

BRIGHTWELL FOXHALL & PURDIS FARM GROUP PARISH COUNCIL

Minutes

Of the Annual Parish Council Meeting held at 7.30 pm on Wednesday, 10th May 2023 at Trinity Park

Present

Cllr E Warham - Chair

Cllr E Lawrence

Cllr G Watts

Cllr B Newell

Mrs Angie Buggs – Clerk

79.23 Election of Chairman and Signing Declaration of Office

Cllr E Warham asked for nominations for the office of Chairman of the Parish Council. Cllr E Lawrence proposed that Cllr E Warham be elected as Chairman, seconded by Cllr G Watts – all in favour. As there were no other nominations, Cllr E Warham was duly elected for another year and signed the Acceptance of Office form countersigned by the Parish Clerk. **Action: Clerk**

80.23 Declaration of Acceptance of Office

Parish Councillors who were present at the meeting signed their Acceptance of Office forms, countersigned by the Clerk Mrs A J Buggs. **Action: Clerk**

81.23 Election of Vice Chairman and Signing Declaration of Office

Cllr E Warham asked for nominations for the office of Vice Chairman of the Parish Council. Cllr E Warham proposed that Cllr E Lawrence be elected as Vice Chairman, seconded by Cllr G Watts – all in favour. As there were no other nominations, Cllr E Lawrence was duly elected. **Action: Clerk**

82.23 Election of Lead Councillors for the following:

a. Planning

Cllr E Warham proposed Cllr G Watts as Lead Councillor for Planning, seconded Cllr E Lawrence – all in favour.

b. Brightwell Lakes Forum

Cllr E Warham proposed Cllr E Lawrence as Lead Councillor for Brightwell Lakes, seconded Cllr G Watts – all in favour.

c. Road Safety Forum

Cllr E Warham proposed Cllr E Lawrence as Lead Councillor for Road Safety, seconded Cllr B Newell – all in favour.

d. Community Forum

Cllr E Warham proposed Cllr E Lawrence as Lead Councillor for the Community Forum, seconded Cllr G Watts – all in favour.

83.23 To receive Members' Declaration of Interest

None

84.23 Apologies for absence

Apologies for absence were received from Cllr K Rout and Cllr E Beach.

85.23 Minutes

The minutes of the Parish Council Meeting held on the 12th April 2023 were approved as being a true record and were signed by the Chairman.

86.23 Matters arising from the Minutes

There were no matters arising. All items formed part of the agenda.

87.23 The meeting was adjourned to receive reports and questions

- a. Cllr Mark Packard – East Suffolk Councillor – no report.
- b. Cllr Ed Thompson – East Suffolk Councillor – no report.
- c. Cllr Patti Mulcahy – Suffolk County Council – no report.
- d. To receive questions from members of the public – No members of the public were present.

88.23 To discuss and confirm the Adoption of the Model Code of Conduct

The Clerk reported that the Local Government Association Model Councillor Code of Conduct 2020 had been circulated to all councillors. Cllr E Warham proposed that the Parish Council adopt the Code of Conduct, seconded Cllr B Newell – all in favour. **Action: Clerk**

89.23 Planning

DC/22/2506/ARM Os 2092 Purdis Avenue Purdis Farm – Approval of Reserved Matters of APP/13530/W/18/3213811 (DC/17/5437/OUT Six dwellings with associated infrastructure, parking and landscaping

Natural England have withdrawn their objections and the application has been approved.

DC/23/1300/FUL 115 Bucklesham Road Purdis Farm Ipswich Suffolk IP3 8TX – Replacement dwelling

PC Comments: No objection

DC/23/1355/FUL Land to Rear of Beverley Accessed Via 145 Bucklesham Road Purdis Farm IP3 8UB – Erection of two detached dwellings including vehicular access and associated works.

PC Comments: The Parish Council objects to this application. We consider that the construction of two (as opposed to one) dwelling on this site is too cramped a development when compared with other developments in the area. We are also concerned by the increased amount of traffic using the access lane which runs past several properties.

DC/23/1757/FUL Proposal: Retrospective Application - Erection of Outbuildings Site address: Brook House, Purdis Farm Lane, Purdis Farm, IP3 8UF

One of the neighbours has objected to this application. We are waiting to see whether objections are received from the other neighbour before commenting.

90.23 To discuss the VAS sign reports

Cllr E Lawrence reported that he was changing the format of the VAS reports and the new style reports would be sent out shortly.

Cllr E Lawrence had been in touch with Suffolk County Council Highways concerning the VAS sign in Murrills Road which it appears to be no longer working. He has been advised by Highways that the sign is faulty and they are not proposing to replace it therefore the unit plus the pole will be removed. Cllr E Lawrence proposed that the Parish Council request that Suffolk County Council Highways erect a new pole so that the Parish Council would be able to erect a new VAS sign.

The Clerk reported that 30mph wheelie bin stickers were on order and it was agreed that these stickers were mainly required in Brightwell.

Cllr E Lawrence said that he looked at the CCTV cameras and only one was working.

91.23 To consider changing the number of councillors for a quorum re Standing Orders

The Clerk reported that the Parish Council Standing Orders state the meeting will be quorate as follows:

1. Meetings
- x. No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

One third of elected councillors is currently 4 which isn't a workable number for meetings. If we use the total number of possible councillors is 12 which would mean 5 would be the minimum number to hold a meeting. If we do not recruit new councillors, it would be difficult to hold meetings.

Cllr G Watts proposed that the Standing Orders relating to a quorum item 1.x be amended to include "and in no case shall the quorum of a meeting be less than three", seconded Cllr E Warham – all in favour. **Action: Clerk**

92.23 To discuss the request to provide a footpath on Felixstowe Road between the roundabout at Trinity Park main entrance and the service road up towards Miller and Carter

Cllr E Lawrence reported that an estimate of the cost of providing a footpath from the roundabout at Trinity Park main entrance and the service road up towards Miller and Carter had been requested from Suffolk County Council Highways. Cllr E Warham suggested that a second estimate of cost should be requested for a short footpath along Felixstowe Road between the pedestrian traffic lights and the cut through to Murrills Road. It was agreed to wait for the first estimate to be received before asking for the second estimate. **Action: Cllr E Lawrence / Clerk**

93.23 To discuss providing benches in Meadow Crescent

Cllr E Lawrence reported that photographs of the seats in Meadow Crescent which need replacing have been sent to East Suffolk Council showing that the benches are a dangerous hazard to the public. Norse are investigating and will report back to the Parish Council. **Action: Cllr E Lawrence / Clerk**

94.23 Clerk's Report May 2023

Standing Orders

An election will not be held for the Group Parish Council. The number of residents seeking election are as follows:

Purdis Farm – 3
Foxhall – 2
Brightwell – 1

We need to recruit 6 new councillors as soon as possible.

Our Standing Orders state the meeting will be quorate as follows:

1. Meetings
- x. No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present.

One third of elected councillors is currently 4 which isn't a workable number for meetings. If we use the total number of possible councillors is 12 which would mean 5 would be the minimum number to hold a meeting. If we do not recruit new councillors, it would be difficult to hold meetings.

I am suggesting that we should change our Standing Orders to state that we require a minimum of 3 councillors to be present to be quorate.

The purpose of highlighting this to present councillor is that at our Annual Parish Council we could make a decision.

Election Forms

Each of you will have received an email from Karen Last at East Suffolk Council informing them that there will not be an election and stating the following:

1. An Acceptance of Office form will need to be signed at the first meeting or as soon as possible after that date.
2. Councillors will need to complete an Expenses Form even if you're not claiming any expenses.
3. Councillors will receive an email asking them to complete your Declaration of Interest form.

Request for Funding Support

The Parish Council has received a request from Brightwell PCC for funding support. Last year the Parish Council donated £300.00.

95.23 Road Safety Forum

Cllr E Lawrence reported that the next Road Safety Forum will be held on the 5th June 2023 and confirmed that he would be attending. **Action: Cllr E Lawrence**

96.23 Report on the Foxhall Road Surveys

The Clerk reported that no further information had been received from Suffolk County Council Highways regarding the findings as a result of the recent survey. **Action: Clerk**

97.23 East Suffolk Planning Alliance (ESPA)

Councillors agreed that the Parish Council needed to affiliate themselves with the ESPA and that Cllr G Watts should be the point of contact. **Action: Cllr G Watts / Clerk**

98.23 Rewilding in Purdis Farm

Cllr E Lawrence reported that East Suffolk Council have agreed to rewild some grass areas in Purdis Farm with no cost to the Parish Council. **Action: Cllr E Lawrence**

99.23 Finance

Income

Precept 2023/2024	£7,000.00
CIL Funding – Purdis Farm	£7,808.43

Expenditure

Clerk's Salary and Expenses April 2023	£377.55
Glasdon Grit Bin	£239.95
Mrs A J Buggs – My Wheelie Bin – 30mph Stickers	£59.99

Account Balances

Community Account Balance on 30 th April 2023	£42,640.95
Business Account Balance on 30 th April 2023	£8,293.41

Cllr E Warham proposed that the above expenditure be approved, seconded Cllr B Newell – all in favour. **Action: Clerk**

Request from Brightwell Church for Funding

The Clerk reported that a request for funding from Brightwell PCC had been received. Following discussion Cllr G Watts proposed that a grant of £300.00 be awarded, seconded Cllr B Newell – all in favour.

Notification of CIL Funding – Purdis Farm

The Clerk reported that notification and payment of the CIL Funding for Purdis Farm had been received - £7,808.43. This payment was noted by the Parish Council. **Action: Clerk**

100.23 To discuss and approve the Annual Accounts 2022/2023

The Clerk had previously distributed a copy of the year-end accounts to each councillor and presented the accounts for 2022/2023 to the meeting. It was proposed by Cllr G Watts, seconded Cllr E Warham that the year-end accounts 2022/2023 be accepted – all in favour. Cllr G Watts requested that the breakdown sheet of the accounts for Recycling Credits be deleted from the Annual Accounts Pack as this was no longer applicable. **Action: Clerk**

101.23 To approve the AGAR 2022/2023

The Clerk explained that the Parish Councils whose income or expenditure exceeds £25,000 must complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices. For the year 2022/2023 this applies to Brightwell Foxhall & Purdis Farm as the total income and expenditure were both over £25,000.

102.23 To approve the AGAR Form 3 – Part 1 Internal Control

Section 1 Internal Control Section 1 Internal Control of the AGAR had been circulated prior to the meeting and the Chairman asked for any comments. Cllr G Watts proposed that the Chairman sign Section 1 Internal Control on behalf of the Parish Council, seconded Cllr E Warham – all in favour. **Action: Clerk**

103.23 To approve the AGAR Form 3 – Part 2

Section 2 Accounting Statement of the AGAR had been circulated prior to the meeting and the Chairman asked for any comments. Cllr G Watts proposed that the Chairman sign Section 2 Accounting Statement on behalf of the Parish Council, seconded Cllr E Warham – all in favour. **Action: Clerk**

104.23 Meetings attended by Councillors/Clerk

- a. Green Infrastructure Meeting attended by Cllr B Newell and Cllr K Rout. Cllr B Newell presented her report and explained that the group Interparish Green Infrastructure consisted of a number of parishes; Waldringfield Parish Council, Martlesham Parish Council, Rushmere St Andrew Parish and that the parish of Brightwell Foxhall and Purdis Farm had been asked to take part. It had been agreed that all participating councils will be asked to contribute at least £100 depending on their precept. A workshop is being held on Wednesday, 30th August 9-4 in Waldringfield Village Hall. Cllr B Newell proposed that the Parish Council make a donation of £100, seconded Cllr G Watts – all in favour. Cllr B Newell stated that both herself and Cllr K Rout would be attending the workshop. It was agreed that the Clerk should write to Betsy Reid (Waldringfield) regarding the donation. **Action: Clerk**

- b. Cllr E Lawrence reported that he had attended a meeting with Paul Tynham Suffolk Norse and two residents concerning the Murrills Road Play Park. Paul has agreed to move the goal posts and to also plant wildflowers.
- c. Cllr B Newell reported that fly tipping of oil drums in Woodhouse Lane had occurred again. The fly tipping has been reported to East Suffolk Council.
- d. Cllr B Newell said that Purdis Road has been flooded again to the extent that a car would not be able to access the road. **Action: Clerk**

105.23 Members questions to the Chairman

None

106.23 Date of next meeting

7.30 pm Wednesday, 14th June 2023

The Chairman closed the meeting at 9.10 pm.

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

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