

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

### **Minutes**

Of the Parish Council Meeting held at Trinity Park at 7.30 pm on Wednesday, 8<sup>th</sup> November 2017

#### **Present**

Cllr E Warham – Chairman  
Cllr A Finch  
Cllr E Lawrence  
Cllr A Day  
Cllr A Wells  
Cllr R Walters  
Cllr N Yeo – Suffolk Coastal District Council  
Cllr P O'brien – Suffolk County Council  
Mrs Angie Buggs – Clerk  
1 member of the public

#### **151.17 Apologies for absence**

Apologies for absence were received from Cllr G Watts, Cllr B Newell and Cllr M Briggs.

#### **152.17 Declaration of interest**

**None**

#### **153.17 Minutes**

The minutes of the Parish Council Meeting held on the 11<sup>th</sup> October 2017 were approved as being a true record.

#### **154.17 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

The first couple of weeks of October I was on holiday; there has been much to catch up on.

I have sent all parish councils the new arrangements for contacting Highways. It is early days and it takes time for a new system to settle down.

I have been in conversations with Highways, regarding their assessment of SCDC's transport views in relation to development at Adastral Park, and their report gives specific mitigation measures that must be adhered to before SCC agrees to SCDC's report. I have read SCC's 30 page report and have commented and sent my response to SCDC. All parishes have received copies.

I attended an Accountability & Performance meeting between the Tim Passmore, PCC and the Constabulary on 20.10.17.

I found the meeting most interesting for it demonstrated how the police are working within financial constraints (as are other public bodies) to deliver services. They are determined to deliver the best service they can, in the circumstances, and thus priorities have to be made and services reviewed.

The meeting confirmed, an observation that I have held for some time, that public bodies need to work more closely together than they do. Organisations will have to come together to enable them to give services more efficiently and in true partnership. Too much time is spent on talking about partnership; action is required asap. Of course, some partnerships are working well, but so much more is needed. The police are aware that good communication, with the public, is paramount. Accurate information is vital.

Almost 7,000 students in Suffolk were entered for GCSE results this year and provisional figures show that 2% more students in Suffolk are achieving the expected standards in English and Maths at GCSE compared with last year.

The provisional A Level figures show that Suffolk pupils have once again performed well with the General Applied entry and Tech Level entries remaining above the national average figures.

SCC is launching a series of campaigns to encourage more Suffolk residents to become foster carers. The first campaign will focus on the need to recruit more foster carers for teenagers. For more information visit: [www.fosterandadopt.suffolk.gov.uk](http://www.fosterandadopt.suffolk.gov.uk)

Cllr N Yeo – Suffolk Coastal District Council

I am afraid I have not made much progress with regard to the bus shelter except to say that I have been in touch with the Chairman of the Board of the Golf Club and a meeting is to be arranged shortly. Fingers crossed we may get a bit further down the road and that a compromise may be reached.

I did take up Moira's request about the bottle banks in Sainsbury's car park and never had a reply until I received an email from Moira stating that the bottle banks had been removed to another part of the car park. I hope that my intervention also helped in Sainsbury's deciding to move the bottle banks,

At the beginning of September Cllr Ray Herring, Leader of SCDC together with Cllr Mark Bee, Leader of Waveney District Council, Peter Aldous, MP for Waveney, Terese Coffey, MP for Suffolk Coastal and Dan Poulter MP for Central Suffolk and North Ipswich met Rt Hon Sajid Javid, the Secretary of State for Communities and Local Government to discuss plans to merge and form a new East Suffolk Council.

At the moment the Councils are waiting for formal backing from him in a 'minded to' decision before he seeks Representations on the proposal and his team of civil servants can begin the legal process of creating new laws to bring the new council into existence.

The Secretary of State will then invite representations on the merger for a period of six weeks.

Another important decision which is to take place before the General Election in 2022 is the new boundary changes. Members of the public have until 11 December 2017 to submit their views on the proposed changes which can be found on the Boundary Commission website. The aim is to reduce the number of constituencies down from 650 to 600.

Last Tuesday there was a public meeting at the Council Offices to discuss the closure of Wood Lane in Melton by Bloor Homes, this was well attended and I have heard, informally, that the road might not be closed for the whole of November as the contractors have decided to work a 24 hour day so as to minimize the disruption to residents.

This weekend in my role as Vice Chairman of the Council I will be attending a Remembrance Service at Bury St Edmunds on Saturday and a more formal Service on Sunday at Aldeburgh. I will also pop into Nacton on Saturday morning where the local school children will be laying a wreath at the memorial.

Further to the public meeting last Wednesday I look forward to the Parish Council's debate on the proposed planning application at The Piggeries/Orwell Truck Stop.

With the Orwell Bridge being closed from Monday 6 November for a couple of weeks from 8 pm until 6 am [approx.] I wonder how this would affect the above if planning was to be granted. This closure will mean that more lorries will be coming along the Felixstowe Road during the evening and early morning to and from Felixstowe which is going to be disruptive to local residents and businesses.

#### Public Forum

The member of the public asked why the Foxhall Village Sign had been taken down again. The Parish Council explained that the sign had been removed for repair. He also commented that it appeared that the VAS machine was only operational for approximately 50% of the time since its installation. Cllr Finch reported that there were two batteries for the machine which had to be recharged between use and that they should last for a period of 2 weeks continuous use and then the battery needs charging. He also stated that approximately 16,000 vehicles passing the sign takes a lot of monitoring.

**The meeting was re-convened.**

#### **155.17 Clerk's Report**

##### SAAA Announce Scales of Fees 2017-18 to 2021-22

The following fees have been determined by SAAA following consultation for the Audit Years 2017-18 to 2021-22.

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.

To view the tables click on the link below:

<http://localaudits.co.uk/fees.html>

### Charity Commission Announce Crackdown on Fraud

The Charity Commission will be working with charities to promote fraud prevention and help them develop anti-fraud cultures.

#### Insider fraud

One of the most damaging types of fraud is insider fraud. This is fraud committed by someone involved with the charity, whether a trustee, an employee or volunteer. As well as taking money away from the charity that could be spent on beneficiaries and the end cause, it's an abuse of the relationship and position of trust between the individual and the charity.

Insider fraud can have a damaging impact on a charity's reputation and the morale of other staff and volunteers. It can also dent donors' and beneficiaries' confidence in the charity and its work. As part of Charity Fraud Awareness Week 2017 we want to find out more about insider fraud in charities. We want to work with, and listen to charities about their experiences of dealing with insider fraud to:

- identify common themes
- highlight good practice in charities
- help other charities learn lessons and share their experience
- improve our guidance to help other charities in the future

If you are or were involved in a charity that experienced insider fraud, we would like to hear from you.

How did you spot it?

- With hindsight, did you miss the signals?
- If you did not report it at the time, why not?

If you believe your charity prevented insider fraud by counter fraud actions, what good practice or advice would you like to share with other charities?

We are also interested in hearing from those who have knowledge and experience of investigating fraud, or implementing fraud prevention in charities including:

- professional advisers
- professional membership bodies
- charity insurers

If you think you can help, complete the relevant survey by Friday 8 December 2017.

<https://www.gov.uk/government/news/help-us-reduce-insider-fraud-in-charities>

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

Cllr Day reported that he had requested the broadband issue to be placed on the agenda again because it appeared that the information previously obtained regarding the upgrade of the

broadband in the area is incorrect. Cllr Day has escalated this issue to Better Broadband for Suffolk but as yet they have not responded. He also reported that John Banks Honda have now got fibre broadband therefore it is available in the area but that clearly there are no plans to upgrade local residents. Depending on the response received from Better Broadband for Suffolk it is suggested that we write another letter to the Chairman of BT. **Action: Cllr Day / Clerk**

#### **157.17 To discuss the accidents at the crossroads Bell Lane and Foxhall Road**

The Clerk reported that she had received a reply to the email which has been sent from the Parish Council regarding measures which could be taken to make improvements to the crossroads. David Chenery Suffolk County Council Highways Manager has stated that any costs for improvements would need to be financed by the Parish Council. It was noted that the Planning Application for the 300 houses at the bottom of Bell Lane has been refused by Suffolk Coastal District Council.

#### **158.17 Straight Road Classification**

The Clerk reported that she had written to David Chenery Suffolk County Council Highways Manager requesting a site visit however he had still not replied. The Clerk stated she would contact him again with a copy to Cllr O'brien. **Action: Clerk**

#### **158.17 Renovation of Brightwell Village Sign**

Cllr Wells presented a revised quotation for the Brightwell Village Sign of £1,030.00 from Richard Berry. Following discussion Cllr Finch proposed, seconded Cllr Day that the quotation should be accepted, and Richard Berry be asked to go ahead with the work. **Action: Clerk / Cllr Wells**

#### **159.17 Parish Council Meeting / Annual Parish Meeting Dates 2018**

The Parish Council agreed the following Parish Council Meeting / Annual Parish Meeting Dates for 2018.

10th January 2018  
14th February 2018  
14th March 2018  
11th April 2018  
9th May 2018 (Annual Parish Council Meeting / Annual Parish Meeting)  
13th June 2018  
11th July 2018  
12th September 2018  
10th October 2018  
14th November 2018  
12th December 2018

It was agreed that the Clerk should send a copy of the list to Trinity Park for confirmation that the dates are available. **Action: Clerk**

#### **160.17 VAS Signs**

Cllr Finch reported that it takes a lot of work to maintain the VAS sign moving it around and monitoring the results. He felt that the Parish Council should not be considering sharing the equipment with another Parish Council for a number of reasons such as insurance, maintenance of

the equipment etc. It was agreed that £1,000 should be added to the budget for an extra two posts to be located on Brightwell hill. **Action: Clerk**

### **161.17 Planning**

The Parish Council discussed the following planning matters.

#### Adastral Park

No further details to report.

#### Orwell Truck Stop Planning Application

The Clerk reported that she had sent details of the submission date for comments to all residents who attended the public meeting. It was agreed that Cllr Watts would formulate a reply based on the information obtained at the public meeting. Reply to be sent to the Planning Department by the deadline. **Action: Cllr Watts / Clerk**

### **162.17 Finance**

#### Income

Locality Budget Renovation of Brightwell Village Sign £1,000.00

#### Expenditure

A J Buggs Salary and Expenses October 2017 £327.22

CAS Web Hosting £60.00

CAS Insurance – extra payment for insuring VAS sign £28.77

Cllr Finch, seconded Cllr Wells that the above expenditure is approved – all in favour.

### **163.17 Correspondence**

#### a. ICO Fee and Registration Changes for 2018

Discussion took place regarding the current and the new legislation which affects any Council that processes and stores electronic data (computer, external hard drives, usb sticks, SD cards, outline storage etc). It was agreed that the Clerk should contact the Internal Auditor Trevor Barber to discuss the Parish Council's position. Cllr Day stated that he would be attending courses and information days regarding ICO and would report back to the next meeting. It was agreed that the Clerk should place this item on the agenda for the next meeting. **Action: Clerk / Cllr Day**

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

None

### **165.17 Members questions to the Chairman**

None

### **166.17 Date of next meeting**

Wednesday, 13<sup>th</sup> December 2017

**The Chairman closed the meeting at 20.41**

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

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