

BRIGHTWELL, FOXHALL & PURDIS FARM GROUP PARISH COUNCIL

Minutes

Of the Annual Parish Council Meeting held at Trinity Park at 7.30 pm on Wednesday, 4th May 2016

Present

Cllr E Warham – Chairman
Cllr B Newell
Cllr G Watts
Cllr A Day
Cllr A Wells
Cllr M Briggs
Cllr A Finch
Cllr N Yeo – Suffolk Coastal District Council
Cllr P O'brien – Suffolk County Council
Mrs Angie Buggs – Clerk

48.16 Election of Chairman and Vice Chairman

Cllr Warham asked for nominations for the office of Chairman of the Parish Council. Cllr Briggs proposed that Cllr Warham be elected as Chairman, seconded Cllr Watts – all in favour. As there were no other nominations, Cllr Warham was duly elected. Cllr Warham signed her Acceptance of Office form, countersigned by Mrs A J Buggs Clerk.

Due to Cllr Lawrence's absence from the meeting it was agreed to defer the election of Vice Chairman until the next meeting. **Action: Clerk**

49.16 Apologies for absence

Apologies for absence were received from Cllr E Lawrence.

50.16 Declaration of interest

Cllr Finch and Cllr Day declared an interest in Item 14 Planning of the agenda.

51.16 Minutes

The minutes of the Parish Council Meeting 13th April 2016 were approved as being a true record.

52.16 Matters arising from the minutes

44.16 Correspondence

It was agreed that the Clerk should send details regarding the bus shelters to Cllr Patricia O'brien to enable her to discuss with Suffolk County Council. **Action: Clerk / Cllr Patricia O'brien Suffolk County Council**

53.16 To elect a Chairman and Members of the Planning Committee

Cllr Wells proposed, seconded Cllr Warham that the Planning Committee should consist of Cllrs Warham, Day, Wells, Newell, Lawrence, Briggs, Watts and Finch – all in favour.

Cllr Wells proposed, seconded Cllr Warham that Cllr Watts should be appointed as Chairman of the Planning Committee – all in favour.

54.16 To appoint a Police Liaison member

Following discussion Cllr Watts proposed, seconded Cllr Briggs that Cllr Lawrence, Warham and Finch share the responsibility of attending the Police Liaison Meetings – all in favour.

The meeting was adjourned to receive reports from:

Cllr P O'brien – Suffolk County Council – written report

The main thrust of my report for this year is about change. We are witnessing change in so many aspects of our daily life and it will be no surprise that public services are in the midst of huge modification.

I have been reporting on the savings that have to be made, because of government grant reduction, and SCC has saved £170ml. since 11/12. However, further savings of £80ml. are required over the next 2 years. These, inevitably, will require reductions in the way we do and manage our services and tough decisions will have to be taken. An example of which is the reduction in the Fire Service. For some time police and the fire service has been collaborating. Six fire stations are shared with the POLICE and have been of great benefit to both. Further efficiencies have to be made and reductions in engines and crews are being proposed in the Integrated Risk Management Plan. A consultation, which finished on 22nd February, will be assessed and a decision made at the May Cabinet.

Partnership and close working between public services are beginning to take hold. The sooner bodies understand that cutting duplication and amalgamating can vastly improve services and save money, cannot come soon enough!

Trading Standards have had a successful year in foiling the selling and manufacturing of counterfeit goods. However, more and more counterfeit goods are reaching the public on line and Trading Standards advise the public to “make sure the website begins with” https”.

Children’s Services have had a Good report from Ofsted which states that much of the work that the council has done, in looking after vulnerable children, has been exemplary, especially in the area of safeguarding.

Education

Progress has been made in driving up standards but there is still some way to go. The increase in Academies means that the local authority will have less involvement in education.

One of the very good examples of partnership working is done by the Multi Agency Safeguarding Hub which brings together police, health, social care services for both children and adults. I recently visited their headquarters, at Landmark House, and was impressed by the collaboration and efficiency that is happening.

I chair the Police & Crime Panel that both challenges and supports the Police & Crime Commissioner. At our last meeting, 17th March, we focused on solving crime, one of the PCCs objectives and the ways in which crime, like so much, is changing. Cybercrime has become a huge issue and it was interesting to see data that showed that the age group most targeted is the 55-70. When asked why, the PCC replied that they had the most funds! The under 20's hardly registered. Child sexual exploitation, along with domestic abuse, is priorities and has come very much to the fore in the light of the Jimmy Saville case.

The government grant to the police was more than anticipated and has enabled 30 more police officers and PCSOs to be recruited.

Voting for the Police & Crime Commissioner takes place on May 8th.

The subject of devolution is one that is publicised a great deal but it is unclear whether the coming together of Suffolk, Norfolk and Cambridgeshire will happen. Devolution would mean that a mayor would preside over a committee of representatives from the region; they would have control over planning and transport and promote the region. Cambridge city is not keen and Cambridgeshire is lukewarm. Watch this space!

Locality Once again I have spent all my locality allowance, £12,000, amongst my parishes on projects such as: 5 flashing 30mph signs; notice board; window for school hall, electrical work on village hall; cycle racks; lighting for car park; flood sign; bowls club uniform; repair to war memorial; replacement windows for sports pavilion; car park; parish plan printing costs; flood defence.

Cllr N Yeo – Suffolk Coastal District Council – written report

I apologise for the tardiness of this Report but for the last two weeks I have been out canvassing on behalf of Tim Passmore, the Conservative candidate for the Police and Crime Commissioner and also Craig Rivett in Wrentham who is standing as a Conservative candidate in the By-Election for Waveney District Council.

Voters go to the polls to elect the Police and Crime Commissioner for Suffolk tomorrow.

The Police and Crime Commissioner (PCC) oversees the running of local police forces, including appointing the Chief Constable, setting the local budget and deciding what the priorities should be for the police in their area.

Stephen Baker, the Chief Executive of Suffolk Coastal and Waveney District Councils, has once again been appointed as the Suffolk Police Area Returning Officer (PARO) for the PCC election.

The candidates for this year's elections are; Terence Carter for Green Party, Helen Korfanty for Liberal Democrats, Tim Passmore for the Conservative and Unionist Party, Cath Pickles for Labour and Simon Tobin for UK Independent Party.

There has been some confusion about the need to register once to take part in elections on 5 May and the EU referendum on 23 June – after a rumour went round that people had to register separately to take part in the EU referendum.

The deadline for registering for the elections on 5 May has now passed. So, if you are registered for that, there is no need to register again for the referendum.

You only need to register if you haven't already registered to vote, or your circumstances have changed (such as you have moved house). Then you must register by 7 June to vote in the EU referendum on 23 June.

There is more information and a list of elections taking place in your area on: www.aboutmyvote.co.uk

Devolution is still in the news and Suffolk's Leaders and Chief Executives have been meeting with our colleagues from Norfolk and Cambridgeshire to begin discussions on the detail which needs to be worked through before all councils vote on a proposed deal later in the year.

Ahead of any decisions being taken, we are all agreed that we must engage with communities and other key groups to make sure they both understand what is and isn't part of the proposed deal but also to hear what their views on it are.

I will keep you updated, as this engagement process develops, and a new website has been launched with the latest East Anglia Devolution information see: www.eastangliadevo.co.uk

The Suffolk Coastal Business & Community Awards are now open for nominations. There are thirteen awards designed to recognise the contributions, initiatives and successes of businesses, groups and individuals within the Suffolk Coastal District over the past 18 months.

People can enter the awards online at www.scbca.co.uk or request an entry form from Sarah Shinnie at Suffolk Coastal District Council on 01394 444652. The deadline for entries is 30th June, with the winners announced at a black tie dinner in September.

The Business and Community Awards give local people a unique opportunity to celebrate what is great about Suffolk Coastal and to recognise those people who hard work and dedication makes this such a fantastic place to live and work. We all know businesses, clubs and individuals who just go that extra mile to make a difference in the community. Now is your chance to say 'thank you' by ensuring their commitment is recognised by nominating them for an award on www.scbca.co.uk

Suffolk Waste Partnership has launched a new scheme to help people compost garden waste at home, by offering subsidised composting equipment for sale.

Working in partnership with the national composting experts at Getcomposting.com, the scheme helps residents reduce the amount of garden and food waste currently being disposed every year.

Suffolk currently throws around 50,000 tonnes of food and garden into their rubbish bins every year. This costs the Suffolk taxpayer over £3.5 million.

Residents can purchase subsidised composting bins by visiting www.getcomposting.com or by calling 0844 571 4444 quoting SUF16L.

Residents can also get further information from the SWP by visiting www.suffolkrecycling.org.uk or emailing mastercomposters@suffolk.gov.uk

Police – written report

[Parish Council Annual Crime Report](#)

Period 1st April 2015 – 31st March 2016

Parish	No. of crimes recorded
Brightwell	5
Bucklesham	19
Foxhall	11
Levington	13
Nacton	36
Newbourne	19
Purdis	166
Waldringfield	11
Kirton & Falkenham	21
Trimley St Martin	59
Trimley St Mary	77
Total Crime reported for the year	437

Please see the table above which gives the number of crimes recorded for each area. This is as accurate as I can make it from researching previous Parish Crime reports and the Crime Map data.

There were 166 offences recorded for Purdis Farm a large majority of which refer to incidents at Sainsburys and Homebase. Of the other offences it has been noted a number of outbuilding breaks, particularly a spate of insecure garages entered recently. There have also been a number of vehicles entered, again a majority of which were insecure.

There are no concerns raised for Brightwell with 5 recorded offences.

There are no concerns from the crime statistics for Foxhall. Of the 11 offences recorded I would reinforce being mindful of the security of outbuildings. Security advice attached below.

The meeting was re-convened.

55.16 Clerk's Report

The purpose of this report is to update members on outstanding issues, items received after the deadline for agenda items, correspondence and action taken by the Clerk.

Local Council Public Advisory Service!

Are you fed up with Dog Fouling? Want to know how to deal with Anti-Social Behaviour? Annoying Nuisance Parking? Then this course is for you!

Public Nuisance and Bylaws

This course covers various ways that public nuisance within our communities can be addressed:

Including:

Looking at the Anti-Social Behaviour, Crime and Policing Act 2014

How Public Spaces Protection Orders can be used to address certain types of nuisance

The kind of behaviour that can be addressed by an Order

The kind of Public Places that can be covered

Controlling dogs and dog fouling

Who can make an Order and how

Penalties, appeals and enforcement
Statutory Nuisance
We look at the Environmental Protection Act 1990
What constitutes a Statutory Nuisance
How they can be addressed and by which authority
The process of issuing an Abatement Notice
Appeals and Penalties
Litter, Fly Posting, Nuisance Parking
We also cover the process for applying Bye-Laws
Implementing Bye-Laws
The Model Bye-Law Sets
Determining whether a Bye-Law may be applied
Variations of wording
The role of Secretary of State CLG
Policing Bye-Laws

Cost per delegate - £25.00 – Hacheston Suffolk

Although Councillors could not attend on the date offered it was agreed that the Clerk should contact the Local Council Advisory Service asking whether they could offer a course at Trinity Park between 7.00 and 9.30 pm in the evening; date to be agreed. It was agreed that the Clerk should contact Bucklesham, Nacton, Levington and Stratton Hall to ask whether they would like to attend.

Action: Clerk

SALC - New Governance and Accountability Guide

In the midst of audit season, councils will be interested to know that new guidance, *Governance and Accountability for Smaller Authorities in England, A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements March 2016*, has been published. Councils will be aware that this is essential reference material for councillors, clerks, Responsible Finance Officers and any council staff who have a financial management role.

Councils should not be too concerned that the appearance of the Guide is late for application for the accounting practice and Annual Returns currently underway as it is optional whether to apply it for 2015-2016. Councils can still refer to the predecessor *Governance and Accountability (England) - Practitioners Guide 2014* for the 2015- 2016 accounts. It has apparently been published now as some councils wanted to choose to apply it to 2015-16.

The 2016 Guide will apply to the 2016-17 accounts from which time compliance with Sections 1, 2 and 3 will be mandatory. This is because these sections represent the proper accounting and governance practices ('proper practices') referred to in statute (see Accounts and Audit Regulations 2015 made under the Local Audit and Accountability Act 2014). These set the obligatory standards for financial and governance reporting for local councils and other smaller authorities.

It is important to appreciate that this Guide applies to all local councils. For this purpose, under s.6 of the 2014 Act, an authority is a 'smaller authority' if the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £6.5 million. This is different from the smaller authority definition for the Transparency Code which is for councils not exceeding a turnover of £25,000 (as provided for by section 5 of the 2014 Act).

Councils should note that Section 4 and 5 of the 2016 Guide are not 'proper practices'. Section 4 of the Guide sets out the non-statutory guidance relating to internal audit which authorities are

required to take into account. Section 5 of the Guide (not yet issued) will provide supporting information and practical examples to assist smaller authorities to manage their governance and financial affairs. As Section 5 is not mandatory, any councils deciding to follow the Guide for the 2015-16 accounts should not be concerned about the absence of this section.

County Associations will continue to make the 2014 Guide available to local councils throughout 2016. Councils should note that the 2016 Guide will have a short application period as a replacement 2017 version is expected for the 2017-18 accounts in due course.

The 2016 Guide has a significantly revised format to follow more closely the layout of the annual return. It aims to clarify what are the required proper practices that smaller authorities need to follow in completing their annual return. It has also been updated to reflect changes in legislation affecting smaller authorities. However, councils should note that assurances have been provided that 'the content is actually not greatly changed.'

56.16 VAS Signs

Cllr Finch presented the costing etc which he had discussed with Malcolm King Suffolk County Council Highways. Cllr Finch stated that one sign would cost £2,625.00 plus VAT. Additionally, a software recording system was available at an extra cost of £250.00 plus VAT. The cost of placing posts for erection of the sign at five locations is approximately £2,500.00 plus VAT unless suitable posts already exists on the highway. Cllr Finch stated that it is unlikely that permission would be given to install units measuring more than 30 miles per hour. Cllr Wells offered a vote of thanks to Cllr Finch for his work on this item. It was agreed that this item should be placed on the agenda for the next meeting. **Action: Clerk / Cllr Finch**

57.16 Bucklesham Road – Dog Walking Area

The Clerk reported that she had contacted the owners of the land but had not received any feedback. **Action: Clerk**

58.16 Graffiti

It was agreed that the Clerk should send an email to Cllr Lawrence asking him to contact Suffolk County Council Highways Department stating that the sign on the north side of Felixstowe Road between Sainsburys and Trinity Park roundabouts. **Action: Clerk / Cllr Lawrence**

59.16 Planning

The Planning Committee Chairman Cllr Watts reported on the following planning matters.

Cllr Watts stated a document had been received "Site Allocations and Area Specific Policies" document April 2016. Cllr Watts highlighted two areas which could affect the area Page 191 the physical boundaries of Purdis Farm and Pages 62-64 Development of Ransomes Europark.

Cllr Watts stated that three more applications had been received as follows:

DC/16/1478/FUL Lamedos Felixstowe Road Foxhall – Proposed single storey rear extension

Parish Council comments: Recommend approval

DC/16/1614/FUL Mynydd Sheep Drift Farm Waldringfield Road Brightwell – Intensification of use of existing storage compound to permit the increase in the storage of caravans and motor homes

Parish Council comments: Cllr Newell stated that she had not heard any unfavourable comments regarding the business.

Former Civil Service Site Straight Road Foxhall

Cllr Watts stated that he understood an application had been submitted to Suffolk Coastal District Council Planning Department for an additional house to be built on the site and the parking area to be changed however the application has not been received by the Parish Council for comment.

60.16 Finance

Income

None

Expenditure

A J Buggs Salary and Expenses April 2016 £289.45

Cllr Warham proposed, seconded Cllr Watts that the above expenditure is approved – all in favour.

Action: Clerk

61.16 To receive the accounts for the year 2015/2016

The Clerk had previously distributed a copy of the year-end accounts to each councillor and presented the accounts for 2015/2016 to the meeting. It was proposed by Cllr Wells seconded Cllr Finch that the year-end accounts 2015/2016 and the Local Councils in England Annual Return for the year ended 31st March 2016 be approved and signed by the Chairman – agreed by the council.

Action: Clerk

62.16 Correspondence

- a. The Clerk reported that a letter and maps had been received from Suffolk County Council concerning the local footpaths. The details were passed to Cllr Newell for perusal and report back to the Parish Council as appropriate. **Action: Cllr Newell**

63.16 Meetings attended by councillors / clerk

None

64.16 Members questions to the Chairman

- a. Cllr Day reported that he had received a complaint from one of his neighbours concerning the speed of Broadband in the area. Cllr Day felt that the Parish Council should start campaigning to support local residents with this serious issue. Following discussion it was agreed that this item should be placed on the next Parish Council agenda. **Action: Clerk / Cllr Day**

65.16 Date of next meeting

Wednesday, 8th June 2016

The Chairman closed the meeting at 9.17 pm

Signed Date.....

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