

BRIGHTWELL, FOXHALL & PURDIS FARM GROUP PARISH COUNCIL

Minutes

Of the Parish Council Meeting held at Trinity Park on Wednesday, 10th October 2012

Present

Cllr E Warham – Chairman
Cllr A Wells
Cllr A Day
Cllr E Lawrence
Cllr B Newell
Cllr G Watts
Cllr B Davies
Cllr P O'Brien
PC Paul Smith
Sergeant Harper
Mrs A J Buggs – Clerk
1 member of the public

140.12 Apologies for absence

Apologies for absence were received Cllr Smith, Cllr Booth, Cllr Batham, Cllr V Falconer and PCSO Andi Hillman.

141.12 Declaration of interest

No declarations of interests were received.

142.12 Minutes

The minutes of the Parish Council Meeting of the 12th September 2012 were approved as being a true record.

143.12 Matters arising from the minutes

1. Street Lighting Times

The Clerk reported that she had contacted Nigel Panting Suffolk County Council regarding the revised street lighting times. Nigel had replied requesting the following information:

Re the path lights. What is the mid-night to 5.30 am usage? ie what is the justification for turning them on?

Re LEDs. We now specify LEDs for new works and any replacements we do if doing a whole street (but we rarely have the funding for such works). We do not have the funding to do the whole of our stock in one go eg 55,000 units at, say £700/unit - £38.5 million.

Following discussion it was agreed that the Clerk should contact Swansea Council regarding the cost of installing LED lights.

144.12 The meeting was adjourned to receive reports from:

- Suffolk Police – PC Paul Smith – written report.

Sainsburys – 30th September 2012

During hours of darkness offenders had stolen bags containing clothing from a charity bin located at the side of the store. Enquiries are on-going.

The Police reported that although people had been convicted for stealing from the charity bins they still come back time and time again. Sergeant Harper suggested one option was to consider moving the bins from their present location closer to the Home Base Store along the fence on the far side of the car park. Following discussion it was agreed that the Clerk should write to Sainsbury's Head Office stating that the Parish Council have major concerns about the stealing from the charity bins at the Warren Heath Store.

Fly Tipping

Cllr Newell asked the Police the outcome of the report she had made to them concerning items which she had found in Monument Farm Lane. The Police reported that this incident was as a result of a criminal offence which had been committed in Ipswich.

- Cllr P O'Brien – Suffolk Coastal District Council / Suffolk County Council – no report.
- Cllr V Falconer – Suffolk Coastal District Council – no report.

The meeting was re-convened.

145.12 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.

SALC Documents

LAIS Up2Date

Neighbouring Planning

A £10 million fund is now available to help local planning authorities with neighbourhood planning. They are able to apply for grants of up to £30,000 for each scheme to help pay for the costs of getting plans in place. Payments will be paid to those authorities to help them support and advice groups taking forward neighbourhood plans and to pay towards the examination of plans and a local referendum. This might help planning authorities with their costs but local councils interested in neighbourhood planning will wish to consider how this will help them with their direct costs for progressing grass-roots driven neighbourhood plans, including with the independent advice they need to prevent plans becoming a principal authority led process.

Gypsies & Travellers

There is a useful publication, Dealing with Illegal and Unauthorised Encampments, is a comprehensive summary of available powers that can be used to aid the removal of illegal occupiers of land and property. Whilst the majority of these powers are vested in principal authorities or the Police, they can serve as an aid to local councils faced with unlawful occupation of their land or property.

Overgrown Vegetation Obstructing Signs

The Suffolk County Council website address for reporting overgrown vegetation which is obstructing signs is <https://www.csduk.com/CSD/Transportandstreets>

Email from Hilary Slater, Head of legal and Democratic Services, Suffolk Coastal District Council

As you will be aware, the elections for the Police and Crime Commissioner (PCC) are to be held on Thursday, 15th November 2012.

The Notice of the Election will go up on the 8th October 2012.

From 8th October to 15th November, we will be in what is commonly referred to as the pre-election period (PEP).

There are a couple of points which I would like to comment on which is relevant to the PEP, as follows:

1. Since the introduction of the new Standards regime, we have adopted the Suffolk Code which states at paragraph 5 that members must, amongst other things;
 - a. When using or authorising the use by others of Council resources, ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - b. (they) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
2. The Government has issued a Code of Recommended Practice on Local Authority Publicity. I include a link, below:

<http://www.communities.gov.uk/publications/localgovernment/coderecommended>

This gives some guidance about publicity in the PEP, at paragraph 43, and states that:

“Particular care should be taken when publicity is issued immediately prior to an election or by-election affecting the authority’s area to ensure that this could not be perceived as seeking to influence public opinion, or to promote the public image of a particular candidate, or group of candidates.”

The reason I raise this is because I understand that you have been sent an email earlier this month from one of the prospective candidates for the PCC election, Jane Basham, the Labour candidate. It appears that she has sent all town and parish councils election material for display and / or distribution.

I have taken advice from the Electoral Commission and from Stephen Baker, the Police Area Returning Officer (PARO) for the PCC election on this issue. They have advised that I contact you to give a reminder about the importance of political neutrality. This is clear from both the Suffolk Code and the Code of recommended Practice on Local Authority Publicity. Whilst a candidate can lobby whomsoever they wish, there are potential standards issues if a Parish council is seen to be promoting a particular candidate.

146.12 Planning

The Planning Committee reported that the following planning applications had been considered since the last meeting and at this meeting.

Cllr Watts requested that all members of the Parish Council be sent a copy of the Parish Council's Schedule of Planning Applications as and when this is updated.

PC1051 C12/1930 Western Part of Land at Trinity Park and land at White House Farm Felixstowe Road Purdis Farm

PC Comments:

The Parish Council discussed the reasons for the opposition to the development which had been discussed at the Planning Committee held on Wednesday, 26th September. The main points of objection to the submission were:

1. The proposed roundabouts on the A1156 specifically at Gate 10 resulting in noise, light and atmospheric pollution and loss of visual amenity to local residents.
2. The lack of local amenities including schools (primary and secondary) and local community facilities such as a playing field / village hall.

The Clerk was requested to draft a submission from the Parish Council, to be submitted for approval to members of the Planning Committee, before being sent to the Suffolk Coastal District Council Planning Department.

PC1039 C12/1381 Land and Existing Residential Properties at Purdis Farm Lane and Buckesham Road Purdis Farm - Demolition of 4 dwellings (Crankleigh, Timbertops, The Chase and Purdis House) and the erection of 25 dwellings with associated access roads, car parking, amenity open space and landscaping.

Cllr Wells reported that map showing a revised layout of the proposed site had been received. Following discussion the Planning Committee were in agreement with the proposed changes.

PC1046 C12/1628 Part Land West of Church Cottages Brightwell – Proposed irrigation reservoir for WO & PO Holdings Ltd.

Cllr Newell reported that the WO & PO Holdings had been asked to look at other sites.

PC1049 C12/1813 Purdis Rise Purdis Farm Lane Purdis Farm – Erection of three storey extension to provide additional accommodation for approved apartments.

PC Comments: No objection

SCDC Comments: No decision

PC1050 C12/1878 Purdis Poppy Farm Purdis Farm Lane Purdis Farm – Installation of one micro scale wind turbine (14.97m to hub 5.5 diameter blades)

PC Comments: No objection

SCDC Comments: No decision

PC1052 C12/2003 139 Bucklesham Road Purdis Farm – Erection of single storey side and rear extension to from kitchen/dining area and wet room.

PC Comments: No objection

SCDC Comments: No decision

147.12 Future Plans for the Parish

No further discussions. Defer until next meeting.

148.12 Parish Plan

Cllr Day reported that he was waiting for further information from Cllr Wells. As soon as the plan is completed it will be given to a proof reader for comment.

149.12 Sewerage – Bucklesham Road

Cllr Warham reported that the following actions had been taken to rectify the problems experienced by residents in Bucklesham Road.

1. New pump fitted and spare pump on site.
2. Flushing valve installed.
3. 6 monthly pump lift and NRV inspection.
4. Alarms updated to High Priority – 3 hourly.
5. 6 monthly wet well clean from 12 monthly.

150.12 Locality Budget 2012/2013

Cllr Warham asked councillors to put forward suggestions for using the 2012/2013 Locality Budget.

Cllr Day proposed placing a 40 mph flashing speed sign on the Felixstowe Road (coming towards Ipswich) approximately 100 yards before the service road. It was agreed that the Clerk should contact Cllr O'Brien regarding the cost.

Cllr Newell proposed planting a row of trees along the Felixstowe Road between Admiral Windows and Ransomes Europark. It was agreed that the Cllr Smith the Tree Warden should investigate the cost of planting trees and that the emphasis should be on quality rather than quantity.

151.12 Overgrown Vegetation

The Clerk reported that she been contacting either Suffolk County Council / Suffolk Coastal District Council regarding overgrown vegetation which was either obstructing pathways or roadways as and when reported are received by the council. The Suffolk County Council website address for reporting overgrown vegetation which is obstructing signs is <https://www.csduk.com/CSD/Transportandstreets>.

152.12 Brightwell Seat

Cllr Newell reported that following a site visit Mr Smith would go ahead and erect the seat in the position which had been agreed. It was agreed that a decision regarding placing paving slabs around the seat would be made once the seat is in place.

153.12 Felixstowe Road – Service Road Waiting Restrictions

The Clerk reported that an email had been sent to Aaron Gordon Suffolk County Council confirming that it had been agreed by the Parish Council to change the TRO to No waiting 8.00 am – 6.00 pm Monday to Friday except for Bank Holidays. An email has been received from SCC stating that the TRO will have to go to the Rights of Way Committee as there were two formal objections for the proposed waiting restrictions. The Parish Council will be informed of the date the committee meeting when the report will be discussed.

154.12 Finance

Income

None

Expenditure

Clerk's Salary and Expenses September 2012	£305.68
HMRC Tax July 2012 – September 2012	£165.00
BDO – External Audit Fee	£144.00

External Auditor's Report

The Clerk reported that the external audit had been successfully completed and outlined the comments of the auditor. The Clerk drew the Parish Council's attention to the following:

Expenditure Powers:

The council should consider recording the statutory power being used to authorise expenditure in the minutes, alongside the item to demonstrate that the council has properly followed their standing orders and financial regulations.

Minuting Approval of the Annual Return:

The council must ensure in future years that the minutes clearly state their acceptance of Section 1 – Accounting Statements and Section 2 – Annual Governance Statement and the minutes record their specific answers to Section 2.

The Clerk reported that although this has been highlighted by the external auditor the Parish Council Minutes of June 2012 stated:

“The Clerk had previously distributed a copy of the year-end accounts to each councillor and presented the accounts for 2011/2012 to the meeting. It was proposed by Cllr Wells seconded Cllr Briggs that the year-end accounts for 2011/2012 and the Local Councils in England Annual Return for the year ended 31st March 2012 be approved – agreed by the council.

The Clerk reported that the Internal Audit had been successfully completed and the following item was noted by the Parish Council.

- The Asset Register should be amended to include; a description of the asset and lists details of the date of purchase, the purchase cost, location, insurance value and date of disposal. The meeting confirmed that the amount placed in Box 9 of Section 1 of the Annual Return complies with the current requirement.

The Clerk reported that the accounts would be submitted to the External Auditor in time for the external audit on the 27th July 2012.”

Cllr Warham proposed, seconded Cllr Wells that the above expenditure is approved and the external auditor’s report is accepted – agreed.

Local Council Administration by Charles Arnold-Baker:

The Clerk recommended that the Parish Council purchase an up-to-date copy of the above book as a reference.

Cllr Wells proposed, seconded Cllr Warham that the above book is purchased – agreed.

Recycling Credits

The Clerk reported that a letter dated 12th October had been received from the Cabinet Member for the Green Environment informing the Parish Council that as from the 1st April 2012, due to financial pressures, that no further Recycling Credits would be received.

155.12 Correspondence

a. Code of Conduct

The Clerk reported that an email had been received from Hiliary Slater Head of Legal and Democratic Services Suffolk Coastal District Council requesting the date the Parish Council had adopted the code. A reply has been sent stating that the code was adopted at the Parish Council Meeting held on the 11th July 2012.

The Clerk also stated that the Localism Act also removed the statutory process for dealing with complaints against councillors, via the Standards Committee. Instead, the Localism Act allows the district and county councils to adopt their own process for dealing with complaints. Details of the final arrangements which Suffolk Coastal has put in place for dealing with such complaints can be found in a report which went to the Council’s Audit and Governance Committee on 25th September, entitled “New Arrangements for Standards” (Paper AG 22/12 refers). The report can be found on the following website:

b. Brightwell Hill

The Clerk reported that a letter had been received from David Chenery Suffolk County Council regarding a complaint they had received from a member of public concerning an accident which had occurred on Brightwell Hill. The gentleman had been hit in the back by a mirror of a passing Volvo car which failed to stop. He had fallen off his bicycle and sustained some injuries. The Police had attended. Suffolk County Council has agreed that the visibility around the hill is not excellent and that they are hoping to cut back some of the tree and hedge growth which should improve the visibility for cyclists.

156.12 Meetings attended by councillors/clerk

- a. Cllr Day reported that prior to the Parish Council Planning Meeting held on the 26th September 2012 he had met with Isobel Lockwood and Steve Mann from Bidwells to discuss the changes to the Felixstowe Road which forms part of the proposed Trinity Park development. Cllr Day said that it was apparent that Bidwells had not considered the impact the position of the roundabouts would have on the residents. As a result of the meeting he had proposed some suggestions which they appeared to take on board and further consider.

157.12 Members questions to the Chairman

- a. Cllr Newell reported that she had telephoned the organisers of the Aldeburgh Food & Drink Festival requesting that they remove the advertising boards which had not been removed from the Bell Lane crossroads two weeks after the event.
- b. Cllr Day reported that the owners of Admiral Windows appear to be filling in the ditch on the boundary of their property. Councillors believe that this ditch is a drainage ditch. It was agreed that the Clerk should write to Suffolk County Council Highways to request them to investigate.
- c. Following a report from a member of the public that one of the dog bins had been removed in Purdis Farm it was agreed that the Clerk should send a copy of the asset register to Cllr Lawrence so that he could carry out an audit of the Parish Council's assets and report back to the next meeting.

158.12 Date of next meeting

The next meeting will be held at 7.30 pm on Wednesday, 14th November 2012 at Trinity Park.

The Chairman closed the meeting at 9.20 pm

Signed Date.....

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