BRADFIELD ST CLARE PARISH COUNCIL

MINUTES OF MEETING HELD ON 14 NOVEMBER 2017

The Parish Council Meeting was held on Tuesday 14th November 2017 at 7.30pm in the Village Hall. The Chairman, Cllr R Walton, welcomed Cllrs J Kirk; G Thomas, M Newlands and M Hignett, and the Parish Clerk, N Smith. Cllr Walton also welcomed County Councillor Karen Soons and Borough Councillor Sara Mildmay-White, together with 5 members of the public.

1. Apologies for absence - none

2. Declarations of Interest - none

3. Councillors had all received draft Minutes of the 8th August 2017 and 24th October 2017. Cllrs who were present at those meetings confirmed that they were a true and accurate record. Chairman signed and dated the Minutes of 8th August 2017, and Vice Chairman signed and dated the Minutes of 24th October 2017.

4. Matter arising were discussed as follows:-
   Speed limits on Bury Road and Bradfield St George Road – the Parish Council, supported by County Cllr Karen Soons had submitted a report to the Speed Limit Panel. Advice had been sought and taken from SCC Highways Department about how best to present the report and its contents. The PC had sought a 30mph limit on (a) 1.4km along Bury Road and (b) 700m along Bradfield St George Road in line with other Suffolk villages to improve safety.
   The Panel noted the village was in two parts with an undeveloped area between. Bury Road is currently 60mph. It has less than 20 houses but contains the village church, is narrow, with no street lighting, connecting footpaths, domestic driveways and regular church events. School children have to walk along the road edge in darkness in winter.
   Bradfield St George Road has over 20 houses, the village hall, is currently 60mph, is narrow and bendy.
   The Panel agreed to (a) a 40mph speed limit along Bury Road between the last house and the field boundary south of the church access (b)a short 30mph, around 350m long, on Bradfield St George Road to include the houses. Officers would be allowed to agree the exact points of each limit.
   Whilst the Minutes/Report from the Speed Limit Panel is in draft form the wording is what was agreed by the Panel at the meeting and it is not anticipated that this will change upon approval of the Minutes. The Parish Council are currently awaiting approval of the recommendations by the Member of Parliament, but again it does not anticipate that the MP will not agree to the recommendations.
   The Parish Council were pleased with this outcome. Out of the three matters that County Cllr Soon took to the Panel that day our village was the only one which was successful.
   Next steps included raising funds to carry out the works to implement the recommendations of the Panel. The estimated costs were £12,000 to £15,000. County Cllr had @ £6,000 to give at the current time, and the Parish Council had @£2,500 in reserve, but the remainder would need to be raised. The Clerk and some of the Cllrs had attended a training event on fund raising and it had been suggested that once a breakdown of costs for the £12,000-£15,000 was available that the Clerk liaise with the External Funding Officer at SCC to see if there were any elements within the breakdown of costs that would be attractive for an external private grant funder to put some monies towards the project. In addition, the Clerk had prepared a draft Precept for 2018-2019 with an increase to take into account that some

funds needed to be raised over the next 18-36 months to put towards the highways project. That would be discussed under item 10 of the Agenda.

Blocked drain on Felsham Road – ongoing. County Cllr Soons had sent emails to the relevant department, but still the drain remains blocked. She will continue to try to get a response, and works done.

Broadband – Since the August 2017 meeting Cllr Hignett reported that Superfast Broadband is in place at Bradfield St George Road. Cllr Newlands reported that on Bury Road she has recently paid for "fibre broadband to the door", which so far, has improved their broadband speed. However, the PC are still pursing Superfast Broadband to that part of the village. It is was agreed that an article would go into the Grapevine asking parishioners to let us know whether there Broadband had improved or not, so that the PC could get a better idea of any particular areas in the village that were still not getting good Broadband speeds.

Planning issue – Planning Enforcement Officer had, that morning, emailed the Clerk to advise that in relation to 3 Bradfield St George Road their initial decision that the base and intended outbuilding is forward of the principal elevation of the dwelling was incorrect, and they had referred the matter to the Principal Planning Officer who advised that the works are in fact to the side of the property and therefore provided Class E of the General Permitted Development Order is followed, no permission is required.

Railway Bridge at Arch Hill – ongoing. Clerk will update at the next meeting.

5. Report from Borough Councillor, Sara Mildmay-White:-report attached and also on the website.

6. Report from County Councillor, Karen Soons:-report attached and also on the website.

7. Public Forum: no comments from Members of the Public within the forum.

8. Correspondence:-
   i. The Parish Council had received an email from a parishioner regarding Sheepgate Lane, and the Clerk had provided a response to the parishioner. Discussion took place with the parishioner who was present at the meeting, and the emails were read out. The Parish Council had agreed at its previous meetings to take no other action at that time other than put details of the Safer Neighbourhood Team on to the village notice board and website. The parishioner asked the Clerk to Minute that he was disappointed that Mr Walton would not give him details of the individual, but he acknowledged that Mr Walton was not acting in his capacity as the Chairman of the PC, but instead had been passed the information in confidence by an individual who had recognised the car. Mr Walton had subsequently spoken with the parents of the individual and been reassured that there would not be a repeat of the incident. In addition it was noted that an offer of help to repair the damage to Sheepgate Lane had been declined by the parishioner. The Clerk confirmed that the PC did not have details of who the individual was. It was agreed with the parishioner that the matter would rest there.

9. Clerk's Report:
   i. Clerk confirmed to the Council that the application for funding under the Transparency Code had been successful and the following sums of money had been granted: £350 (excl VAT) for a laptop; £130 (excl VAT) for software; and £50 (excl VAT) for a scanner. This totalled £530 which had been paid into the Council's bank

account but which should be treated as ring fenced monies as it could only be spent on these items.

ii. Schedule of items approved and awaiting authorisation – Appendix A.

iii. Report on the Council's financial position – Appendix B.

10. To consider and approve a draft Precept:
Clerk had prepared 4 x draft Precepts as follows:-

Precept	What a Parish Band D Council Tax property paid in 2017-2018 per year	What a Parish Band D Council Tax property will pay in 2018-2019 per year	Additional cost per year for a Band D household for an increase from 2017-2018
£1,785	£25.51	£25.51	£0.00
£2,285 (£500 increase)	£25.51	£32.66	£7.15 (increase of £0.137 per week)
£2560 (£775 increase)	£25.51	£36.59	£11.08 (increase of £0.213 per week)
£2785 (£1000 increase)	£25.51	£39.80	£14.29 (increase of £0.274 per week)

Clerk had not prepared beyond a £1,000 increase but could do if the Parish Council wished to increase beyond this amount. SALC had confirmed that the Parish Council could increase beyond the £1,000. The Parish Council would be required to demonstrate to auditors etc that such a percentage increase was required because PC reserves could not meet the financial needs of the project (which was the case).

County Councillor had advised that County Council proposed to increase their element of the Council Tax bill by 1.99%, after a 7 year freeze on any increases, and on a Band D property that equated to a £1.14 per week increase. Parish Councillors were mindful of this when considering how much to increase the parish element of the Council Tax bill when submitting the Precept.

Councillors sought some feedback from some of the parishioners at the meeting at this stage to gauge whether a £1000 increase is considered acceptable given that the project is to reduce the speed limits on the roads in the village to make them safer for everyone (including children who have to catch school buses in the dark). The feedback was positive. It was understood that the increase may be for 2-3 years, depending on how quickly the monies could be raised, but that parishioners could at least see why they were paying an increase. The Clerk confirmed that the Precept could be reduced back down again after the project was completed but she anticipated that this type of level of Precept may need to be maintained for 2-3 years. Individuals in the village who felt that they could contribute more to the project were always welcome to make private donations if they wished to. Other avenues of funding were being looked into as set out previously in the meeting, but the Precept need to be agreed, signed and returned to Borough Council by no later than 26 January 2018.

Following lengthy discussion Cllr Thomas proposed and Cllr Kirk seconded, with all Councillors in agreement that the Parish Precept for 2018-2019 should be set at £2785. An article should go into the December Grapevine explaining what the increase will be and why

the PC have come to a decision to put an increase in place in 2018-2019. A notice will also go onto the website and the village notice boards. If there were a great deal of negative feedback from the increase then the Parish Council would ask the Clerk to arrange an Additional Meeting in January (ahead of the 26 January 2018) deadline so that further discussions could take place.

11. To consider and approve PC Standing Orders/Financial Standing Orders/Policies under an annual review. Clerk apologised. Due to the volume of work for matters that were on the Agenda, she had not had time to carry out this review, but would do so in time for the February 2018 meeting.

12. To consider possibility of carrying out refurbishments/replacement of the stone commemorative plaque under the village sign, as the inscription and sign are wearing away. The Parish Council had to date received two quotations. The cost removing the existing stone and the cost of new granite stone and carving of letter means that quotations are between £1,000-£2,100. The Parish Council does not have monies to put towards this project at the current time. Mr Bullard had that day contact Cllr Thomas and indicated that he has a piece of granite that could be cut to fit and he possibly knows someone who could do the inscription. The PC will await further information, and discuss at the next meeting. In the meantime, Cllr Hignett will look further into the "Just Giving" type fundraising pages to see how they operate and whether it would be viable for the PC to try to raise some funds in that way. Clerk will also make some enquiries.

13. Councillor's Reports:

    Some Cllrs had raised the possibility of asking the Village Hall Committee if they wanted to liaise with Borough Councillor Sara Mildmay-White about utilising her limited funds to install some floor level outdoor lighting, so that people could more safely make their way from the carpark to the Village Hall. It was agreed that it was really a matter for the Village Hall Committee and the Clerk would write to their Chairperson to make some enquiries.

14. Date of next meeting – 13th February 2018.

Meeting closed: 9.30pm

Appendix A

SCHEDULE OF PAYMENTS & RECEIPTS

14/11/17

Balance carried forward from 08/08/17	
Business Current Account	3582.33
Business Reserve Account	143.04
Income since 08/08/17	
Transparency Code Grant	530.00

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

Schedule of verified invoices agreed for payment on 08/08/17

N Smith	Clerk's salary	119.60	386	LGA s112
N Smith	reimburse expenses	23.94	387	LGA 1972
		143.54		

Schedule of invoices awaiting approval

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		

Appendix B

FINANCIAL REPORT 14 NOVEMBER 2017

Balances carried forward from 08/08/17

Business Current Account	3582.33
Add income received	530.00
Less expenditure (movement since the last meeting)	143.54
	3968.79
Business Reserve Account	143.04

BANK RECONCILIATION

Current Account	3968.79
Less unlogged cheques	587.43
Plus uncredited logements	0.00
Business Reserve Account	143.04
	3524.40*

***includes £530 "ring fenced monies" from Transparency Code Grant.**

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