

BRIGHTWELL, FOXHALL & PURDIS FARM GROUP PARISH COUNCIL

Minutes

Of the Parish Council Meeting held at 7.30 pm Wednesday, 9th February 2022

Present

Cllr E Warham - Chair

Cllr G Watts

Cllr K Rout

Cllr B Newell

Cllr E Lawrence

Cllr B Short

Cllr S Short

Cllr C Blundell – East Suffolk Councillor

Cllr E Thompson – East Suffolk Councillor

Mrs Angie Buggs – Clerk

16.22 Apologies for absence

No apologies for absence were received.

17.22 To receive Members' declaration of interest

No declarations of interest were received.

18.22 Minutes

The minutes of the Parish Council Meeting held on the 12th January 2022 were approved as being a true record.

19.22 Matters arising from the minutes

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

20.22 The meeting was adjourned to receive reports and questions

a. Cllr Chris Blundell – East Suffolk District Councillor – written report

From your Conservative District Councillor for Martlesham, Brightwell, Foxhall and Purdis Farm Chris Blundell January 2022.

Community Governance Review (CGR)

East Suffolk Council has resolved to undertake a Community Governance Review (CGR) of the whole of the district. The Council has a duty to keep parish arrangements under review.

In undertaking the review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act (2007).

Section 81 of the 2007 Act requires the Council to publish its Terms of Reference for the Review which clearly set out the focus of the review.

What is a CGR?

A CGR is a legal process whereby Principal Authorities (East Suffolk Council) can consider the following:

- Creating, merging, altering or abolishing parishes,
- The naming of parishes and the style for any new parishes,
- The electoral arrangements for parishes, i.e., the ordinary year of election, council size, the number of councillors to be elected and parish warding,
- Grouping of parishes under a common parish council or de-grouping parishes.

The CGR must reflect the identities and interests of communities and should take into account the impact of community governance arrangements on cohesion and the size, population and boundaries of a local community or parish.

Government guidance states that it is good practice to conduct a full CGR at least every 10 to 15 years and keep the area under review in the meantime.

Local Government Boundary Commission for England (LGBCE)

Consent will be required by the LGBCE to implement any proposed changes recommended by this CGR. This is because the District and County Council electoral reviews were carried out less than five years ago and CGRs cannot be used as a vehicle to undermine the changes resulting from an electoral review.

Who will Undertake the Review?

As the principal authority, East Suffolk Council is responsible for undertaking CGRs within its area. The Council will approve the final recommendations before a Community Governance Order (CGO) is made.

Consultation

The Council will consult widely on the review including but not limited to:

- Local government electors / East Suffolk Council residents.
- Parish Councils / Parish meetings.
- District and County Councillors.
- Members of Parliament.

Information about each stage of the review will be published on the Council's Website and available for inspection at East Suffolk House, Station Road, Melton. IP12 1RT

Timeline of the Review

Legislation states that a CGR must be completed within a 12-month period.

Stage	Action	Dates
Start	Terms of Reference approved by Council	26 Jan 2022
1	Consultation	Feb-April
2	Consider submissions	April-May
3	Draft Recommendations	May (TBC)
4	Consult on draft recommendations	May-Sept
5	Final recommendations to ESC	Sept. 2022 (TBC)
6	Re-organisation Order made	October 2022 (TBC)

Scope of the Review

The Review includes all aspects of community governance arrangements of existing parishes, including:

- To consider the name of existing parishes/parish councils.
- To consider the boundaries of existing parishes and whether existing parishes should be split or amalgamated to constitute new parishes.
- To consider whether any new or existing parish council should be divided into wards, including the number and boundaries of any such wards, the number of councillors to be elected for any such ward and the name of any ward.

Considerations

Legislation requires that the Council must ensure that the community governance within the area:

- reflects the identities and interests of the communities in the area,
- is effective and convenient and takes into account any other arrangements for the purpose of community representation or engagement in the area.

In considering proposals for change, the Council will take the following into account:

- Parish Status (Council or Meeting),
- Parish boundaries,
- Council size,
- Grouping of Parishes.

Ordinary year of election

As the District Council is elected every four years on an 'all out' basis it is proposed to keep the ordinary year of elections for parish councils on the same date.

The dead-line for submission is 1st April 2022.

All the forgoing is an extract of the 'terms of reference' for the CGR. Further information can be obtained from the Council offices at: East Suffolk House, Station Road, Melton, Woodbridge. IP12 1RT.

If you wish to have further information on any of the foregoing topics or any other district council matters, please contact me by email at chris.blundell@eastsuffolk.gov.uk. Otherwise by phone on 01473 622716.

The Chairman thanked Chris for his comprehensive and informative precise of the Annual Governance Review process. The Clerk was requested to upload a copy of the report on to the Parish Council's website. **Action: Clerk**

b. Cllr Ed Thompson – East Suffolk Councillor – verbal report

Cllr E Thompson gave a verbal report and as part of that report he offered to support the Parish Council by funding another vehicle activated sign for the parish. Cllr E Thompson said that he would fund £4,000.00 out of his Enabling Budget for 2021/2022. On behalf of the Parish Council the Chairman Cllr E Warham thanked Cllr Thompson for his generous offer. **Action: Clerk**

Cllr E Thompson said that there is funding available to support Parishes who would like to organise events for the Queen's Platinum Jubilee.

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.

To reconvene the meeting

21.22 Planning

a. Proposed development of Orwell Crossing Logistics Park

Cllr G Watts reported that there had been no further developments with regard to Orwell Crossing.

b. General

DC/21/2391/FUL Land off Ipswich Road Brightwell -Change of use of land for siting of 31 no. static units and 12 touring pitches and ancillary facilities – re submission DC/20/5102/FUL – No further updates.

DC/21/0903/FUL The Hollies Straight Road Foxhall – Utilise the existing land formerly known as The Hollies Sports Centre and Social Club as home pitch locations for both youth and adult football. Creation of new vehicular access, parking and associated facilities – No further updates. Clerk to contact ESC Planning to ask the latest position. **Action: Clerk**

DC/22/0083/FUL 69 Bucklesham Road Purdis Farm – Erect new higher (8ft) fence to West side of the property besides public walkway.

Following discussion, it was decided to object to this application as councillors consider that the total height of the fence (8 ft) is excessive.

DC/21/5614/OUT Backlands Purdis Farm Lane Purdis Farm – Proposed new dwelling with associated outbuildings

Cllr G Watts reported that the Parish Council did not object to this application however there have now been three objections from the neighbours.

DC/21/5746/FUL Foxcroft Felixstowe Road Foxhall – First floor side extension, new access gates and wall.

The Parish Council did not object to this application. However, Suffolk County Council Highways have lodged an objection stating that the proposed location of the gates is not satisfactory as they should be set back a minimum of 5 metres from the edge of the highway to prevent cars from waiting and causing congestion in the road and/or blocking the pedestrian sidewalk.

DC/21/3546/FUL The site is located to the North of Trinity Park, to the North of Bucklesham Road... - Change of use to facilitate four croquet lawns with clubhouse, maintenance shed, car parking and water tank. Parking will be on site...

This application has been approved by ESC Planning.

DC/21/3805/FUL Foxhall Hall Hall Road Foxhall – Change of use and partial rebuilding of some of the former agricultural buildings as a new Orthodontics surgery with associate facilities.

This application was referred to committee, but the committee decided to delegate it to the Planning Officer. This application has been approved by ESC Planning.

22.22 Straight Road Improvements

The Clerk reported that she had not received any reply to her email to David Chenery Suffolk County Council Safety and Speed Management Engineer. Clerk to contact David Chenery again. **Action: Clerk**

23.22 To discuss VAS sign reports

Cllr E Lawrence reported that the VAS signs are currently situated on Bucklesham Road but will be moved to Brightwell when monitoring in Bucklesham Road has been completed. Cllr B Newell stated that she believed Brightwell to be a critical case and believed there was enough evidence to request a police speed check. **Action: Clerk**

24.22 To discuss Murrills Park Purdis Farm

The Clerk reported that Andy Joliffe had arranged a Teams Meeting at 10.00 am on Monday, 14th February 2022 to feedback to the Parish Council the details of the proposed project. It was agreed to send details to all councillors. **Action: Clerk**

25.22 To discuss the Community Governance Review

Cllr G Watts requested that the summary which Cllr Chris Blundell had provided on the Community Governance Review be posted on the Parish Council's website to make residents aware. Cllr G Watts proposed that the Parish Council discuss the review in detail at the March 2022 meeting. The Clerk reported that currently the Parish Council has 7 councillors Purdis Farm, 1 Brightwell and 5 Foxhall.

Discussion took place regarding the possibility to request to reduce councillor numbers by 1 making a total 12 instead of 13. **Action: Clerk**

26.22 To discuss producing a parish newsletter

Cllr K Rout stated he had recently read the Martlesham Heath Parish Council newsletter which he believed was helpful. Cllr G Watts said that there are currently several articles which would be of interest to residents; Murrills Park, Road Safety Forum, VAS cameras, recruitment of councillors and the Community Governance Review. It was suggested that the Parish Council should produce a newsletter 2 or 3 times a year. It was suggested that it would be helpful to approach local companies to advertise in a newsletter. It was agreed that this item should be deferred until the next meeting. **Action: Clerk**

27.22 Report on the Road Safety Forum Meeting

Cllr B Short reported that at the Road Safety Forum Meeting to be held on the 17th February 2022 members would be discussing the structure of future meetings. **Action: Cllrs B and S Short**

28.22 To approve Standing Orders, Financial Regulations, Asset Register, Risk Assessment and Internal Audit

The Clerk explained the Standing Orders, Financial Regulations, Asset Register, Risk Assessment and Internal Audit need to be reviewed and adopted annually. All documents had previously been circulated to councillors. Cllr E Warham proposed that the Financial Regulations, Risk Assessment and Internal Audit were accepted and approved, seconded Cllr B Short – all in favour.

It was agreed that the Asset Register be deferred until the next meeting to enable the street furniture to be counted for accuracy. **Action: Clerk / Cllr E Lawrence / Cllr B Short / Cllr B Newell.**

Councillors agreed to defer the acceptance of the Standing Orders until next meeting to enable councillors to further discuss an amendment to the time limit allowable for members of the public to speak:

e. The period of time shall not exceed 20 minutes.

f. Subject to Standing Order 1e above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes.

g. In accordance with Standing Order 1d above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

Action: Clerk / All councillors

29.22 Clerk's Report February 2022

Police Attendance

The police have agreed to send a police officer to our Annual Parish Meeting on Tuesday, 18th May 2022.

Murrills Park Design Summary

Andy Jolliffe has arranged an on-line meeting with myself and Cllr Eddie Lawrence to put forward the Murrills Park Design Summary.

Queen's Platinum Jubilee

Trinity Park will not be holding an event(s) to mark the Queen's Platinum Jubilee but will be holding a concert in September 2022.

Andy Jolliffe Road Safety Forum

It was nice to see Cllrs Sheila and Bernard Short attend our Road Safety Forum meeting. It is hoping that we will continue to have their representation at future Road Safety meetings, the next being on 17th Feb.

The Community Partnership had indeed supported the purchase of Speed Indicator Devices/VAS. In November/December 2021 I wrote to all the Clerks in the Community Partnership area to encourage consideration of funding bids for the Partnership to consider. We received interest from Purdis Farm about more permanent road signage for one junction in particular. Purdis Farm weren't the only Parish to ask for such assistance as signage was considered an issue by several parishes. After discussion with the Chair it was decided that it wouldn't be appropriate to fund permanent road signage because it is the responsibility of Suffolk Highways to provide such materials based on an assessment of need. The Partnership wouldn't be able to meet all the requests made either. This was the only response I received to the request for potential funding bids.

The budget for 21/22 has now been fully allocated and it is anticipated that the Partnerships priorities may change as of April this year. This is of course to be confirmed and decided by members of the Partnership itself.

It's positive to know (and see) the cameras you've already purchased. I would suggest in terms of other funding options there are a couple to consider. I would recommend speaking with Councillors Thompson and Blundell about their remaining Enabling Communities Budgets for this year. At the time of writing, both have unallocated funds for this financial year (details are publicly available on our website). It would be a matter of making a proposal to them with the grant amount and it being signed off by either Councillor. If you need any help with completing the form please let me know and I can support. Enabling Communities Budgets » East Suffolk Council

Brightwell Notice Board

The new notice board has arrived and Cllr Kevin Rout has picked it up so it can be placed in position.

Oak Trees

The Parish Council has been notified of the arrival of the Oak Trees. I have passed this information on to Cllr Kevin Rout.

30.22 Finance

Income

None

Expenditure

A J Buggs Salary and Expenses January 2022	£328.80
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Information Commissioners Office £40.00

Community Account Balance as at 31st January 2022 £33,182.22

Business Account Balance as at 31st January 2022 £8,275.13

Cllr E Warham proposed that the above expenditure be approved, seconded Cllr K Rout – all in favour.

31.22 Appointment of Internal Auditor

The Clerk reported that each year the Parish Council must approve the appointment of the Internal Auditor. Following discussion, Cllr E Warham proposed that Trevor Brown be appointed as Internal Auditor, seconded Cllr G Watts – all in favour.

32.22 Meetings attended by councillors/clerk

- a. Cllr B Newell gave her report on the recent on-line Brightwell Lakes Committee meeting she had attended. Cllr B Newell reported that the next meeting in six months' would be face-to-face. Cllr E Lawrence had also attended the meeting.

33.22 Members questions to the Chairman

- a. Cllr K Rout reported that earth works had been started at the back of Ransome's Industrial Estate and to do this workers had removed fir trees which were up to 16 ft high. These trees were providing screening to houses on the opposite side of the A1156 from Orwell Crossing. It was agreed that the Clerk should write to Ben Woolnough Planning Officer at East Suffolk Council expressing concerns that the trees have been removed on the far side of railway line. **Action: Clerk**

34.22 Date of next meeting

Wednesday, 9th March 2022 at Trinity Park

The Chairman closed the meeting at 9.29 pm

Signed..... Date

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