

BRIGHTWELL, FOXHALL & PURDIS FARM GROUP PARISH COUNCIL

Minutes

Of the Parish Council Meeting held at Trinity Park, Felixstowe Road at 7.30 pm on Wednesday, 11th March 2020

Present

Cllr E Warham – Chairman

Cllr G Watts

Cllr A Day

Cllr P Edmunds

Cllr K Rout

Mrs Angie Buggs – Clerk

Cllr Chris Blundell – East Suffolk Council

32.20 Apologies for absence

Apologies for absence were received from Cllr E Lawrence, Cllr A Wells and Cllr B Newell.

33.20 To receive Members' declaration of interest

None

34.20 Minutes

The minutes of the Parish Council Meeting held on the 11th February 2020 were approved as being a true record.

35.20 Matters arising from the minutes

There were no matters arising from the minutes.

The meeting was adjourned to receive reports from:

Cllr Patricia O'brien – Suffolk County Council

On 13th February 2020 Suffolk County Council approved its annual budget and in 2020/2021, the budget will rise to £556million which represents an increase of £37m (7.1%) from 2019/2020. It is necessary to note that this year's budget is based on a 12-month financial settlement from government, rather than the three or four year agreement which is usually offered.

Whilst the need to maintain funding for key services is continued, the Council will invest an additional £3.5m into two one-year programmes, the Suffolk 2020 fund (£3m) and a highways investment fund (£500k).

The Suffolk 2020 fund will be used for projects that can deliver a real difference for local communities. The intention is to adopt good ideas covering more than one area of Suffolk, rather than having a number of small-scale projects. To qualify for the fund, projects must link to one of the following themes: carbon reduction; carbon offset, road safety, natural environment; built environment, innovation; and use of technology.

The £500k highways investment fund will focus on improving the safety of pupils and parents travelling to and from school, by refreshing lines and cleaning and repairing signs in and around school zones.

Suffolk County Council is celebrating Apprenticeship Week with the launch of a new website to support apprenticeship growth in the country. The new outline hub has been made possible by a successful bid for £500,000 from the European Social Fund. Together with match funding from Suffolk County Council, it will also support building a new team to help small and medium sized businesses to navigate how apprenticeship work.

Apprenticeships Suffolk aims to promote the growth of apprenticeships by providing links to impartial advice, information and guidance. The website will also provide regular news updates and details of the latest apprenticeship opportunities.

New street lighting is proposed in order to reduce the county's carbon footprint. The Council owns and maintains over 60,000 streetlights. In 2010 the Council took numerous steps to help reduce both the energy costs and carbon footprint of its lighting stock. This included the introduction of part night lighting arrangements and conversion to LED for those lighting units that were consuming the highest level of energy. The project will be completed in the Autumn of 2022.

In an effort to reduce the amount of plastic used in Suffolk, The Suffolk Waste Partnership has launched a handy online directory which lists the shops, businesses or charities that host refill points for items such as cleaning products and toiletries plus dried foods, such as rice or oats and loose-leaf tea and chocolate. At present there are 22 organisations that stock refills, however businesses are being urged to consider introducing similar schemes.

In commemoration of the 75th anniversary of Victory Over Europe and Victory Over Japan Days, Suffolk Highways has confirmed it will waive road closure application fees and help support communities with event traffic management.

Cllr Chris Blundell – East Suffolk Council – no written report.

The meeting was re-convened

36.20 To receive any updates from Cllr Chris Blundell regarding a Village Hall

Cllr C Blundell reported that it is up to the Parish Council to make an application to East Suffolk Council and if necessary allocated funds. Cllr E Warham reported that Suffolk Acre has a Village Hall Adviser Mr Paul White (077022533058) and the Parish Council needs to seek guidance on the minimum size required. Councillors discussed the best way to obtain the villagers' opinion on whether the Parish Council should investigate the building of a village hall. Cllr A Day suggested that the Parish Council seek the services of Cathy Shelbourne to produce a newsletter. It was agreed that Cllr A Day should discuss with Cathy and report back to the Parish Council. It was felt that the newsletter needed to be distributed 2 weeks before the Annual Parish Meeting on the 13th May 2020. It was agreed that Cllr Chris Blundell, Cllr Ed Thompson and Cllr Patricia O'Brien to be asked to write a piece to be included in the newsletter. It was agreed to put an item "Newsletter" on the next Parish Council agenda. **Action: Clerk**

37.20 To discuss the co-option of a councillor

The Clerk reported that she had received an application from Kevin Rout to join the Parish Council as a councillor for Foxhall Parish. Cllr A Day proposed, seconded Cllr E Warham that Kevin Rout be appointed as a councillor for Foxhall – all in favour. **Action: Clerk**

38.20 Planning

DC/19/4875/FUL Brightwell Wood – The Parish Council objected to this application. It is likely to be presented to East Suffolk Council Planning Committee on the 24th March.

DC/20/0902/OUT Suffolk Constabulary Force HQ Demolition and erection of 300 new dwellings. Cllr G Watts reported that he did not think the Parish Council were in a position to make any comments although it is likely to put another 600+ cars on the local roads.

DC/20/0815/FUL Lorry Park Stratton Hall. Cllr G Watts reported that a letter had been submitted by Suffolk County Council Highways and said he was surprised that the application had been submitted without considering the traffic implications. He said the Parish Council would object to the application on traffic grounds. **Action: Cllr G Watts / Clerk**

Pinetrees Purdis Farm. Cllr G Watts reported that he had attended a site visit when the ESC Planning Committee carried out a site visit and concerns were expressed about the trees being felled. The application is due to heard on the 24th March.

DC/20/0778/FUL Tanglewood Elmham Drive Foxhall Domestic extensions and loft conversion. No objection.

DC/20/0763/FUL 147 Bucklesham Road Purdis Farm Erection of replacement dwelling and garaging and associated works. No objection.

DC/20/0955/FUL Bucklesham Grange Care Home Purdis Farm A single storey extension with internal alterations and associated external landscaping. There have been two objections to this application both of which relate to the car parking and lack of it. The two objections are concerned about vehicles being parked along Bucklesham Road and the disturbance this will cause. The Parish Council will not be objecting.

Cllr A Day commented on the new conservatory which is being erected on the Three Rivers Business Park which does not appear to appear on the Planning Portal. It was agreed that the Clerk should contact District Council Enforcement asking whether Planning Permission has been agreed. **Action: Clerk**

39.20 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.

Electronic Planning Applications

From 1st April 2020 East Suffolk Council will be consulting on planning applications electronically only.

Parish Councils are required to register for a public access account using a Parish generic email address only. The generic email for Brightwell Foxhall & Purdis Farm will be used to for the purpose of receiving the electronic planning applications.

Unless absolutely crucial I will only print hard copies if the Parish Council agrees due to the cost implications and the printing of maps.

Information from SALC:

EU citizens – eligibility to stand and vote in local elections?

A few of you have asked us about the ability of EU citizens to stand as councillors and vote in local government elections post the UK leaving the EU on 31 January. Essentially Brexit does not change anything. EU citizens remain “citizens of the Union” who are qualified to be elected and serve as local councillors (s.79 (1) of the Local Government Act 1972) and they also remain entitled to vote in local government elections (s.2 (1) of the Representation of the People Act 1983).

40.20 To discuss the VAS equipment

The Clerk reported that Alex Finch is still in possession of the VAS equipment. It was agreed that she would liaise with Alex to arrange for the VAS equipment to be returned to Cllr A Day. It was agreed that the Clerk would contact the Foxhall Neighbourhood Watch Group to see if a resident was interested in managing the VAS equipment. **Action: Clerk / Cllr A Day**

41.20 To discuss the CIL receipts allocated to Foxhall because of the Straight Road development

Cllr A Day reported that he had not received any response from Suffolk County Council Highways regarding the improvements to Straight Road. It was agreed that the Clerk should contact Highways. **Action: Clerk**

42.20 To update re the Straight Road Flooding

Cllr K Rout reported that the flooding in Straight Road had exposed the kerb stones. It was agreed that the Clerk should contact Suffolk County Council Highways to report. Cllr K Rout also stated that a bush at the bottom of Straight Road needed to be cut back. It was agreed that he would contract Graham at Trinity Park to ask whether they would cut the bush back. **Action: Clerk / Cllr K Rout**

43.20 To approve the Standing Orders / Procedures

It was proposed by Cllr Watts seconded Cllr P Edmunds that the following Standing Orders should be accepted with the following changes – agreed. **Action: Clerk**

Code of Conduct

Freedom of Information

Asset Register

Grant Policy

Complaints Procedure

Financial Regulations

Internal Audit Procedure

Information available from Brightwell, Foxhall & Purdis Farm Group Parish Council under the Model

Publication Scheme

Risk Assessment

Standing Orders

1. Meetings

Remove from Item w “and in no case shall the quorum of a meeting be less than 5”.

GDPR Documents

Personal Data Assessment Matrix

Website “Who is it shared with?” change from “various” to “website visitors” and “How is it protected?” change from “stored in Clerk’s laptop (see above)” to “credentials only known to clerk”.

44.20 Finance

Income

None

Expenditure

A J Bugs Salary and Expenses February 2020	£275.30
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Appointment of the Internal Auditor 2019/2020

The Clerk reported that the Parish Council should minute the appointment of the Internal Auditor each year. It was proposed by Cllr E Warham seconded Cllr G Watts that Mr Trevor Brown should be appointed – agreed. **Action: Clerk**

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

45.20 Correspondence

None

46.20 Meetings attended by councillors / clerk

None

47.20 Members questions to the Chairman

None

48.20 Date of next meeting

Parish Council Meeting Wednesday, 8th April 2020

The Chairman closed the meeting at 8.52 pm

Signed..... Date

Angie Bugs

Clerk to Brightwell, Foxhall & Purdis Farm Group Parish Council

