

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

### **Minutes**

Of the Parish Council Meeting held at Trinity Park at 7.30 pm on Wednesday, 13<sup>th</sup> December 2017

#### **Present**

Cllr E Warham – Chairman  
Cllr E Lawrence  
Cllr A Day  
Cllr R Walters  
Cllr G Watts  
Cllr B Newell  
Cllr N Yeo – Suffolk Coastal District Council  
Mrs Angie Buggs – Clerk

#### **167.17 Apologies for absence**

Apologies for absence were received from Cllr A Finch, Cllr A Wells and Cllr P O'brien – Suffolk County Council. The Chairman reported that she had received an email from Cllr M Briggs stating that due to commitments she was unable to continue as a Parish Councillor. **Action: Clerk**

#### **168.17 Declaration of interest**

**None**

#### **169.17 Minutes**

The minutes of the Parish Council Meeting held on the 8<sup>th</sup> November 2017 were approved as being a true record.

#### **170.17 Matters arising from the minutes**

No matters arising from the minutes. All items included in the agenda.

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

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

Proposals to balance Suffolk County Council's budget in 2018/19 have been published including an option to increase the basic rate of council tax for the first time in seven years, plus a range of savings plans.

- 1.99 per cent council tax increase proposed following seven-year freeze
  - Band D = £1.14 per week
  - Band B (majority of properties in Suffolk) = 88p per week
- £27 million further savings needed to balance the budget

The proposed budget changes include the following savings from each service

- Adult and Community Services - £12m

- Health, Wellbeing and Children's Services - £0.25m
- Fire and Public Safety - £0.24m
- Resource Management – £1.71m
- Corporate Services – £9.7m

All local authorities across the country continue to face significant challenges to meet frontline service requirements in a climate where there is less money and resources available. The council continues to develop new and innovative ways to deliver services and make further savings. This includes using digital technology to improve efficiency. These programmes will support the authority as it seeks to make savings of £56 million by 2021.

Proposals to consult Suffolk residents on changing the way home to school and post-16 travel is provided will be reconsidered by Suffolk County Council on Tuesday 5 December.

Over the last two years, Suffolk County Council has managed to save £2.6 million from its school and post-16 travel service budget, making it more efficient. Despite this, the budget is still £3 million overspent. Changes to the school and post-16 travel policies now need to be considered so the service is affordable and capable of meeting growing demand in the future.

Cllr N Yeo – Suffolk Coastal District Council

A couple of local issues have been to the forefront this past month. The first was the problem in Purdis Heath with the dilapidated caravan. I have had a meeting with Nick Khan at SCDC who reported back to me that the letter to the landowners has not been sent out and they responded positively. The landlords are happy to move the caravan to anywhere, but the biggest problem is that the owner wishes to keep it and neither the landlords or SCDC are prepared to pay for the storage of the caravan. It is a difficult situation as neither SCDC or the landlords can destroy the caravan, but we are waiting to hear back from the owner to see if the caravan can be purchased either by SCDC or the landlords at its market value and then it can be disposed of accordingly.

The second is that my attempts to contact Mr Watson the Chairman of the Golf Club were thwarted by having been given the wrong mobile number. Philip Ridley of SCDC has given me the right number and I am now awaiting a call from Mr Watson. Hopefully I may have some news by the time of the meeting tomorrow.

In the full Cabinet meeting a couple of weeks ago it was decided that unfortunately the Council will have to start charging for its organic waste bin. SCDC have been reluctant to do this for many years, unlike the other local Authorities who all charge for this service, but due to the cutbacks that have occurred from both the Government and SCC monies to SCDC it has been decided to charge £43 per annum for this service. The bins will be almost double the size and obviously residents will be able to refuse the bin if they do not require it or they can share with a neighbour if both agree.

Another increase which may upset residents, is car parking charges. SCDC have not increased these charges for 8 years but too many SCDC owned car parks are coming to the end of their shelf life and need work to get them up to good standard, which means redoing the car parks, making more car parking spaces by taking out unnecessary foliage and putting in new more effective machines which can take cards as well as cash.

Rt Hon Sajid Javid, the Secretary of State for Communities and Local Government has now given the go ahead for the merger of SCDC and Waveney District Council to create a new Council, the largest in the UK. Civil Servants have now been told to start the process and it is envisaged that it will go

before the House of Commons in the New Year. The Boundary Commission are waiting to do the necessary work to create new Wards within this Council as the number of councilors, 90 at present, will go down to approximately 55.

SCDC has earmarked £250,000 in funding to work with communities to ensure that businesses and residents can access Superfast Broadband in the future because at the end of 2019 it is expected that 2-3% of all properties won't have access to Superfast Broadband.

The funding is to provide infrastructure so that Superfast Broadband is available to those remaining properties because we recognize that it is essential for business growth, educational attainment and increasingly a key means for residents to access services.

There is a link which residents can click on to register their interest.

[www.eastsuffolk.gov.uk/community/enabling-better-broadband-in-suffolk-coastal](http://www.eastsuffolk.gov.uk/community/enabling-better-broadband-in-suffolk-coastal)

Finally, I wish to thank you for all your support, guidance and friendship this past year which is really appreciated.

Wishing you all a very merry Christmas and a happy New Year.

The Parish Council discussed the problem of the siting of the bus shelter in Bucklesham Road adjacent to the golf course. It was agreed that Cllr Walters would investigate how this problem could be resolved. **Action: Clerk**

**The meeting was re-convened.**

#### **171.17 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.

##### Reporting Highway Issues

Simple escalation procedure

#### 1. Initial faults/repairs/reporting

The first point of contact for standard defect reports should be the Suffolk Highway reporting tool via <https://highwaysreporting.suffolk.gov.uk>

or over the telephone on 0345 606 6171.

Please pass these details on to members of the public and your town and/or parish councils to use.

A log reference number will be given.

(Using these methods ensures that reports are recorded, managed and tracked. The operational performance of our service cannot be audited without accurate reporting and tracking of reports and casework.)

#### 2. Follow up on a fault/repair/report

Please telephone the 0345 606 6171 number and have the log reference number to hand. That way the operator can track progress on the case.

If no resolution contact your county councillor.

Email from Simon Barrett Suffolk County Council re Bus Shelters on Bucklesham Road

I am assuming from the lack of updates from your end that contact has still not been made with the Golf Club. As such, I have been thinking about other options for putting the shelter in rather than it continuing to sit in the supplier's warehouse.

1: We just stick it in the footway that has been built already. Given the relative widths of shelter and path this would not be ideal as it would only leave a very narrow strip of footway in front – although you may find this acceptable given that the footway itself is new so presumably pedestrian traffic that side of the road is light. It would be possible to convert to a cantilever design rather than the fully enclosed type as we will be able to re-use the parts elsewhere on a future order. That would only eat up 500mm or so of the footway width so leave more room for passing foot traffic. I would not expect to reclaim any of the committed costs despite this being a smaller shelter due to the changes required to the existing structure.

2: Create a new outbound stop. There is a lot of verge space along Bucklesham Road, so if you can find a resident who would not object to the shelter going outside their house we can get a base built there. Alternatively, it should be possible to squeeze it onto the grass at the entry to Bixley Heath, where it would not be outside anyone's home. Although the sign board is an IBC one I note that this is still just within your Parish boundary:

Although there is no formal footway here, I assume the paved area behind the white line acts as one. This could be built up for a couple of metres to help boarding or left as it is. The existing stop opposite Warren Heath Road could be retained or effectively moved to here.

3: Create a new inbound stop. While I am happy to be proved wrong, I am assuming most passenger traffic from Bucklesham Road is towards Ipswich rather than the other way. As there is quite a distance between the new shelter opposite the Golf Club and Warren Heath Road we could create one in between the two. As above, there is more than enough verge to fit the shelter in providing an amenable resident can be found.

4: Put the shelter at a different stop within the Parish. We have a long-standing request for a shelter at the Felixstowe-bound stop on Murrills Road by Sainsburys:

There is plenty of footway width here and no ground works would be needed, so the shelter could go in as soon as a delivery slot was available. A couple of the other stops along Murrills Road would also be suitable with a little bit of ground work.

As you are aware, we have just under £3,000 remaining from the s106 grant. That should be enough to prepare a shelter base for options 2, 3 or 4 (if needed) and still add the desired end panels to the shelter opposite "The Pathway".

If you can let me know your thoughts on these options, or whether you want to have another try at the golf club, we can get the wheels in motion. My preference would be to put it by Sainsburys for a quick win at zero extra cost, and then keep on working at the golf club for a future improvement at that stop. I should be able to retain the left-over funds for a few more years yet to put towards

whatever would be needed to progress that. However, I will be guided by the Parish decision as it should be your residents who get the benefit from this money.

Reply to Simon's Email from Nicky

Despite frequent requests I still have not made contact with the Chair of the Board.

At s function yesterday I spoke to Phillip Ridley who said he would ask the Chair to call me.

I live in hope.

### Appointment of External Auditors

Notification of external auditor appointments for the 2017/18 financial year Brightwell, Foxhall & Purdis Farm Parish Council

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

During 2016 various communications outlined that smaller authorities would be 'opted-in' to the new central procurement regime managed by SAAA unless they expressly decided to 'opt-out' and correctly followed the various procedures required under statute to appoint their own external auditors.

Your authority is opted-in to the central procurement process and therefore an external auditor has been appointed for your authority for the 5 year period commencing with the financial year 2017/18. The contact details of your appointed external auditor and fee scales are shown in the appendix, and can also be found on our website.

The approach applied to making these appointments was described last year on the SAAA website at <http://www.localaudits.co.uk/appts.html>. The approach follows the established practice of grouping auditor appointments for Town and Parish Councils by county area. Drainage Authorities and other bodies all have the same audit firm appointed. The audit firms all have previous experience of conducting limited assurance reviews for smaller bodies and have dedicated personnel to support communications. SAAA will monitor the performance of the appointed firms in providing limited assurance audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor, or close relation is employed by the appointed auditor, you should advise SAAA immediately.

### Exempt authorities

There are various changes to the legislation taking effect from 2017/18, most notably the potential for authorities where the higher of income or expenditure for the year was £25,000 or less, to declare themselves as 'exempt' from a limited assurance review by an external auditor if they meet certain qualifying criteria.

However, all authorities, even if they declare themselves 'exempt', will still need to fully complete and publish an annual return and must still have a named appointed auditor to deal with questions or objections from local electors about the accounts. Opted in authorities have already had an auditor appointed for them by SAAA.

### The Annual Return

The Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance "proper practices" as set out in 'Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide', and then be published in accordance with the applicable Transparency Codes.

The new, Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail unless you specifically advise SAAA to the contrary no later than 31 December 2017. The return can either be completed electronically or printed off and completed manually.

Auditor appointments for smaller authorities for the five financial years from 2017/18 to 2021/22  
On 30 November 2016 SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms. Responsibilities under the new contracts will relate to accounts for the financial year beginning on 1 April 2017. The Auditors for Suffolk are PKF Littlejohn LLP Salvus House Aykley Heads Durham DH1 5TS [local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk) 0191 383 6348

### Scales of audit fees

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Local Councils with expenditure between 0-25,000 no cost. Please see note below.

Note: An authority with neither income nor expenditure exceeding £25,000 that is not able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable will be £200.

### **172.17 To discuss the broadband in the parishes**

SCDC has earmarked £250,000 in funding to work with communities to ensure that businesses and residents can access Superfast Broadband in the future because at the end of 2019 it is expected that 2-3% of all properties won't have access to Superfast Broadband.

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Please refer to Cllr Nicky Yeo's report. Cllr Day stated that in order to encourage residents to register their interest the Parish Council would probably have to go through another mail shot to encourage residents to take part. **Action: Cllr Day / Clerk**

#### Page 6 – 163.17 Correspondence – ICO Fee and Registration Changes for 2018

Cllr Day reported that the Parish Council needs to investigate and make sure it is compliant with the new data protection laws. Clerk to investigate possible courses relating to local councils and locate model policies. The Parish Council needs to be compliant by the 25<sup>th</sup> May 2018. This item to be placed on the agenda for the January 2018 meeting. **Action: Clerk**

#### **173.17 Straight Road Classification**

The Clerk reported that she had still not received any communication from David Chenery Highways Manager Suffolk County Council regarding the reclassification of Straight Road. Clerk to discuss with Cllr Patricia O'Brien. **Action: Clerk**

#### **174.17 VAS Signs**

Cllr Finch was not at the meeting therefore no further update was received. It was noted that the VAS sign had now been placed adjacent to the Foxhall Village Sign and was working satisfactorily.

#### **175.17 Planning**

The Parish Council discussed the following planning matters.

##### General

##### DC/17/4967/EIA The Club Waldringfield Golf Club Newbourne Road Waldringfield

This application is for an EIA. It was agreed that there are lots of concerns about this application. It was agreed that the Parish Council should request an EIA to be undertaken. **Action: Clerk**

##### Adastral Park

Cllr Newell gave a report on the latest documents received from Suffolk Coastal District Council and the meeting which a number of councillors had attended with Ben Woolnough on the 8<sup>th</sup> December 2017. Following discussion, it was agreed that the Parish Council should reply as follows; Brightwell, Foxhall & Purdis Farm Group Parish Council do not have any objections to the latest submission Transport Assessment Revision 6. **Action: Clerk**

### Orwell Truck Stop Planning Application

Cllr Watts reported that the above application had generated a lot of objections and Suffolk County Council Highways objected very strongly to the application. On the other hand, Highways England have stated that more information is required.

#### **176.17 Finance**

##### Income

None

##### Expenditure

A J Buggs Salary and Expenses November 2017	£347.16
Local Council Public Advisory Service Subscription	£100.00

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

### Budget 2018/2019

Councillors discussed the budget for 2018/2019 which had previously been circulated. The budget was accepted by the Parish Council with minor alterations. It was agreed that the Clerk should resend the revised budget to all councillors. Taking into account the changes to the budget Cllr Warham proposed, seconded Cllr Day that the budget be accepted and that the Parish Council should precept for £7,500 for the year 2018/2019 – all in favour. It was noted that this precept would remain the same as for the year 2017/2018. **Action: Clerk**

#### **177.17 Correspondence**

- a. Email from a member of the public regarding the wooded area adjacent to the Bell Lane/Foxhall Road junction. The member of the public was complaining that part of the decking in the wooded area was damaged and he had fell and hurt his hand. The Clerk stated she had given advice to contact Suffolk Coastal District Council as the area is not managed by the Parish Council.

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

- a. It was noted that several members of the Parish Council had attended the meeting with Ben Woolnough Suffolk Coastal District Council Planning on the 8<sup>th</sup> December 2017 to discuss the new Transport Assessment Revision 6.

#### **179.17 Members questions to the Chairman**

- a. Cllr Watts reported that a number of vehicles were being parked at the entrance to Woodrush Road. Cllr Lawrence reported that he believed residents were restricted from parking certain vehicles on their properties. He agreed to make enquiries about the deeds of the properties. It was agreed that councillors would monitor the situation and discuss at the next meeting. **Action: Clerk**
- b. Cllr Day reported that because of the broadband issues he had contact Therese Coffey MP and the response received implied that it was nothing to do with her.

- c. Cllr Day reported that although the Parish Council had been notified of resurfacing of the A14 the notification did not explain what work was being undertaken. He had since heard that “quiet top” was being placed on top of the concrete.

**180.17 Date of next meeting**

Wednesday, 10<sup>th</sup> January 2018

**The Chairman closed the meeting at 21.30**

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

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