

BRIGHTWELL, FOXHALL & PURDIS FARM GROUP PARISH COUNCIL

Minutes

Of the Annual Parish Council Meeting held at Trinity Park on Wednesday, 8th June 2011

Present

Cllr E Warham – Chairman

Cllr A Wells

Cllr A Day

Cllr E Lawrence

Cllr J Booth

Cllr B Newell

Cllr J Hammond

Cllr P O'Brien – Suffolk Coastal District Council / Suffolk County Council

Pc Paul Smith

Mrs A J Buggs – Clerk

1 member of the public

115.11 Apologies for absence

Apologies for absence were received from Cllr P Smith and Cllr V Falconer – Suffolk Coastal District Council

116.11 Declaration of interest

No declarations of interest were declared.

117.11 Minutes

The minutes of the Annual Parish Council Meeting of the 11th May 2011 were approved as being a true record and signed by the Chairman.

118.11 Matters arising from the minutes

There were no matters arising from the minutes.

119.11 The meeting was adjourned to receive reports from:

- Suffolk Police – PC Paul Smith – written/verbal report
- Cllr P O'Brien – Suffolk Coastal District Council / Suffolk County Council – written/verbal report

Cllr O'Brien reported that three highway road schemes had been put forward to be financed as part of the Quality of Life Scheme. However, if the proposed schemes go ahead the cost will be approximately £400 over budget therefore she is proposing to use part of the Locality Budget to cover the short fall therefore the Locality Budget would be reduced to £1,600.

Service Road Opposite Honda Garage Felixstowe Road

Cllr O'Brien said that a parking scheme had been accepted for the service road. It was agreed that Cllr Day would speak to Tim Osborn Highways Department Suffolk County Council to find out about the scheme SCC are proposing and report back to the next meeting.

Sainsbury's Road Markings

PC Paul Smith presented a provisional plan for placing 'Keep Clear' signs on the carriageway. A meeting has been arranged on site on Thursday, 16th June 2011 at 1 o'clock to discuss any issues.

Sainsbury's Parking Restrictions

Consideration is being given by Suffolk County Council for placing parking restrictions adjacent to Sainsbury's Garage.

- Cllr V Falconer – Suffolk Coastal District Council – written report

The meeting was re-convened.

120.11 Clerk's Report

The Clerk's report had previously been circulated and it was agreed that some of the items should be discussed as per the agenda.

Community Led Planning & Your Community

FREE Workshops for parishes that have done a Community Led Town/Parish Plan or are considering developing one.

Hutchison Ports (UK)

An invitation has been received from Hutchison Ports (UK) to attend the opening of its new state of the art container terminal 'Berths 8 and 9' on any of the following dates: 5th July 6.00 pm, 6th July 10.00 am, 12th July 2.00 pm.

Suffolk County Council Toolkit to address public transport issues

A document 'toolkit' has been received from Annette Gray Suffolk Acre. The toolkit is designed to help communities explore solutions to transport issues.

121.11 Co-option of councillors

The Clerk reported that a letter has been received from Suffolk Coastal District Council advising the Parish Council that, as a result of the recent elections, Foxhall and Purdis Farm both have less numbers of councillors than the number required.

Suffolk Coastal states that the council must actively seek to co-opt additional members so that the council is properly constituted.

We have to provide Suffolk Coastal District Council with a return of co-opted members by the 23rd June and if the council has not recruited extra councillors the number of seats we hold may be reduced.

Following discussion on ways in which the council could co-opt new councillors Cllr Wells proposed, seconded Cllr Day for the production of a letter to be distributed to all households in the parishes of Purdis Farm and Foxhall inviting people to put themselves forward for co-option on to the parish council. Cllr Wells read out a draft letter he had written and it was agreed that the letter should be forwarded to Cllr Day for producing 1,000 copies by Print4You. It was agreed that the Clerk should write to Suffolk Coastal District Council advising of the council's course of action to recruit new councillors and also to put forward the council's view that the population is increasing all the time therefore it would be a retrograde step to reduce the number of councillors.

122.11 Courses

The Clerk reported that she had received an advertisement from Suffolk Association of Local Councils of courses to be held for newly elected councillors. It was agreed that Cllr Newell should attend the course on the 22nd June 2011.

123.11 Sainsbury's roundabout

PC Paul Smith has been actively working with Suffolk County Council Highways and Cllr O'Brien to provide 'Keep Clear' signs on the carriageway adjacent to Sainsbury's Roundabout. As a result a provisional plan has been drawn up. PC Smith has arranged to hold a site meeting with SCC Highways Department on Thursday, 16th June 2011 at 1300 hours if any councillors would be available to attend to discuss any issues. Refer to Minute 119.11 for further details.

124.11 Trees – Felixstowe Road

The Clerk reported that a site meeting had been arranged at 4.30 pm on Friday, 17th June 2011 with Martin Minta Suffolk Coastal District Council to discuss ownership of the trees and what is the current position. It was agreed that Cllr Wells would attend and report back to the next Parish Council Meeting.

125.11 Valley Works / Rout Farm Felixstowe Road

The Clerk reported that no further information had been received concerning Valley Works. The Clerk reported that she had received an email from Patsy Dobson Planning Officer Suffolk Coastal District Council stating that they have served a planning contravention notice however it has been returned by the Post Office as undelivered/uncollected so the notice will need to be served again. SCDC will update us as soon as further information is available.

126.11 Finance

To receive the accounts for the year 2010/2011

The Clerk distributed a copy of the year-end accounts to each councillor and presented the accounts for 2010/2011. It was proposed by Cllr Wells seconded Cllr Day that the year-end accounts 2010/2012 be approved – agreed by the council. The Clerk reported that the accounts would now be passed to the Internal Auditor before submission to the External Auditor.

The Clerk reported that one member of the team of auditors Heelis and Lodge had moved away from the area and the financial books would need to be taken to Wickham Market for audit. It was agreed that the Clerk should approach Suffolk Association of Local Councils to obtain a quotation for carrying out the council audit for the year 2011/2012.

Income

None

Expenditure

Clerk's Salary and Expenses May 2011

Cllr Wells proposed, seconded Cllr Day that the expenditure should be approved.

127.11 Correspondence

All correspondence had been dealt with previously.

128.11 Meetings attended by councillors/clerk

None

129.11 Planning

Cllr Wells said he had reconsidered the proposal to be elected as Chairman of the Planning Committee and Cllr Lawrence was happy to stand down as Chairman. Cllr Day proposed, seconded Cllr Lawrence that Cllr Wells be appointed as Chairman of the Planning Committee – agreed.

The Planning committee considered the following applications:

PC Reference No 996

SCDC Application No: C11/0992 3 Mount Drive Purdis Farm – Erection of single-storey side extension. No objection.

PC Reference No 997

SCDC Application No: C11/1092 Land South of Existing Reservoir Felixstowe Road Foxhall – Excavation for the construction of an irrigation reservoir. No objection.

PC Reference No 988

SCDC Application No: C11/1174 3 Woodrush Road Purdis Farm – Erection of single-storey rear extension. No objection.

130.11 Members questions to the Chairman

The Clerk reported that the plastic covered door on the Notice Board in Murrills Road is damaged due to the graffiti removal. It was agreed that the Clerk should approach the makers of the Notice Board to obtain a price for renewal of the door.

Trinity Park requested a nomination from the Parish Council on to the Trinity Park Showground Committee. It was agreed that Cllr Day should be the Parish Council representative.

Cllr Hammond reported that in a number of areas of Purdis Farm shrubs are encroaching on footpaths. It was agreed that the Clerk should write to Suffolk Coastal District Council requesting that shrubs are pruned.

Cllr Newell reported that she had spoken to Jessica Niblock regarding the siting of the Brightwell Notice Board. Cllr Newell is trying to find out the owners of the land and has contacted Suffolk Coastal District Council Planning Department. It was agreed that Cllr Newell would report back to the next Parish Council Meeting.

131.11 Date of next meeting

The next meeting will be held at 7.30 pm on Wednesday, 13th July 2011

The Chairman closed the meeting at 9.55 pm.

Signed Date.....

Angie Buggs
Clerk to Brightwell, Foxhall & Purdis Farm Group Parish Council