

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

### **Minutes**

Of the Parish Council Meeting held at Trinity Park at 7.30 pm on Wednesday, 10<sup>th</sup> September 2014

#### **Present**

Cllr E Warham – Chairman  
Cllr G Watts  
Cllr A Day  
Cllr B Newell  
Cllr A Wells  
Cllr J Batham  
Mrs A J Buggs – Clerk

#### **111.14 Apologies for absence**

Apologies for absence were received from Cllr B Davies, Cllr E Lawrence, Cllr V Falconer – Suffolk Coastal District Council, Cllr P O'Brien – Suffolk County Council / Suffolk Coastal District Council, Pc Paul Smith and PCSO Stephen Baddeley

#### **112.13 Resignation of Cllr Yvonne Chartier**

The Clerk reported that she had received a communication from Cllr Yvonne Chartier tendering her resignation to the Parish Council. **Action: Clerk**

#### **113.14 Declaration of interest**

None

#### **114.14 Minutes**

The minutes of the Parish Council Meeting of the 9<sup>th</sup> July 2014 were approved as being a true record.

#### **115.14 Matters arising from the minutes**

##### **Page 7 Minute 109.14b Installation of Purdis Farm Seats**

Cllr Wells reported that he had met with Cllr Watts and agreed the location and he would be meeting with Mr Smith over the next few days to discussing installation. **Action: Cllr Wells / Clerk**

##### **Page 1 Minute 9.14 Minutes**

Cllr Batham reported that some houses in Purdis Farm had been identified as having defects with regard to Building Regulations. One such house identified was a property in a two storey terraced house with rooms in the attic and faced externally with boarding. The wall separating these properties was found not to comply with Building Regulations on fire safety.

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

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

A public consultation seeking people's views on where to create three official Gypsy and Traveller stopping sites in Suffolk has been stopped.

The consultation, launched earlier in August by all the Public Sector leaders, identified seven potential sites - with the aim of selecting three in the areas where unauthorised encampments usually occur. However, early feedback from councillors and residents demonstrated that the sites were not suitable and that the consultation period rushed. The council leaders have halted the current process to enable reconsideration. Thus, the seven sites previously identified have therefore been dropped and a fresh list of sites, provided by landowners, will be worked on prior to public consultation. No timescales have been set for when a new consultation will be launched.

Children in school-years 7 and 8 are being offered flu vaccinations as part of a county-wide pilot scheme aimed at reducing the spread of illness this winter. The vaccine will take the form of a simple nasal spray. Side effects are uncommon. This follows on from a series of pilot vaccination programmes that were successfully carried out in primary schools last year around the country. Letters and information leaflets have been sent to parents explaining the programme in detail.

A £1.5million campaign aimed at doubling the number of apprenticeships in Suffolk and creating thousands of new jobs and training opportunities for young people has been launched. SCC and the New Anglia Local Enterprise Partnership are leading the programme, and are calling on employers to help create the new apprenticeships that will secure the aimed-for 5,000 new opportunities by 2019. Increasing the number of apprenticeships will play a vital part in tackling the skills shortage in Suffolk.

SCC's fostering and adoption teams have joined forces, launching a campaign, to enable better provision for looked after children. SCC is introducing a new single point of contact to provide a more streamlined service. The team can be called directly on 01473 264800, or email: [fosterandadopt@suffolk.gov.uk](mailto:fosterandadopt@suffolk.gov.uk). From Monday 8<sup>th</sup> September, prospective carers will be able to find further information on the fostering and adoption team's new website: [www.dreams.suffolk.gov.uk](http://www.dreams.suffolk.gov.uk).

SCC is adopting national changes to the way in which children and young people with special educational needs and disabilities are assessed. The Special Educational Needs and Disabilities (SEND) reforms come into effect with an aim to improve the way services support children and young people with SEND. The new reforms will ensure that services across education, health and social care will work together to provide an integrated response to need. The new arrangements will support children and young people from birth to the age of 25. Early identification for SEND support is vital. The aim is to give families far more control and choice over this provision.

- Cllr Falconer – Suffolk Coastal District Council – written report

#### SCDC Accommodation Move

We had hoped to hear of the eventual decision in July but this has again been postponed – we now should hear at the Full Council Meeting at the end of September.

#### Gypsies and Travellers

I came back from a week's break (first for about a year) to the latest 'HOT' news on the above. I and my fellow colleagues were never consulted re possible sites in our Wards nor were the Parish Councils. I attended a meeting at Endeavour House only a couple of hours after SCC decided to halt

the Consultation. Hardly anyone came but the Short Stay Briefing Event held instead, was useful in that the few of us there aired our views and put forward views on how it could have been, and in future, better handled. I will leave your Chairman to expand further.

#### Community Enabling Fund

In the year 2013/2014 I allocated approximately £3,600 out of my allocation of £4,000 and recently presented a Plaque and Certificate to one of the organisations that benefited from the grant.

Another Community Project (Waldringfield Flood Defence Group) which benefitted from my allocation has also received much praise from our Local MP, Defra, the EA and officers of Suffolk Coastal for their example of a Community Group taking action and seeking funding. They sought additional funding and received £633,470 from the Coastal Community Fund, £90,000 from a Repair and Renew Grant, £5,290 from a Business Support Scheme and a possible further £10,000 from Suffolk Coastal's Capital Grant Programme will hopefully be forthcoming. The money is for building flood defences – a counter wall. Homes, businesses and farms in Waldringfield were badly affected in early December last year.

I hope this year to help with allocating a sum of money towards Levington's River Wall – a vital tourist asset to Suffolk Coastal.

- Suffolk Police – PC Paul Smith – written report

#### Period 31<sup>st</sup> July 2014 – 28<sup>th</sup> August 2014

| <b>Parish</b>                  | <b>No of Crimes Recorded</b> | <b>Same Month Last Year</b> |
|--------------------------------|------------------------------|-----------------------------|
| Brightwell                     | 0                            | 2                           |
| Bucklesham                     | 1                            | 3                           |
| Foxhall                        | 0                            | 1                           |
| Levington                      | 1                            | 2                           |
| Nacton                         | 10                           | 6                           |
| Newbourne                      | 0                            | 1                           |
| Purdis Farm                    | 13                           | 7                           |
| Waldringfield                  | 0                            | 0                           |
| <b>Total Crimes This Month</b> | <b>25</b>                    | <b>22</b>                   |

This month's recorded crime was 25. The level of recorded crime for the same period in 2013 was slightly lower 22.

Brightwell, Foxhall, Newbourne and Waldringfield are all crime free this month.

Bucklesham had just 1 recorded crime this month, a person was charged with Possession of a Class B Drug.

Levington also recorded 1 crime this month. Officers investigated a report of Burglary Other Building, whereby a boat moored just up the river from the marina was entered during a 4 week period and various items taken.

Nacton's reported crime increased again this month to 10. There were 3 reports of Theft from a motor vehicle, 2 relate to Lorries parked on the A14 overnight having goods removed from their trailers and the 3<sup>rd</sup> was an insecure car parked in a public car park that had a handbag removed from

inside. Whilst at a charity event a wallet was taken from a jacket pocket by persons unknown, and all the garden furniture from a local pub was taken overnight. 2 bicycles secured to a bike rack in a country park were taken along with the chains securing them. A property left insecure was entered and items of jewellery taken, house to house enquiries were conducted and a media release issued but there are no further lines of enquiry to pursue. A shed on a golf course was entered but nothing taken, 1 person was charged with driving whilst under the influence of drink/drugs and 1 person was charged with possession with intent to supply Cannabis.

Purdis Farm recorded 13 crimes, 7 relate to Sainsbury's, also this month officers investigated a report of Criminal Damage to a vehicle, whereby 2 times in a 6 week period the front tyres of a car parked overnight in a residential road have been damaged. An insecure car left on a driveway was entered and a Sat Nav taken and an open garage was entered and a set of ladders removed, both victims have been given crime prevention advice. 1 person received a Community Resolution for assault and 1 person is currently on police bail for harassment.

A view of crime maps and data can now be found on the Internet.

Felixstowe & District Safe Neighbourhood Team will be holding a priority setting meeting at Kirton & Falkenham Recreation Ground Pavilion on Monday, 29<sup>th</sup> September from 6 pm.

**The meeting was re-convened.**

#### **116.14 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.

#### Jayne Cole – New Service

Jayne Cole, who was previously working for SALC, has set up independently and with partners to compliment the services on offer.

“As a guide, below are what we are offering and the services that will be expanding with the business:

Unlimited advice service, open 9 -5 via telephone Mon - Fri and email ( I am also adding a mobile number later this week) Access to a repository of documents and help packs, for example new councillor pack, plain English topic notes, standing orders etc, many of these are ready to go up on the site, with many more to follow. I will also host events every couple of months in various locations, along the lines of drop in clinics and networking. I am as ever happy to meet councils in person for the cost of the mileage or am happy to meet here. The advice service is backed up by Marshall Hatchick Solicitors, who will provide a free legal opinion and if requested follow on work.

I will be offering an internal audit service and help with neighbourhood, parish & emergency plans etc, a quarterly publication will be produced and provided as part of the subscription via download. There will also be free access to topic notes, new councillor welcome packs, election packs etc, I have many ready for upload and others on the way.

I am in talks to provide access to reduced cost insurance for councils, parish meetings and also access to specialised software (GIS Mapping, accounts, cemetery management, allotment management), also playground inspections etc. I hope to have a directory of suppliers

offering benefits for LCPAS subscribers by the end of this year. As they become available I will let you know.”

### SALC -Deregulation Bill

This LAIS provides information about the Deregulation Bill which contains a wide range of matters affecting communities. Those issues that have a particular direct impact on local councils are highlighted within the details provided below. However, councils will have their own perspective on what is significant in the Bill for their communities and, accordingly, an indication of the wider content is included. Only a direct reading of the 214 pages of the Bill and the associated legislation provides a complete picture of the exact content but this LAIS provides helpful indicative information of what is to come.

It is anticipated that local councils will be particularly interested in:

- Clause 14 which governs pre 1 September 1995 agricultural tenancies
- Clauses 21 to 27 which cover rights of way
- Clause 38 which covers changes to parking controls
- Clauses 52 to 54 and 56 to 57 which are about licensing arrangements including for community events
- Clause 58 which reduces licensing controls for showing films in community premises
- Clause 75 which removes the requirement for sustainable community energy strategies and associated consultation
- Clause 78 which removes consultation requirements for best value authorities

Local councils will wish to be aware that the House of Lords will be examining the Bill line by line in the Committee Stage. Anyone wishing to make comments to their Committee will need to monitor the [www.parliament.uk](http://www.parliament.uk) website for Committee dates. The link is <http://services.parliament.uk/bills/2014-15/deregulation.html>

### Emailed received from SCDC regarding the Individual Electoral Registration (IER)

Individual Electoral Registration (IER), recently introduced in England and Wales, means that every individual is now responsible for their own registration instead of doing it by household.

This is the biggest change to how people register to vote in almost a hundred years but most people on the current register will be transferred automatically to the IER register without having to do anything.

The Government is introducing IER to make registering to vote safer and more convenient.

### **I'm registered to vote in Suffolk Coastal - what do I need to do?**

In early August you will receive a letter from Suffolk Coastal District Council (SCDC) letting you know that either:

- Your details have been confirmed and successfully transferred to the IER register and you do not need to do anything further, **or**
- You need to provide us with additional information in order to be registered under IER and you will be sent an Invitation to Register Form.

### **I'm moving house or moving to the Suffolk Coastal district**

New applications to register to vote will have to be made individually. With IER, for the first time, you will be able to register online - this is the simplest and quickest way to register.

You will be able to register online at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote). You will need to provide your National Insurance Number and date of birth. Remember that each person over 18 in the household will need to apply individually.

You can also apply on a paper form which we will send to you pre-filled with the information we already know - just call us on **01394 444685** or email [elections.scdc@eastsuffolk.gov.uk](mailto:elections.scdc@eastsuffolk.gov.uk).

### **Can I still use my postal or proxy vote?**

If you already have a postal or proxy vote and we write to tell you that your details have been confirmed and successfully transferred to the IER register, you can continue to vote by post or proxy and do not need to do anything further.

If we write to you because we need additional information in order for you to be registered under IER, you will lose the ability to vote by post or proxy until that information is provided and you are successfully registered under IER.

If you do not provide additional information when asked to do so, you will be carried forward to the new electoral register but will lose the ability to vote by post or proxy.

Electoral Registration Team, Suffolk Coastal District Council, Melton Hill, Woodbridge, Suffolk IP12 1AU. Telephone: 01394 444685 Email: [Elections.scdc@eastsuffolk.gov.uk](mailto:Elections.scdc@eastsuffolk.gov.uk)

### **Traveller Sites**

On the 22<sup>nd</sup> August Suffolk County Council announced that the consultation on proposed potential Gypsy and Traveller short stay stopping sites had commenced and the following notification was received.

“A consultation has gone live this week regarding proposed potential Gypsy and Traveller short stay stopping sites.

We are making you aware that there are proposed potential sites in your neighbouring Parishes.

Below are the details of the Short Stay Stopping Sites Consultation:

To help solve the issue of unauthorised Gypsy and Traveller encampments in the county, Suffolk's public sector leaders are of the view that there is a need for short stay stopping sites in Suffolk for Gypsies and Travellers.

Short stay stopping sites are permanent sites intended for temporary use by Gypsies and Travellers. The length of stay generally varies between 28 days and three months. The sites are not intended to be used as a permanent base. Currently there are no short stay sites in Suffolk.

Based on an evaluation of unauthorised encampments in 2007-2013, the Suffolk Gypsy and Traveller Needs Assessment (required under the National Planning Policy framework) has identified that there is a need for three short stay stopping sites in Suffolk.

Using selection criteria, seven potential short stay stopping sites have now been identified. The locations of the proposed potential short stay stopping sites are listed below and maps are attached.

#### **Mid Suffolk and Babergh**

- Layby off A143 opposite Shepherds Lane, Wortham
- A140 junction with Castleton Way, Yaxley

#### **Ipswich and Suffolk Coastal**

- Land between Candlet Road and Treetops, Felixstowe
- Layby on Felixstowe Road, Levington, south of junction with Bridge Road
- Former Little Chef site, off A14 by the Orwell Bridge

#### **Forest Heath and St Edmundsbury**

- Former Little Chef Site, Kentford, between Bury Road and A14
- Former Chippings Dump, Upthorpe Road, Stanton

Each proposed short stay stopping site would have the capacity for eight pitches. Wherever possible, each pitch would be sufficient to accommodate two touring caravans and two parking spaces. We estimate that 0.2 hectares are required to deliver an eight pitch site.

The proposed sites would include temporary facilities such as toilets and waste collection, as and when the sites are in use. A water standpipe would be standard. These services would be chargeable as part of the weekly rent. Based on the information gathered, we believe that offering a 12 week license for staying on a site would be sufficient to cover the needs of Gypsy and Travellers passing through the county.

On Wednesday 20 August, we launched a six week public consultation to gain views on the proposals. As part of the consultation, public drop-in consultation sessions will be taking place between 2-8pm, on:

- Monday 8 September 2014 – Mid Suffolk Council Chamber, Needham Market
- Tuesday 9 September 2014 - Bucklesham Village Hall
- Wednesday 10 September 2014 - Stanton Village Hall
- Thursday 11 September 2014 - Eye Town Hall
- Friday 12 September 2014 - Millennium Centre, Red Lodge
- Monday 15 September 2014 – Elizabeth Suite, Orwell Hotel, Felixstowe (New event)
- Thursday 18 September 2014 – Council Chamber, Town Hall, Felixstowe.

Further details about the consultation are available at: [www.suffolk.gov.uk/consultations](http://www.suffolk.gov.uk/consultations)."

However on the 27<sup>th</sup> August we were informed that the consultation had been halted until further notice.

Openness of Local Government Bodies Regulations 2014

The Openness of Local Government Bodies Regulations 2014 were enacted on 5<sup>th</sup> August and came into force today (6<sup>th</sup> August). These allow for the filming and recording of Council meetings (and other specified public bodies) and provide for access to records (e.g. of decisions made by officers).

We have requested that national guidance be issued for councils but to date this has not been forthcoming. We will continue to press for this and will circulate guidance as soon as possible to assist local councils. This will include suggested wording for an amendment to model standing orders.

The below link is to the final version of ***A guide for the press and public on attending and reporting meetings of local government***, prepared by the Department for Communities & Local Government. Although aimed at the public and press, it will be of some use to councils use in the absence of specific advice.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/341312/140805\\_Openness\\_Guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/341312/140805_Openness_Guide.pdf)

#### **117.14 Planning**

CLlr Newell stated she was concerned about the distribution of planning documents and how best they could be circulated between members of the Planning Committee. Following discussion it was agreed that the last councillor to receive the documents should be CLlr Watts who would formulate the reply and email to the Clerk in a timely manner to meet the SCDC deadline. **Action: All Councillors / Clerk**

CLlr Watts reported that the application DC/14/1227/FUL Land Rear of Caris House and Brook House Purdis Farm Lane Purdis Farm for which planning permission had previously been refused had gone to appeal. The Parish Council had sent a letter to the Planning Directorate confirming that they object to the proposal as per their previous objections.

#### Planning Applications Considered by the Parish Council

DC/14/2712/FUL 2 Woodrush Road Purdis Farm

Parish Council comments: No objection

DC/14/2196/FUL Land North of S & D Piggeries between railway line and Felixstowe Road Purdis Farm

Parish Council comments:

The Parish Council object to the application on the following grounds.

The proposed scale and nature of this proposed development would be visually intrusive in this location contrary to the requirements of Policy SP29, DM21 and DM23 of the Local Plan and disagree that the revised submission addresses the local residents concern about residential amenity.

DC/14/2527/ARM Homebase Ltd Felixstowe Road Purdis Farm

Parish Council comments:

The Parish Council object to the vinyl window displays for road safety reasons.

Councillors expressed concern about the increasing level of advertising signs in the area. This is a very congested roundabout and the car parking spaces are of minimum size both demanding maximum concentrating. The vinyl window pictures on the west side are a distraction for drivers from the Ipswich direction and the single south windows display a distraction on the access roundabout to the site.

DC/14/2527 Part Front Garden 135 Bucklesham Road Purdis Farm

Parish Council comments:

The Parish Council does not object to the application. However, it would like to make the following comments.

The amount of parking available for each property and, combined with their location, appears to be inadequate for the size of the properties. Concern was expressed as to how the lack of parking would impact on the neighbours and Bucklesham Road.

#### **118.14 Locality Budget 2014/2015**

The Clerk stated that she had consulted Suffolk Coastal District Council regarding the installation of a rubber surface in the goal mouth of the children's play area in Murrills Road and had been advised by Sarah Shinnie who is the Active Communities Officer that it is normal practice to move or rotate the goal mouth. The Clerk reported that she had requested a quotation for the work from Simon Walker at Suffolk Coastal Services.

Cllr Newell put forward the suggestion that an "information board" be placed on the land adjacent to the Parish Council Notice Board Murrills Road Purdis Farm. The board could provide information on historical events and also wildlife. It was agreed that the Clerk should contact the Suffolk Wildlife Trust, who display similar notices in the county, asking whether they could offer any help with this initiative as regards content and cost. **Action: Clerk**

#### **119.14 To approve the revised Code of Conduct**

The Clerk reported that the revised Code of Conduct 2014 had been distributed to all councillors. She pointed out that councillors needed to be aware of Part 2 Description of categories of Local Non-Pecuniary Interests which states that "Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council" and record any local committees of which are they are members ie Community Council or Village Hall Committee. Cllr Warham proposed, seconded Cllr Newell that the revised Code of Conduct 2014 be adopted by the Parish Council. **Action: All Councillors / Clerk**

#### **120.14 Circulation of Documents**

Please refer to 117.14 above.

#### **121.14 Finance**

Income

None

Expenditure

|   |         |
|---|---------|
| Clerk's Salary and Expenses July 2014   | £242.00 |
| Clerk's Salary and Expenses August 2014 | £285.93 |

Cllr Warham proposed, seconded Cllr Watts that the above expenditure is approved – agreed.  
**Action: Clerk**

#### Audit

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

#### Recommendation 1

...It is recommended that a total of £56.30 should be written back into the Accounts as a deduction from Payments in the 2014/2015 year.

#### Recommendation 2

The Council should confirm with the Information Commissioner's Office whether it is necessary for the Council to be registered with the Commission as a Data Controller. Following discussion it was agreed that the Parish Council did not consider that they held any data which warranted them to be registered as a Data Controller.

Cllr Warham proposed, seconded Cllr Watts that the Internal Auditor's Report should be accepted – all in favour. **Action: Clerk**

#### **122.14 Correspondence**

- a. The Clerk reported that SALC are holding a Suffolk Parish Council Recruitment Briefing Session on Thursday, 27<sup>th</sup> November 2014 from 10.00 to 12.00 at Claydon. It was agreed that the Clerk should book one place for a councillor to attend. **Action: Clerk**

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

None

#### **124.14 Members questions to the Chairman**

- a. Cllr Day stated whether action could be taken concerning the removal by BT of the disused telephone box on the Felixstowe Road adjacent to Hampstead House. **Action: Clerk**
- b. Cllr Day reported he had a number of copies of the 'full' Parish Plan and asked who needed to receive copies. It was agreed that the Clerk should contact Community Action Suffolk previously Suffolk Acre. **Action: Clerk**
- c. Cllr Day reported that car transporters are parking on the carriageway outside John Banks Felixstowe Road to load and unload vehicles which is causing obstructions. It was agreed that the Clerk should contact Pc Paul Smith asking him to investigate. **Action: Clerk**
- d. Cllr Newell reported that the complaint from a resident who lives at Lodge Farm Cottage regarding flooding problems in Purdis Farm was still outstanding. The Clerk had previously

contacted Suffolk County Council Highways who had agreed to complete the work as a matter of urgency. **Action: Clerk**

- e. Cllr Warham asked whether the Locality Budget could be used for “no fly tipping” notices to be placed along Monument Farm Lane and Kennels Road. **Action: Clerk**
- f. Cllr Batham reported about the number of advertising notices adjacent to Toad Hall and Sainsburys. It was agreed that the Clerk should contact the Planning Department regarding the legality of the signage. **Action: Clerk**

**125.14 Date of next meeting**

Wednesday, 1<sup>st</sup> October 2014

**The Chairman closed the meeting at 21.11 pm.**

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

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