps**
Anglian Water Treatment Plant near the Village Hall	Letter of response received from AW together with data from 2005-2025. At the 11 February meeting Cllrs agreed that this did not give them the depth of information wanted and Clerk to write to AW again.	Due to ongoing matters with speed reduction and Pitchers Green, Clerks limited hours per week mean that this letter has only been sent in the last day. Review at next meeting.
3 x grit bins	Grit bins in location but SCC are stating that they are not on their list of grit bins and therefore will not be filling them with grit. Clerk has looked through very old paperwork and it would seem a similar thing happened prior to this Clerk working for the PC.	PC will need to organize and pay for grit for these bins. Clerk will try to organize ahead of the next meeting.
Village sign, bench and notice board	Cllr Hignett has sent photographs of village sign, notice board and bench to Clerk as agreed at the meeting on 10th December 2024. Clerk made some online research into notice boards and asked Cllrs to have their own look online as pries varies. The amount the PC are able to spend on this project, this year, may depend on what happens with the speed limit matter (please see below), and whether any expenditure is required there.	Due to clerks limited working hours and ongoing other matters this matter has not progressed further than this at this stage. Matter to be progressed later in the year. *Still not progressed due to hours being used for other matters in the village.*
Speed reduction.	Meeting with Matthew Fox of SCC Highways on 16 April 2025.	Considered the list.

	Clerk, Chairman and 2 Parish Cllrs present along with 3 villagers who reside near the junction of Bury Road and Bradfield St George Road. It was discussed that if a 30mph was not possible then a 40mph speed limit would be better than the 60mph. However, nothing was guaranteed and the Speed Panel may not grant either. It was agreed that: (a) The PC (along with the villagers present) would draft a list of factors that may affect a speed limit reduction; (b) Once the PC approve the list at a meeting then it will be submitted to Matthew Fox; (c) He will consider whether there is enough merit to go ahead and put before a speed panel (again there is no guarantee that they will approve); (d) PC to ask of the Speed Panel to consider a 30mph or 40mph to see if they would approve a 30 but if not 40; (e) If MF indicates it would be worth trying with the speed panel based on the additional information then PC to go back to County Cllr Soons to see if she would help with funding.	Cllr Hignett indicated that the street light on that junction was considered, for safety reasons by SCC Officer to need to be on overnight and not one of the lights in the village to be turned off overnight. Clerk will add this to the list. With regards to the DoE scheme children they are often in groups of 20-30 children. Some weeks, particularly between Easter and October you can see groups weekly, and some weeks 2 or 3 groups in one week. No adults with them. The scout groups are often groups of between 8 and 12 children, and can often be seen in the village a couple of times a month, again more so between Easter and October. They walk back and forth trying to navigate where they need to go.
Funding for Bus Services	Email dated 8 March from County Cllr Soons which has attached a response from Simon Barnett the Integrated	Cllr Hignett indicated that he is happy to take the lead on this, he had printed off

	Transport and Enhanced Partnership Manager. In short a request for funding by the Bus Service Improvement Plan grant needs an application submitted via the online portal which can be found at: Bus Service Improvement Plan – Suffolk on board.	the form and was happy to do some wording. Could something go in the next edition of the Grapevine, and perhaps if a Cllr was at the next KIT Café that Saturday then discuss with villagers. Clerk to be point of contact from any villagers comments/feedback about a bus service in the village. Clerk will try to go along to the next KIT Café. Also consider contacting Cockfield PC to see if they had any comments on bus service being reinstated in BSC as it would be enroute.
Pitchers Green	Ongoing destruction of verges. Community Protection Warning Letter issued April 2024, ongoing breaches since the issue of the CPNWL. Cllrs have seen the response from Suffolk Police.	The PC agreed for a letter to be sent to a senior Suffolk Police Officer (Tim Passmore) outlining the wording on the CPNWL and the email from Suffolk Police once asked to intervene. It is undermining confidence of villagers to report these matters to the Police. Clerk was reminded that the Police had sent Questionnaires to every household in the village so they should be aware of issues in the village but it was appreciated that not everyone felt comfortable completing the question.

7. <u>Borough and County Cllrs report:</u>
   Reports available on the parish council website at bradfieldstclare.onesuffolk.net/

Signed…….. Dated……..

8. Public forum: two members of the public present who had helped in the discussion in the matters arising section as permitted, and confirmed they had no other matters to raise in the public forum.

9. Correspondence (all correspondence has been circulated to Cllrs):

10. Clerk's Report:
    i. to consider and approve grass cutting payments for 2025/2026 (also annual grant to the Grapevine for printing costs):

PCC (grass cutting in churchyard)	£120
A Spall	£200
M Morley	£100
Grapevine	£200

Cllr Partridge proposed the payments and Chairman Cllr Kirk seconded. All Cllrs present approved the payments.

ii. to consider and approve schedule of items awaiting authorisation:

Schedule of Income received:

WSC	Precept	£4100	BACS

Invoices to be approved at the meeting:

SALC	Annual Subscription	£121.07	chq502	LGA1972
N Sturgeon	Salary	£425.70	chq503	LGA1972

All Cllrs present approved the payments.

11. Planning:
    (i) DC/25/0641/VAR – Clarecote, Bury Road, Bradfield St Clare. Variation of condition 2 of DC/24/1560/HH to allow for use of amended plans for – a. creation of porch to front elevation b. insertion of two new windows to the ground floor, two new dormer windows c. removal of front elevation rooflight d. single storey side extension e. single storey rear extension (following demolition of existing conservatory) f. roof light to rear elevation g. alterations and replacement of windows and doors to all elevations h.

replacement roof works and relocation of chimney i. replacement render and cladding.

Following discussion all Cllrs present confirmed that they had no objection to the variation of condition 2 of DC/24/1560/HH.

(ii) DC/25/0139/FUL Hectors Farm, Elm Green Lane, Bradfield St Clare. Conversion of agricultural building to one self-build dwelling.

Following discussion all Cllrs present confirmed that they had no objection to this application.

12. Annual Governance and Accountability Return 2024/2025:

i. To consider and approve Certificate of Exemption for 2024/2025. This was sent to Cllrs ahead of the meeting. It confirmed that the annual gross income was £4847.25 and the annual gross expenditure was £3760.83. Clerk/RFO and Chairman signed the Certificate.

ii. To consider and approve Annual Internal Audit Report 2024/2025. This had been carried out on 9 May 2025 and sent to Cllrs ahead of the meeting on 13 May 2025. No issues had been raised. Independent auditor had signed and dated the report.

iii. To consider and approve Annual Governance Statement 2024/2025. This was sent to Cllrs ahead of the meeting. No issues raised. Chair and Clerk signed the Statement.

iv. To consider and approve Accounting Statements 2024/2025. This had been signed by the Clerk/RFO and sent to Cllrs ahead of the meeting. All figures accounted with cashbook and bank statements. Chair signed the Accounting Statements.

13. Councillors Reports: None – matters discussed throughout the meeting.

14. Date of next meeting: 12th August 2025 at 7pm in the Village Hall.