

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

### **Minutes**

Of the Parish Council Meeting held at 7.30 pm Wednesday, 9<sup>th</sup> March 2022

Present

Cllr E Warham - Chair

Cllr G Watts

Cllr K Rout

Cllr E Beach

Cllr B Newell

Cllr E Lawrence

Cllr B Short

Cllr S Short

Mrs Angie Buggs – Clerk

2 members of the public

#### **35.22 Apologies for absence**

Apologies for absence were received from Cllr C Blundell East Suffolk Council and Cllr E Thompson East Suffolk Council.

#### **36.22 To receive Members' declaration of interest**

No declarations of interest were received.

#### **37.22 Minutes**

The minutes of the Parish Council Meeting held on the 9<sup>th</sup> February 2022 were approved as being a true record.

#### **38.22 Matters arising from the minutes**

All items arising from the minutes formed part of the agenda.

#### **39.22 The meeting was adjourned to receive reports and questions**

- a. Cllr Chris Blundell – East Suffolk District Councillor – no report.
- b. Cllr Ed Thompson – East Suffolk Councillor – written report.
- c. Cllr Patti Mulcahy – Suffolk County Council – no report.
- d. To receive questions from members of the public

A member of the public attended the meeting to bring to the attention of the Parish Council that in August 2002 the position of some houses on Murrills Park had been repositioned due the identification of an Anglo Saxon burial ground on land which is now known as Murrills Park. The resident was concerned that the burial ground would be disturbed by the development which is being undertaken by East Suffolk Council to improve the amenities on Murrills Park. The resident

presented documents which highlighted where the burial ground was situated. Document [https://suffolkarchaeology.co.uk/2009\\_256.pdf](https://suffolkarchaeology.co.uk/2009_256.pdf) refers.

### **To reconvene the meeting**

#### **40.22 To co-opt Parish Councillor and signing of Declaration of Acceptance of Office**

The Clerk reported that Elizabeth Beach had put herself forward as a candidate for the Parish Council to represent Foxhall Parish. Details had previously been circulated to councillors of her background and experience. Cllr K Rout proposed, seconded Cllr B Short that Elizabeth Beach be co-opted as a Parish Councillor – all in favour. Ms Beach duly signed her Declaration of Acceptance of Office form which was also signed by the Clerk on behalf of the Parish Council. **Action: Clerk**

#### **41.22 Planning**

a. Proposed development of Orwell Crossing Logistics Park

Cllr G Watts reported that there had been no further developments regarding the Orwell Crossing Logistics Park.

b. General

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 progress.

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 – The Parish Council will confirm original objection. **Action: Cllr G Watts**

DC/21/3805/FUL Foxhall Hall Hall Road Foxhall – Change of use and partial rebuilding of some of the formal agricultural buildings as a new Orthodontics surgery with associate facilities. Clerk to update Planning List to reflect that this application has now been approved. **Action: Clerk**

Cllr G Watts reported that he would be attending the Town and Parish Councils Workshop – Preparation of Housing in Clusters and Small-Scale Residential Development in the Countryside Supplementary Planning Document on the 31<sup>st</sup> March 2022.

#### **42.22 Straight Road Improvements**

The Clerk reported that she had previously circulated a list of requirements which had been received from David Chenery. The Parish Council confirmed that this list was correct and should form the basis of the estimate for improvements to Straight Road, Monument Farm Lane, Hall Road and Woodhouse Lane Foxhall. David Chenery Suffolk County Council Highways Manager has indicated that the Parish Council could expect to receive the estimate within 10 days of approval of the list.

- Plot road collisions on a map and provide a report of their individual details and causes.
- Commission our in-house traffic survey team to carry out speed and traffic volume surveys on each road.
- Look at any past reports of HGV incidents.
- Contact the police for data on speed enforcement.

- Contact our maintenance team to report on road surface conditions from data we hold or a visual inspection.
- Contact our drainage team to see if they have any reports of drainage issues.
- Carry out any road width measurements if needed.
- Based on the above data summarise the findings for each road.
- Make recommendations for each road for any works to improve safety, get better speed compliance and improve the road surface or drainage.
- Solutions may include increasing police enforcement, setting up a SID or TVAS scheme (see SCC website under speeding), Community Speed Watch, village gateways, roundels, built outs, chicanes etc along with looking at enhancing signs and lines, road surface or drainage.

Following discussion, Cllr G Watts proposed that the list of requirements is correct and should be sent to David Chenery for action, seconded Cllr B Newell – all in favour. **Action: Clerk**

It was reported that the drains at the Bucklesham Road end Straight Road need clearing, and it was agreed that this should be reported on the Suffolk County Council interactive online map. **Action: Clerk**

#### **43.22 To discuss VAS sign reports**

Cllr E Lawrence reported that he had distributed the latest data which had been collected on the VAS signs (Bucklesham logs 2 and 3). Cllr Lawrence stated that the data shows that there are more vehicles over the speed limit than under. The Parish Council discussed the purchase of two additional speed cameras. One of the cameras would be funded by Cllr Ed Thompson's Enabling Budget. Cllr E Lawrence proposed that the Parish Council purchase two additional cameras from Westotec, seconded Cllr B Newell – all in favour. Clerk to ask Westotec whether there would be a discount for purchasing two cameras. **Action: Clerk**

#### **44.22 To discuss Murrills Park Purdis Farm**

Councillors discussed the resident's concern with regard to the burial ground on Murrills Park and the Clerk was asked to write to Andy Jolliffe and the Ipswich Archaeological Society regarding this matter. Cllr G Watts asked who would be responsible for the ongoing maintenance of Murrills Park. The Clerk confirmed that it would be the responsibility of East Suffolk Council. **Action: Clerk**

#### **45.22 To discuss the Community Governance Review**

The Parish Council discussed the Community Governance Review which provides councils with an opportunity to review and make changes to community governance arrangements. A CGR can consider the following:

- Creating, merging, altering or abolishing parishes.
- The naming of parishes and the style of new parishes.
- The electoral arrangements of parishes such as number of councillors and parish warding.
- The grouping of parishes under a common parish council or the de-grouping of parishes.

Parish Councils have until the 1<sup>st</sup> April 2022 to put forward to East Suffolk Council any suggestions for changes to the governance in the area. Following discussions Cllr G Watts proposed that a request for a reduction in councillor numbers from 13 to 12 (Purdis Farm be reduced from 7 to 6, Brightwell to remain the same at 1 councillor and Foxhall to remain the same at 5 councillors) based

on a total for the group parish council of 12 which is under 2,500 (councillors 6-12), seconded Cllr E Warham – all in favour. **Action: Clerk**

#### **46.22 To approve the Standing Orders and Asset Register**

##### **a. Standing Orders**

Standing Order 1e. The Period of time shall not exceed 20 mins.

Following discussion, Cllr G Watts proposed that the Standing Order should be amended to -

- 1e. The period of time shall not exceed 20 minutes however this can be extended at the discretion of the Chairman of the meeting.

Seconded, Cllr K Rout – all in favour. **Action: Clerk**

##### **b. Asset Register**

The Clerk had previously circulated the revised Asset Register. Cllr G Watts proposed that the Asset Register be adopted, seconded Cllr E Lawrence – all in favour. **Action: Clerk**

#### **47.22 To discuss producing a parish newsletter**

Cllr E Lawrence and Cllr E Warham had obtained costs for the printing of an A5 newsletter. The Clerk explained that the Parish Council could not distribute newsletters by post as it is illegal to give a copy of the electoral roll to any councillor, individual or company in its full format only as individual addresses. The Clerk was requested to obtain the cost of Royal Mail delivering the newsletters with the day-to-day post. **Action: Clerk**

Cllr E Lawrence stated that he believed the Parish Council would need to appoint a professional company to typeset the newsletter and consideration would need to be given to the editorial content of a newsletter. It was agreed that Cllr K Rout would get in touch with Martlesham Parish Council requesting information as to who they use to do this work. **Action: Cllr K Rout / Clerk**

#### **48.22 Report on the Road Safety Forum Meeting**

Cllrs Bernard and Sheila Short presented their report on the recent Road Safety Forum Meeting.

1. Terms of Reference (ToR)
  - a. To provide quarterly updates to the Community Partnership meetings.
  - b. To assess practical and achievable changes to reduce the risk to current road users (pedestrians, cyclists, equestrians and motorists).
  - c. See list of those encouraged to attend – ToR sheet.
2. Community Partnership (CP). See their summary for their next review meeting in April 2022. Does anyone attend these meetings?
3. RSF meeting held 17<sup>th</sup> February 2022.
  - a. Do we have or get any Highways related reports relevant to this joint parish council in which no action has been taken? If so, REFERENCE numbers and info can be passed on to the Community Partnership for further action.

- b. The RSF reports to the quarterly CP meetings – next in May 2022.
- c. Mention was made of a 20 mph speed limit trial in the Scottish Borders for villages. This could be relevant to our local village speed limits under consideration.
- d. Schools’ safety items were discussed, in particular parking outside schools, high traffic speeds and the use of Hi Vis jackets by primary school children. £3,000 has already been provided by the CP for the jackets. No schools in our area.
- e. Fatal accident at Foxhall Road/Bell Lane junction in June 2019 where a motorcyclist was killed. Car turning right into Bell Lane and likely driver on hands free chat at the time.
- f. After a review from a meeting of Parish and East Suffolk councillors and a Road Safety Officer, the speed limit (now 50 mph) in that area is under consideration for a reduction to 40 mph.
- g. Concerns re Sizewell C (SZC) project and increased highway traffic. A representative from SZC to explain current plans. Further public discussion is also likely within the next couple of months.
- h. SCC councillor Elaine Bryce was responsible for a recent traffic review, but no update has yet been released. An update is being requested.
- i. SID (Speed Indicator Device) data is now available for some villages in our area. Our VAS (Vehicle Activated Signs) data will need to be forwarded to the RSF for consideration and forward to the CP and Police as appropriate. We can also contact the Police ourselves if considered necessary.
- j. Are we having a PCSQ attend one of our Parish Council meetings? This would be a good time to ask for their advice.
- k. ANY SUGGESTIONS/ideas of actions/aims/objectives that may be helpful are requested to be forwarded to the RSP for consideration.
- l. The date of the next meeting is in April 22 – to be confirmed.

#### **49.22 Clerk’s Report March 2022**

##### Change of Meeting Dates

Trinity Park has had to change some of the following meeting date(s). Could you check your diaries please to ensure now I’ve changed the dates that you have the correct dates please?

Wednesday, 13th April 2022

Thursday, 5th May 2022 (Annual Parish Meeting and Annual Parish Council Meeting)

Wednesday, 8th June 2022

Wednesday, 13th July 2022

Wednesday, 14th September 2022

Wednesday, 19th October 2022

Wednesday, 9th November 2022

Wednesday, 14th December 2022

##### Parish Newsletter

Eddie was kind enough to send round prices for both printing and delivery. Unfortunately, we cannot send out invitations by post as I’m not legally allowed to give a copy of the electoral roll to any councillor, individual or company in its full format only as addresses. The only way we can distribute a newsletter would be for it to be hand delivered or delivered by royal mail to each household.

### Donation from Cllr Ed Thompson's Enabling Budget

I have officially received notification from ESC that we have been granted £4,000 from Ed's Enabling Budget and I now have the paperwork to complete to claim the funding. Our thanks go to Ed for his generosity.

### Donation to Brightwell Church

I have received a request from Trevor Barber on behalf of Brightwell Church for a donation for the upkeep of their churchyard. In previous years we have donated £200.00.

## **50.22 Finance**

### **Income**

None

### **Expenditure**

A J Buggs Salary and Expenses February 2022	£339.60
A J Buggs (One Suffolk Website)	£60.00
Community Account Balance as at 28 <sup>th</sup> February 2022	£31,494.43
Business Account Balance as at 28 <sup>th</sup> February 2022	£8,275.13

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

### **To approve a donation to Brightwell Parish Church**

Following discussion, Cllr B Short proposed that the Parish Council should donate £300.00 towards the upkeep of the church yard, seconded Cllr E Lawrence – all in favour. **Action: Clerk**

### **To discuss accepting the National Pay Negotiations 2021/2022**

Following discussion, Cllr E Warham proposed that the Parish Council approve the National Pay Negotiations 2021/2022 for the Clerk's salary of 1.75% as from the 1<sup>st</sup> April 2021, seconded Cllr B Short – all in favour. It was also agreed that the Clerk's terms and conditions should be reviewed in May 2022. **Action: Clerk**

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

- a. Cllrs B and S Short had attended the Community Road Safety Forum. Please see Minute 40.22.

## **52.22 Members questions to the Chairman**

- a. Cllr K Rout, Cllr G Watts and Cllr E Beach offered their apologies for the next meeting.

## **53.22 Date of next meeting**

**Wednesday, 13<sup>th</sup> April 2022 at Trinity Park**

**The Chairman closed the meeting at 21.41 pm**

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

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