

## **BRIGHTWELL, FOXHALL & PURDIS FARM GROUP PARISH COUNCIL**

### **Minutes**

Of the Parish Council Meeting held at Trinity Park at 7.30 pm on Wednesday, 12<sup>th</sup> February 2014

#### **Present**

Cllr E Warham – Chairman

Cllr A Wells

Cllr B Newell

Cllr G Watts

Cllr E Lawrence

Cllr A Day

Cllr V Falconer – Suffolk Coastal District Council

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

PC Paul Smith

Mrs A J Buggs – Clerk

#### **18.14 Apologies for absence**

Apologies for absence were received from Cllr B Davies, Cllr J Batham and PCSO Glynn Bown.

#### **19.14 Declaration of interest**

None

#### **20.14 Minutes**

The minutes of the Parish Council Meeting of the 8<sup>th</sup> January 2014 were approved as being a true record.

#### **21.13 Matters arising from the minutes**

##### **Page 6 – 08.14 Standing Orders**

The Clerk reported that this item would be discussed / approved at the next meeting. **Action: Clerk**

##### **Page 6 – 09.14 Trees – Purdis Farm**

The Clerk reported that she had received a telephone call from Chris Green at Suffolk Coastal Services who stated that John Willis Suffolk Coastal District Council had checked the trees and decided that the Silver Birches should not be cut back / felled any further. Cllr Falconer stated that she would pursue with Suffolk Coastal District Council. **Action: Cllr Falconer**

#### **The meeting was adjourned to receive reports from:**

- Cllr O'Brien – Suffolk County Council / SCDC Council – written report

#### **County Council Report**

##### **Felixstowe Fire Station**

A six-week consultation, on proposed changes to the crewing arrangements at Felixstowe fire station, has begun. The consultation relates to the final part of a three-stage process. Changes were first proposed as part of the 2011/2012 Integrated Risk Management Plan. Stage 1 involved a move from a seven-day to a five-day day-crew model; Stage 2 (current position) saw this change to a five-day nucleus-crew model (full-time fire-fighters available to support on-call fire-fighters). Stage 3 involves moving to on-call crewing. For more information on the consultation, visit the SCC website at: [www.suffolk.gov.uk/consultations](http://www.suffolk.gov.uk/consultations). The deadline for submissions is midnight on Tuesday, 4<sup>th</sup> March 2014.

#### No Cold Calling Zone

I attended the launch of a No Cold Calling Zone in Orwell Road, Felixstowe on 25<sup>th</sup> January. NCCZ were introduced in Suffolk in April 2009 and there are now 62 around the county. The aim is to prevent crime, particularly door step crime that targets the elderly and the vulnerable. They are proving to be very successful. I heard first-hand accounts of how these rogue traders target and operate and how they are deterred by the No Cold Calling. Signs displayed very visibly in streets.

#### Deadline for Suffolk Internships

Over 20 internship placements are available in councils across Suffolk and anyone interested is being urged to submit applications by the deadline of 28<sup>th</sup> January. The internships provide valuable work-experience for under-graduates and recent graduates during a 12-week, paid work placement. The internships are available at SCC, and at the district and borough council offices in Hadleigh, Needham Market, Lowestoft, Mildenhall and Bury St Edmunds. Opportunities exist across a broad range of services from waste management to social care. There are various opportunities during the placement to develop a good understanding of the organisation and hone essential work-based skills.

#### Greenest County Community Awards

SCC is urging green-minded businesses, communities, schools and individual to submit nominations for the Greenest County Awards; the deadline is Friday, 31<sup>st</sup> January 2014. Now in its seventh year, the awards aim to showcase excellent environmental achievement across Suffolk. This year's awards will see the introduction of the Public Vote award in the Greenest Community Project category. This award will identify a community, or a group of local volunteers, who are working together to improve their surrounding environment and raising environmental awareness.

#### Domestic Abuse Forum

As Assistant Portfolio Holder for Public Protection I was invited to attend the above forum. The forum consists of 30 members from various organisations across the county. However, there are difficulties in managing such a large gathering that wishes to discuss their own particular agency. For the future, it was decided that a small workshop would be set up with major partners to discuss specific issues and action them. Nevertheless, I found it interesting and shocking, especially where children were involved.

#### Police and Crime Scrutiny Panel

I shall be chairing the above Panel's the quarterly meeting with the Police Commissioner on 31<sup>st</sup> January and the panel will be asking questions of the Commissioner and holding him to account on

issues: Proposed Precept; Review of Police Commissioner's Objective "Caring for Victims and Vulnerable Children"; improving the Solved Rate for Serious Sexual Offences; Transfer of Staff; Police and Crime Panel's Annual Report.

To give a flavour of what the Panel has done over the past year here is a brief summary of some of the issues.

February 2013: Held a formal Confirmation Hearing for the appointment of the Chief Constable.

March 2013: Considered an update on the PCC's framework for commissioning and awarding grants is for crime and disorder partnerships; considered feedback of PCC on his Draft Police and Crime Plan.

May 2013: I was one of three Panel Chairmen to give evidence to Home Affairs Select Committee. The PCC also gave evidence.

July 2013: Reviewed PCC's Annual Report, discussed speeding; importance of joint working with other agencies.

October 2013: Further review of PCC commissioning; reviewed arrangements for handling PCC complaints.

November 2013: I took part in LGA Police and Crime Conference in London.

#### Revenue Budget 2014/2015

The budget for 2014/2015 will be presented to the Full Council on 13<sup>th</sup> February. It is recommended that the Council approve a continued freeze in the level of council tax for the fourth consecutive year. This means Band D Council Tax remain at £1,126.53.

#### A14

In an email to Graham Newman, SCC Transport, I advocated that lorries be kept to the inside lane along the whole of A14, as they are in Holland and Germany. I also spoke to David Ruffley re 60 mph, especially over Orwell Bridge and asked that he mention both speed limit and lorries on inside lane to the minister.

#### District Council Report

The flooding that occurred in Waldringfield and Levington gave those villages a traumatic start to the New Year and whilst the Environment Agency will give aid to persons and property affected by the flooding, it is not going to fund breaches in the sea wall. Therefore the villages have been left to seek advice and help from elsewhere such as SCC and SCDC.

As you know SCDC has rolled out a Community Enabling Fund of £4,000 per councillor per year to spend on projects within the community. I have divided £2,000 between the villages and intend to use the remaining £2,000 to aid Levington (providing SCDC agrees with the project that they bring forth). I understand that Veronica is giving funding to Waldringfield. Raising funding is not easy but I hope the aid that your district councillors can give will be a vitalising start in raising other money.

#### Accommodation

A review was begun in January 2013 to look into the future suitability of SCDC's accommodation at Melton Hill and the possibility of moving. Options are being considered.

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

Not a lot to relate this month. Busy with Deben Estuary Partnership meetings. At present this is in the final stage with emphasis on producing the document in April or thereabouts.

#### Community Enabling Budget Scheme

As mentioned in an email to your Chairman, I have an allocation of £4,000 to spend before the end of the financial year 2013/2014 (6 weeks' time) on a community projects in the Ward. If not all allocated, the money remaining is rolled over to 2014/2015. So far I have allocated nearly £1,000 to two projects in Levington and Waldringfield. A possible £2,000 will be allocated to Waldringfield towards river and footpath repair work that is desperately needed. I wait to hear more from Waldringfield Parish Council as to what the actual project will be.

If your Parish has a Community Project in mind that needs some financial funding please let me know and if thought appropriate, an Expression of Interest Form can be submitted to Suffolk Coastal by the organisers before the end of March and I will then fill out the Application Form to set it in motion.

#### NANT/SCDC

The Judicial Review is now over and we await the results of the hearing in the next six weeks.

#### Conservation Area Appraisals

Aldeburgh, Dunwich, Framlingham and Walberswick Conservation Area approach were approved by Cabinet in December 2013. There are 34 conservation areas in the District with only one area, Snape Maltings, yet to be done. These conservation area appraisals now form Supplementary Planning Documents in the Suffolk Coastal District Local Plan.

#### Suffolk Coastal IT

This service plus WiFi has been upgraded and improved and this was done over the 18<sup>th</sup> and 19<sup>th</sup> January.

#### Spa Pavilion

A new marketing campaign has recently started with a view to two interested parties to make a closed bid/private treaty by 14<sup>th</sup> May. Business plans etc are awaited.

#### Scrap Metal

The Scrap Metal Dealers Act came into force on 1<sup>st</sup> October 2013. The new requirements have brought to light some scrap metal collectors who are now within the scope of the licensing regime and who are being pursued to complete a licence application form.

#### Renovation Grants

To bring properties up to the decent homes standard. Occupiers are means tested. The maximum grant is £20k. Linked to an affordable rent for landlords the maximum grant is £8k.

#### Disabled Facilities Grant

This is to adapt properties to meet the basic needs of a disabled person (grants for disabled children are not means tested). Means tested for Owner Occupiers and Tenants – maximum grant £30k. Conditions allow for recovery of grant costs about £5,000 (to a maximum of £10,000) if property sold within 10 years.

- Suffolk Police – PC Paul Smith – written report

#### Crime Report for Period 8<sup>th</sup> January – 9<sup>th</sup> February 2014

##### Sainsburys

4 recorded crimes (1 common assault, 3 theft from shop)

##### Foxhall

FE/14/93 Theft Overnight on the 14<sup>th</sup> January from a public house on the Felixstowe Road a quantity of used cooking oil was stolen. This investigation is still ongoing.

##### Brightwell

No crimes.

##### Purdis

FE/14/179 – Tampering – Overnight on the 30<sup>th</sup> January an insecure vehicle was entered in Pine Drive. Nothing appears to have been stolen and there are no further leads on this crime.

#### Community Speed Watch

PC Smith reported that a meeting had recently been held with local parishes concerning this initiative. Unfortunately the Parish Council's representative Cllr Batham did not attend. It was agreed that the Clerk should forward Cllr Batham's details to PC Smith to enable him to contact her.

**Action: Clerk**

**The meeting was re-convened.**

#### **22.14 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.

#### Car Racing/Drifting Orwell Truck Stop

An email has been received from Nigel Hebden Planning Officer Suffolk Coastal District Council via Cllr Falconer as follows:

"I can confirm that the Council has received a number of complaints from local residents about this activity. Officers have been on site and the following notices have been served on the owner/operator of the Orwell Crossing site:

- A Planning Contravention Notice (PCN) which requires the owner to respond and confirm what activities are being carried out on the site as well as other information.
- A Temporary Stop Notice (TCN) which requires the owner to cease allowing the site to be used for the "drifting" activity for a period of 28 days.

Once we have a response to the PCN we will consider whether or not it is appropriate to serve an enforcement notice and if so what the enforcement notice will cover in respect of unauthorised development."

#### Jubilee Tree and Plaque

The Jubilee Tree and Plaque will be placed in position within the next month.

#### Local Audit and Accountability Act 2014

This LAIS provides an overview of the Local Audit and Accountability Act 2014 which received Royal assent on 30 January 2014. The Act contains important matters affecting not only local council external audit arrangements but also their information provision and meetings. Councils will be concerned to understand the changes being introduced and to avoid the costs and reputational risks that can arise for failures in relation to audits and accounts and allegations of lack of transparency and accountability. ***Although this LAIS contains important information, most of the matters contained in the Act require further implementing measures.***

It is anticipated that the National Association of Local Councils will provide detailed information on the financial matters and will be contributing to a revised Joint Practitioners Advisory Group guidance for local councils which will explain the arrangements and requirements underpinning audit and accountability requirements for local councils in order to safeguard public money. So, whilst local councils will be interested in the framework set up under the Act, they will be keen to see detailed regulation and guidance about how, for example, new localised external audit arrangements and their links to audit panels will work in practice. Your local Association will be supporting you with information about implementing the new regime and the underpinning guidance and regulatory framework as soon as it becomes available. Regulations made under the Act might modify the way in which the Act is applied to smaller authorities (most local councils). It is unlikely that new external audit arrangements will apply for 2014-15.

The Act applies to other local authorities and public service bodies but this LAIS only covers matters relating to local councils.

The main points affecting local councils in the Act are:

- 1) External audit arrangements for the future. Date of implementation to be determined by the Secretary of State.
- 2) A statutory Transparency Code applying to local councils will be published, requiring even smaller councils to publish certain information (currently only larger councils have to publish expenditure over £500). Date of implementation to be determined by the Secretary of State.

- 3) A statutory Code on Local Authority Publicity which will relate to local council newsletters and other publicity. This provision comes into effect 2 months from 30 January 2014 but councils will be waiting for an implementing direction and detail from the Secretary of State.
- 4) Filming and use of social media at council meetings will be permitted. This provision comes into effect 2 months from 30 January 2014 but councils will be waiting for the implementing regulations and legislative amendments to emerge from Government.
- 5) New regulations will be introduced covering parish polls. Date of implementation to be determined by the Secretary of State.
- 6) Changes are being made to take account of levies (but hopefully not local council precepts which have a separate referendum framework which the Secretary of State may invoke) for the purpose of determining whether council tax is 'excessive' for council tax referendums. In force from 30 January 2014.

Unless otherwise stated in the LAIS, the date that the provision comes into force is to be determined by the Secretary of State.

The question of whether councils can now move away from using two cheque signatories for payments, if they wish, has been taken through separate parliamentary processes. Although many councils do use alternative methods of payments, these will not be formal legal methods of payment until required safeguards for councils using alternative methods are published in guidance which it is anticipated will be within the next few months.

#### Precept Referendums – Notification Received from SALC

The following announcement has been provided from the National Association of Local Councils.

"The Government has not extended referendum principles to parish councils.

The key element of today's written ministerial statement by Local Government Minister Brandon Lewis MP on the final local government finance settlement 2014/2015 is below:

"We have not determined principles for local precepting authorities in 2014 to 2015, but we are putting on notice that we are prepared if necessary to apply the referendum thresholds to larger town and parish councils from 2015 to 2016 onwards to provide protection for local taxpayers and extend the principle of direct democracy."

The statement also reiterates the Minister's expectation council tax support funding is passed on to parish councils:

"We have also set out previously that there is some £3.3 billion in the settlement this year for Council Tax support schemes. There is an element within this national pot that is there specifically to reflect reductions in the parish tax base. We have not separately identified the money because it is not ring-fenced and as caseloads change and schemes evolve, the amount that different parishes need will change. It would be wrong to try to manage that centrally. But we have been clear that we expect billing authorities to carry on passing on support to town councils and parishes to help mitigate any reduction in their tax base due to the local Council Tax support scheme."

You can read the statement in full at: <https://www.gov.uk/government/speeches/final-local-government-finance-settlement-2014-to-2015>"

Grit Bin Kennels Road

I have received notification from Malcolm King Suffolk County Council Highways that he has approved the licence for the grit bin to be placed in Kennels Road has been approved. Highways have given approval for the bin to be placed at the top of Kennels Road for ease of spreading.

### Community Enabling Fund

Suffolk Coastal has set up a new fund called the Community Enabling Budget and is giving each Ward Member £4,000 per annum to spend directly on NEW projects or community groups in the Nacton Ward.

This money is about helping and encouraging communities to organise and take responsibility for dealing with issues in parishes.

Parishes know what their needs are and how to come up with practical long-term solutions and by supporting them the community spirit can be continued.

The money is designed to be spent on projects that are consistent with the Council's Business Plan and Localism Strategy. **The money cannot be used to support existing services but it aimed at stimulating new community activity.**

<http://www.suffolkcoastal.gov.uk/yourcouncil/enablingcommunities/communitybudgets/>.

Cllr O'Brien is asking that the Parish Council contact her as soon as possible but has divided her allocation between parishes; £450 2013/2014 and £900 2014/2015.

Cllr Falconer is asking that the Parish Council contact her as soon as possible if there is a **new** project need for funding in the parish either by the Parish Council or an organisation in the village. It is possible that her allocation of £2,000 for this year (2013/2014) will not be divided evenly between the 10 villages as she is aware that certain areas in the Ward have an urgent need for funding. This does not mean other Parishes will be forgotten as of next year (2014/2015) she will have £6,000 to distribute. She has already received one request as a resulting of a group approaching SCDC which has been directed to her.

### **23.14 Planning**

#### Applications for Consideration

DC/14/0055/FUL – 135 Bucklesham Road, Purdis Farm – Proposed demolition of existing garage. Erection of new detached garage/store with office over. New driveway/parking area and erection of walls/railings/gates. PC Comments: No objection.

#### General

The Clerk reported that the Parish Council had not been notified officially by SCDC of the decision concerning Caris House. It was agreed that the Clerk should write to Philip Ridley Head of Planning and Coastal Management. **Action: Clerk**

### **24.14 Community Enabling Fund 2013/2014 and 2014/2015**



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#### **25.14 Parish Plan Distribution / Parish Councillor Recruitment**

##### Parish Plan Distribution

Following discussion Cllr Warham proposed, seconded Cllr Day that the Clerk should organise the distribution of the Parish Plan prior to the parish councillor recruitment information being distributed – all in favour.

##### Parish Councillor Recruitment

Cllr Wells distributed a draft layout. Following discussion it was felt that the layout was too long and did not provide details of what the Parish Council achieves and the reason why somebody should become a councillor. Cllr Day felt that the advert should be a professional lay out and should be produced as an A4 two page colour document in the form of a newsletter and should include what the Parish Council has achieved in the past. The Clerk reported that she had a layout which had been used by other Parish Councils and it was agreed that this should be passed to Cllr Day. It was agreed that Cllr Day should approach Sea Shell Communications for an estimated cost of producing the document. **Action: Clerk / Cllr Day**

#### **26.14 Paws on Patrol / Dogs Trust Free Micro Chipping**

PC Smith reported that he had been discussing with the Clerk the proposed Paws on Patrol initiative which had discussed at previous Parish Council Meetings. Discussions took place on various dates / venues and it was agreed that the Clerk should approach SCDC requesting permission to use the piece of open space land on Murrills Road. PC Smith reported that it was proving difficult to agree

dates with the Dogs Trust and it was agreed that the Clerk should approach local vets to see whether they may be prepared to offer the service. A provisional date of Saturday, 3<sup>rd</sup> May 2014 has been suggested. **Action: Clerk / PC Smith / PCSO Bown**

#### **27.14 Communication with SCDC and SCC**

Please refer to Minute No 23.14 Planning.

#### **28.14 Locality Budget 2013/2014**

Cllr Watts reported that he had researched the design of the seat and recommended that the two seats to be purchased should be the same design and materials as the Brightwell Seat ie Phoenix deign without arms in recycled materials. Cllr Lawrence agreed to provide the Clerk with a map of the suggested location of the seats to enable her to apply for a licence to site the seats. It was agreed that Cllr Wells should approach John Booth regarding the storage of the seats. **Action: Clerk / Cllr Lawrence / Cllr Wells**

#### **29.14 Finance**

##### Income

Locality Budget 2013/2014	£1,902.17
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##### Expenditure

A J Buggs (Salary and Expenses January 2014)	£262.67
Suffolk Preservation Society (Membership)	£25.00

Cllr Warham proposed, seconded Cllr Wells that the above expenditure is approved – agreed.

**Action: Clerk**

#### **30.14 Correspondence**

- a. The Clerk reported that she had received a request from Suffolk Preservation Society to continue with the Parish Council’s membership. Cllr Lawrence proposed, seconded Cllr Warham that the membership should be continued – all in favour. The Clerk was requested to send a letter to Suffolk Preservation Society asking whether the Parish Council could have a list or map of history sites in the three parishes. **Action: Clerk**

#### **31.14 Meetings attended by councillors / clerk**

- a. Cllr Newell gave a verbal report on the Waldringfield Quarry Meeting she had recently attended. Cllr Newell reported that although the definition of the footpath was being started and there would be a band either side of the footpath, it is not designated as a bridleway. It was agreed that the Clerk should contact the Waldringfield Parish Council Clerk asking Waldringfield Parish Council would be making a formal application for the re-designation of the path to a bridleway. **Action: Clerk**

#### **32.14 Members questions to the Chairman**

- a. Cllr Newell reported a tree needed attention which is situated on the Foxhall Road near the Nuffield Hospital entrance on the left hand side going towards Ipswich. **Action: Clerk**

- b. Cllr Day reported that generally there are no plans in place to install Open Reach fibre cabling in the area as originally thought, however, if residents ask, it is believed that there are some plans to install in some areas.
- c. Cllr Day reported that residents are very concerned that they have not been consulted regarding the waste disposal unit which is being planned for Ransomes Europark. **Action: Clerk**
- d. Cllr Day reported that concerns are being raised regarding the car racing / drifting at the Truck Stop on the A14. The Clerk reported that Nigel Hebden Planning Officer SCDC are investigating this issue. **Action: Clerk**
- e. Cllr Day reported that the verges on the Felixstowe Road (A1156) are being eroded by vehicles. It was agreed that Cllr Day would report this issue to Suffolk County Council Highways Department. **Action: Cllr Day**
- f. Cllr Warham reported that owing to the fact that the signs for Bucklesham Care Home do not adequately indicate the turning, vehicles are going into private driveway. Cllr Warham said that although the care home is prepared to finance the erection of further signage she understands that their application has been refused by Suffolk Coastal District Council. It was agreed that the Parish Council would be prepared to support any application. **Action: Clerk**

**33.14 Date of next meeting**

The next meeting will be held at 7.30 pm on Wednesday, 12<sup>th</sup> March 2014

**The Chairman closed the meeting at 9.06 pm.**

Signed ..... Date.....

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