BRADFIELD ST CLARE PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

HELD ON 4 MAY 2021 AT 7PM BY WAY OF VIDEO CONFERENCING

The Chairman Cllr J Kirk welcomed the following Cllrs: M Hignett, Alex Duchesne, Paul Foster and Susan Partridge together with the Parish Clerk- N Smith. Borough Cllr Sara Mildmay-White was present. No member of the public present. County Cllr Karen Soons also not present at this meeting.

1. Election of Chairman and Vice Chairman
   Cllr Kirk confirmed that he would be happy to be Chairman for a further year. Cllr Hignett proposed Cllr Kirk as Chairman, and Cllr Foster seconded.
   Cllr Foster confirmed that he would be happy to be Vice Chairman for the year. Cllr Kirk proposed Cllr Foster as Vice Chairman, and Cllr Duchesne seconded.
2. Signing of Acceptance of Office forms – Clerk confirmed that she would send these out in the post.
3. Apologies for absence – All Parish Cllrs present. No apologies to record.
4. Declarations of Interest – Cllr Hignett declared an interest in an item he was raising under Cllrs reports as he lived next to the Anglian Water Treatment Plant.
5. Minutes: Cllrs considered the draft Minutes of 30 March 2021. Chairman Cllr Kirk proposed and Cllr Hignett seconded that they were a true and accurate record of the meeting.
6. Matters arising:

Matter	Update	Next steps
Speed Watch enquiry	PC Jon Gerrish is the Community Engagement officer (CEO). Suffolk Police need to work with the PC and agree any sites, and this includes a site visit plus training for volunteers. ***Due to Covid-19 this is currently on hold/frozen due to all working conditions but we can liaise with the CEO in the meantime.***	*There is a recent change of CEO. Clerk will make contact to see how/if this matter can be progressed in May/June/July 2021 depending on how the country proceeds out on the central government "roadmap"*
Anglian Water Treatment Plant	Sewerage odours, and regular servicing of the tank.	See Minutes for 9 February 2021. Cllr Malcolm Hignett is monitoring this situation.

Signed..... Dated.....

		13/2021
Pitchers Green Farm planning application DC/20/0506/FUL and DC/20/0507/LB – conversion of barns to form 3 no dwellings with ancillary accommodation and associated demolition, landscaping and access works.	Appeal process commenced with the Planning Inspectorate under Appeal Refs: AP/21/0010/STAND and AP/21/0012/STAND. Time table for the Appeal process is as follows:- Start Date: 3 March 2021 Questionnaire: 10 March 2021 Statements Due: 7 April 2021 Interested Party Comments Due: 7 April 2021 Apellant/LPA Final Comments due: 21 April 2021 Decision Date: not yet decided	Parish Council held an additional meeting on 30 March 2021 to consider and discuss a response that was submitted to the Planning Inspectorate ahead of the deadline of 7 April 2021. Appeal documents can be seen at westsuffolk.gov.uk/planning and you will need to choose the appeal option as opposed to the planning option and insert DC/19/0503/FUL as the planning reference.

7. Clerk apologised as there was no item 7 listed on the Agenda (her numbering had gone wrong!)

8. Borough and County Cllr reports please see website at bradfieldstclarepc@gmail.com for the reports.

9. Public Forum – no members of the public present.

10. Correspondence – (all correspondence has been circulated to Cllrs)

11. Clerk's Report:
    i. to consider and approve grass cutting arrangements for 2021/22. Cllrs considered the following payments: PCC - £120 for grass cutting in the churchyard; A Spall - £200 and M Morley - £100. Cllr Partridge proposed the payments were approved and Cllr Duchesne seconded. Motion carried. Whilst on the subject of grass cutting, Chairman and Cllr Hignett raised the issue of the strip of grass in front of the Anglian Treatment Plant. It is mowed at the goodwill of neighbours who do not own the land but do not like to see

it get untidy. It was agreed that the Clerk would look at Land Registry documents she has for the car parking in front of the grass and see if it indicates who the land owner(s) are and then Clerk will prepare a draft letter for Cllrs to consider and approve;

ii. Clerk advised that the Village Hall had confirmed that they did not currently require a grant for 2021/22;

iii. Clerk advised that the Bradfield Grapevine had also confirmed that they did not currently require a grant for 2021/22;

iv. Cllrs considered and approved the following payments:

Income				
WSC	Precept 2021/22	2660.00	BACS	
Schedule of invoices/payments awaiting approval				
N Smith	salary	311.10	chq443	LGA1972
SALC	annual subs	143.87	chq444	LGA 1972
Approved under item 11 i				
PCC	grass cutting	120.00	chq445	LGA1972
A Spall	grass cutting	200.00	chq446	LGA1972
M Morley	grass cutting	100.00	chq447	LGA1972

v. To review/agree Clerks hours and rate of pay

Following discussion Chairman Cllr Kirk proposed and Cllr Partridge seconded the following:

(a) Increase in hours per week from 2.5 to 3 hours per week (it was noted that National Association of Local Councils recommend a minimum of 4 hours per week to administer the smallest of parishes, and as such the PC will review further again in 2022 in agreement with the Clerk)

(b) Increase in hourly rate from £10.37 per hour to £10.86 per hour inline with NALC pay increases for SCP 9.

All Cllrs approved the increase in hours and hourly rate.

12. Annual review and approval of PC Standing Orders, Financial Orders and Asset Register

Following discussion – no changes to the Standing Orders and Financial Orders after Clerk had checked the SALC website for any changes for Smaller Authorities. Asset Register reviewed with minor changes. Cllr Hignett proposed and Cllr Kirk seconded the changes to the Asset Register and the SO and FO remaining the same, unless any changes for Smaller Authorities were advised before the next review in 2022.

13. Flooding in the village

In December 2020 Suffolk Association of Local Councils were asked to re-circulate a short questionnaire from Anglian (Eastern) Regional Flood and Coastal Committee (RFCC).

Cllr Foster had completed the questionnaire on behalf of the parish after Cllrs advised of specific areas in the village that were prone to flooding (as per the table below). Cllrs discussed the matter.

Clerk will chase County Cllr Karen Soons and contact Tim Beach who is the Chair of the Engagement Group Eastern RFCC who are responsible for coordinating and promoting planning in response to flood risk, and who asked SALC to put out the questionnaire to parishes to see if they could provide some advice or assistance regarding the flooding in the village.

FLOOD PLAN INFORMATION

Location	**Comments about possible causes/and possible solutions**
Church Lane and across Bury Road	Flooding occurs frequently at this location. **Cllrs discussed this and it is thought that the concrete supports that go into the ditches look like they may have collapsed in some areas at the top of the hill.**
Following on from above – flooding then extends to Bridge House and Flaxmans.	2 ponds at Bridge House that have come close to flooding on four occasions in 2020. If these ponds flood then it would potentially impact upon Little Maltings and the 2 properties opposite Flaxmans. **Query whether this is, or in part is, as a consequence of the ditches and drainage in Church Lane.**
Smallbridge, Bury Road – between the junction of Bradfield St George Road and Cockfield Green Road	The map marks that there is a "well" at this location. Opposite Smallbridge House there is a pond with the blue line from the pond travelling out to parallel with the road (? a ditch line) and there are drains marked on the map. Are these drains clear enough for water to run down them, or do they need some maintenance works on them.
	16/2021

Signed..... Dated.....

St Clare Cottage/Tower Cottages – road by these properties.	Historical lack of proper maintenance of the surface water drains (see Minutes in @2017, 2018, 2019 where drains have been compacted with mud) **Cllr Hignett updated that after the recent rainfall the rain water was not sitting as surface water on the road and therefore it would seem, for now, the road drains are draining away the water.**
The Groveberries – along from St Clare Cottage/Tower Cottages	Likely due to lack of maintenance of drains near the Anglian Water Pumping Station. **Cllr Hignett updated that the rain water is currently flowing away and not sitting as ground surface water.**
Maynard Orchard bend in roads – rain water can sit as surface water and is causing the highway to break up and large potholes appear.	**Clerk will contact RFCC and County Cllr Karen Soons in relation to all of the matters raised in relation to flooding in the village.**

14. Councillors reports:

Cllr Hignett declared an "interest" due to proximity of his home and provided an update to the matter raised previously in relation to the Anglian Water Treatment Plant as follows:-

Emails were sent to Customer Services at Anglian Water in July and August 2020 regarding foul odour emanating from the Water Treatment Plant during the hot summer weather. They promptly responded and sent engineers to clean the site. This largely cured the problem. However, observations of the ground around the rear tank indicated that it had overflowed at some point. The sludge had dried and it was probably this that had caused the foul odour. When Anglian Water was asked about this possibility it was somewhat fudged. It's suspected the schedule for emptying the tanks is now less frequent (now approximately once every two months when it used to be once a month). We will need to continue to monitor this issue.

Concurrent with the relaying of the Village Hall paving slabs, installation of new lighting and fence repairs, an email was sent to Customer Services at Anglian Water in January 2021 requesting they trim the brambles overhanging the pathway. Again, they were very prompt in their response and their ground maintenance contractor carried out the work a couple of weeks later.

The Parish Council may wish to discuss the future maintenance of the grass plot in front of the Water Treatment Plant. In the past it has been left to willing neighbours to keep the grass cut and looking tidy, especially when there have been events in the Village Hall. However, this plot of land, I think belongs to Anglian Water and to my

Signed..... Dated.....

knowledge they have never maintained it. The Parish Council may wish to suggest a way forward on this issue.

Following discussion Cllrs agreed that (a) they need to ascertain who the land owner is; (b) Clerk will then draft a letter for Cllrs to approve and sent to the land owner.

Chairman enquired and other Cllrs agreed - Clerk to make enquiry of the Church to ascertain whether it could be hired for Parish Council meetings in the event that the small Village Hall with one entrance and exit door in the event that more room that is available at the VH was potentially required for a meeting.

15. Date of next meeting: 13 July 2021 at 7pm (unless any additional meetings are required beforehand)

Meeting closed: 8.17pm

Signed..... Dated.....