BRADFIELD ST CLARE PARISH COUNCIL

MINUTES OF MEETING HELD ON 8 AUGUST 2017

The Parish Council Meeting was held on Tuesday 8th August 2017 at 7.30pm in the Village Hall. The Chairman, Cllr R Walton, welcomed Cllrs J Kirk; G Thomas and M Newlands, and the Parish Clerk, N Smith. Cllr Walton also welcomed County Councillor Karen Soons and Borough Councillor Sara Mildmay-White, together with 8 members of the public.

1. Apologies for absence - none

2. Declarations of Interest - none

3. Councillors had all received draft Minutes of Annual Parish Council Meeting on 9th May 2017 and the Additional Parish Council Meeting on 1st June 2017. All Cllrs confirmed that they were a true and accurate record. Chairman signed and dated the Minutes.

4. Matter arising were discussed as follows:-
   Blocked drain on Felsham Road – Cllr Soons will speak with the highways department about this. It has been blocked for several years and the Clerk and others repeated report it. Concern is that water will not drain away and in heavy rain will instead lay on the road and cause a hazard to vehicles driving along that country road with narrow bends.
   Speed on Bury Road – discussion took place a speed survey had been carried out both on Bury Road and on Bradfield St George Road (near the Village Hall). Keith Sampson had that day provided the County Councillor with a report late in the day. County Cllr Soons read the draft report out to the Meeting. It was agreed that Cllr Soons would ask Highways for a site meeting with the Clerk and Cllrs that were able to be present so that some points within the report could be discussed with him, and amendments/suggestions made to finalise the report.
   County Cllr Soons confirmed that she had to date paid out of her locality budget the cost of the speed surveys and the drafting of the report, she will also pay for the site meeting. If the village was successful when the report was put before the Speed Limit Panel then her locality budget would not cover the whole of the costs for the speed limit (signage etc) to be put in place, and the Parish Council/Village will need to consider how they will raise the balance of funds. Chairman confirmed that the PC does have some reserves and the PC will get over the first hurdle and hopefully get a reduction in speed on the two roads and then consider how much monies need to be raised and how they will achieve that.
   Broadband – The Clerk is waiting for a further update from Better Broadband Suffolk. There is an indication that part of the village may be able to access Superfast Broadband soon, but unfortunately that does not seem to be the entire village and the PC will continue to campaign for entire coverage. County Cllr Soon recommended that people download the ofcom app onto their phones (www.ofcom.org.uk). If the broadband provider is guaranteeing specific speed but you are never able to achieve that then you can run a test through the ofcom app and take a screen shot of the speed you are actually getting. If many people did this and then went back to Better Broadband Suffolk showing that they cannot achieve the upload and download speeds that their providers are guaranteeing then it may add some weight to the argument that Superfast Broadband should be rolled out sooner rather than later throughout the whole village.
   Transparency Code Funding – application has been submitted to SALC and waiting for outcome.

Sheepgate Lane – Clerk will put details of the Safer Neighbourhood Team contact onto the website, and if people notice any vehicles/activity on there that they think should be reported to the SNT then the PC would be grateful if they did that and let the PC know. There is an ongoing problem with vehicles driving on there, after there has been heavy rain, and off roading and churning up the ground.

Car parked on grass by water treatment plant – Clerk had ascertained the owner of the grass area and Cllrs had been advised. Cllrs discussed and agreed that at the current time they would take no further steps.

Damage to footpath gate at entrance to churchyard – Cllr Kirk reported that this had been repaired and no further damage had been incurred. Again if anyone saw this being deliberately damaged in future they should contact the Safer Neighbourhood Team (details will be on the village website)

Planning issue – Planning department had confirmed that 3 Bradfield St George Road had not obtained planning permission for the works being carried out. They had spoken with the owner of the property to advise that a planning application needs to be submitted. The Pc await the planning application.

Railway Bridge at Arch Hill – Clerk has written to British Rail and will follow this matter up.

5. Report from Borough Councillor, Sara Mildmay-White:-

West Suffolk Operational Hub plans to go back to development control committee in September.

Single Council for West Suffolk Draft business case being developed. You can have your say online: future.council@westsuffolk.gov.uk amongst other benefits a single council would give us greater financial resilience to face the challenges of reduced public funding. A single council for West Suffolk would strengthen our voice for more effective lobbying with government and the variety of partners we have to work with for instance the Local Enterprise Partnerships.

Bury St Edmunds masterplan. More than 5000 comments were received. Top 3 issues: To preserve the unique local identity and character of the town centre, preserve and enhance the historic buildings and spaces and improve the links between the arc shopping centre and the old town centre. Public events being held throughout August. On line visit www.westsuffolk.gov.uk/bsemasterplan

West Suffolk Apprenticeship Scheme. 7 different areas for exciting prospects to earn as you learn. To find out more go to: www.westsuffolk.gov.uk/apprentices

Greener Cheaper Way to Drive. New fast charging points have been installed in Bury St Edmunds, Haverhill and Newmarket. New points in Ram Meadow and upgraded ones at the multi storey in Parkway. The charge points are operated by Chargemaster and users must set up an account.

West Suffolk also offers a Greener Business Grant of match funding up to £1,000 towards the cost of an electric vehicle or company charge point.

Newmarket museum now the National Heritage Centre for Sporting Art was one of 5 finalists for the title of Museum of the year.

Crucial Crew. Around 850 St Edmundsbury school children were learning vital life-lessons at Crucial Crew throughout July. Year six children will experience various

scenarios, staffed by experts who show children how to deal with potentially dangerous situations and how to protect themselves and others. The Fire Service will educate children on fire prevention and safety.
Universal credit will be rolled out to all new claimants from 18th October in St Edmundsbury. We are recruiting for additional posts to our housing option team to ensure we have sufficient staffing resources to manage the impact on tenants and landlords. Claimants have a six week wait for payments and claimants receive the payment directly and have to pay all bills (including rent) from this payment. The benefit is payed monthly in arrears
Homelessness reduction act. Again, we are making provision within our staffing structure to be prepared for the impact of this coming into law in January 2018. Meanwhile we continue to see an increase in homelessness applications and our use of temporary accommodation including B and B is on the increase.
Bennett Arms Rougham AVC has been upheld against challenge from Hawthorn Leisure. Appeal could still be enacted. New planning application has been submitted.
Junction 45, Sow Lane and Eastern Relief Road. SCC continue to assure us that the planned September opening date is still on track. Planning applications for business premises fronting Sow Lane have been submitted.

6. Report from County Councillor, Karen Soons:-report attached.

7. Public Forum:
Parishioner advised that the footpath at Elm Green Lane had been gated, and he was unsure whether or not it was a public footpath or private. Chairman and parishioner looked at OS map and thought that it may not be a public footpath. Clerk will obtain a definitive footpath map from SCC

8. Co-option:
The Clerk advised that the Parish Council had been very fortunate in that there were two people who had expressed an interest in being co-opted to the Parish Council. Both of those people had provided a short bio about themselves and their work life. Parish Councillors provided the Clerk with their vote on a piece of paper. Clerk checked through the votes and confirmed that Mr Malcolm Hignett had the greater amount of votes, and he was therefore co-opted onto the Parish Council. Mr Hignett signed and dated the Declaration of Acceptance of Office before the Proper Officer who also signed and dated the Declaration. Mr Hignett was provided with the Register of Interest form to complete and return to the Clerk. Chairman welcomed Mr Hignett to the Parish Council, and thanked the remaining candidate for his time and interest in becoming a Parish Councillor.

9. Clerk's Report:
   i. Clerk requested that Councillors approve expenditure for Cllr Kirk to attend the new Councillor course at SALC. The cost of the two day course was £100 plus VAT. Chairman asked the newly co-opted Cllr Hignett if he would also like to attend the course, he confirmed that he would. Chairman proposed that the Council approve the expenditure for both Cllr Kirk and Cllr Hignett to attend the new councillor course at SALC, Cllr Newlands seconded. Motion carried.

ii. Schedule of items approved and awaiting authorisation – Appendix A.
iii. Report on the Council's financial position – Appendix B. Clerk provided a Review of Income and Expenditure to date in 2017-2018 financial year – Appendix C.

10. AOB – Chairman reported that Charlie Barker had passed away. His funeral had taken place recently, and it was a testimony to how well regarded he was in the village, as many people turned out to pay their respects to him. It had been a lovely service. Charlie had been a long serving parishioner to the village for many years, and will be sadly missed.
Clerk reported that BDO LLP had completed the external audit and she had provided Cllrs ahead of the meeting the Annual Return with the completed External Auditors Certificate. Cllr Thomas proposed that the Annual Return together with the External Auditors Certificate be approved and accepted by the Parish Council. Cllr Kirk seconded. All Cllrs agreed. Motion carried.
Clerk also reported that she had completed The Pension Regulator Declaration of Compliance ahead of the deadline on 2 October 2017. The declaration confirmed that the Parish Council did not need to pay into a pension for the Clerk.

11. Date of next meeting – 14 November 2017.

Meeting closed: 9.15pm

Appendix A

SCHEDULE OF PAYMENTS & RECEIPTS

08/08/2017

Balance carried forward from 09/05/2017

Business Current Account	4475.50
Business Reserve Account	143.04

Schedule of verified invoices agreed for payment on 09/05/2017

N Smith	Clerk's Salary	262.10	380	LGA 1972 s112
SALC	Subscription	131.07	381	LGA 1972
Grapevine	grant donation	80.00	382	LGA s137
A Spall	grass cutting	200.00	383	Open Spaces Act
R Walton	grass cutting (petrol costs)	100.00	384	Open Spaces Act
PCC	grant donation	120.00	385	LGA s137
Total		**893.17**		

Schedule of invoices awaiting approval

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

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

Appendix B

FINANCIAL REPORT 8 August 2017

Balances carried forward from 09/05/2017	
Business Current Account	4475.50
Business Reserve Account	143.04
Add Income Received	0.00
Less Expenditure (Movement since the last meeting)	893.17
Less Expenditure (From Schedule of Invoices awaiting approval)	143.54
BANK RECONCILIATION	
Current Account	3582.33
Less unlogged cheques	143.54
Plus uncredited logements	0.00
Business Reserve Account	143.04
	3581.83

Appendix C

Review of Income and Expenditure 2017-2018

	2016-2017	**2017-2018 (to 08/08/2017)**
Income		
Precept	£1700	£1775.00
Interest	£0.08	
VAT Refund		£16.00
	£1700.08	**£1791.00**
Expenditure		
Clerk's Salary	£396.80	£381.70*

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

HMRC	£62.00	£0.00
Expenses	£15.65	£23.94
Audit Fee	£36.00	£0.00
CAS – PC Insurance	£157.08	£0.00
ICO – Data Protection	£35.00	£0.00
CAS – website hosting fee	£60.00	£0.00
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	£0.00
	£1451.70	**£1036.71**

***includes additional payment of £142.50 which was paid via monies granted under the Transparency Code funding grant obtained within 2015-2016 financial year.**

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