

## BRIGHTWELL, FOXHALL & PURDIS FARM GROUP PARISH COUNCIL

### Minutes

Of the Parish Council Meeting held at 7.30 pm Wednesday, 12<sup>th</sup> October 2022 at Trinity Park

Present

Cllr E Warham - Chair

Cllr K Rout

Cllr E Beach

Cllr B Newell

Cllr E Lawrence

Cllr G Watts

Cllr B Short

Cllr S Short

Cllr P Mulcahy – Suffolk County Council

Cllr E Thompson – East Suffolk Council

Cllr C Blundell – East Suffolk Council

Mrs Angie Buggs – Clerk

#### 139.22 Apologies for absence

None

#### 140.22 To receive Members' declaration of interest

No declarations of interest were received.

#### 141.22 Minutes

The minutes of the Parish Council Meeting held on the 12<sup>th</sup> July 2022 were approved as being a true record.

#### 142.22 Matters arising from the minutes

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

#### 143.22 The meeting was adjourned to receive reports and questions

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

**A Thank You.** As we approach the end of 2022 and the end of this four-year term of administration, I want to say a big thank you to all those who volunteer to do the many activities that help to make Martlesham together with Brightwell, Foxhall and Purdis Farm such a pleasant and rewarding place to live. We have a great many volunteers in this ward that I have had the pleasure to work for and represent as your conservative councillor. With funding granted to councillors from the East Suffolk Council I have been proud to support so many activities that were undertaken by volunteers. Additionally, the funding supplied through the Community Partnership was used by volunteers to help improve the quality of life across the partnership area of Kesgrave, Martlesham, Rushmere St Andrew, Brightwell, Foxhall, Purdis Farm, Carlford and Fynn Valley. It was the volunteers who helped to identify the areas of activity that were most in need of financial help. It was my pleasure to sign

off the funds for all those projects as Chair of the local Community Partnership. Again, my sincere thank you for all the work done by all our excellent volunteers.

**Ease the Squeeze.** I hope that the Roadshows that East Suffolk Council (ESC) implemented at many locations throughout the district were of help and benefit for those who felt the need to visit them. At the time of writing this article, ESC is actively seeking locations in which to create the **'Warm Room'** facility by asking communities if they are able to allocate a large room that can be heated for six hours per day on two days of the week and where groups of 15 to 25 or more residents in need can meet and participate in gentle or quiet activities and where light refreshments are provided. ESC will then fund the heating costs.

**East Suffolk Warm Homes Grant Scheme.** In April 2022, the Government launched the UK Shared Prosperity Fund (UKSPF) to support its Levelling Up agenda. The primary object of the UKSPF is to build pride in place and increase life chances across the UK. The Warm Rooms programme is planned to be partly funded by money from the UKSPF. For a summary of the fund please see: <https://www.eastsuffolk.gov.uk/business/uk-shared-prosperity-fund/>

The target for each of our Warm Rooms is to provide somewhere safe, warm and welcoming where people who are struggling with the costs of heating their own homes can come to keep warm, socialise and access additional support from local partners – to mitigate other effects of the rising cost of living, where appropriate. Grants of up to £2,860 per application are available.

**Refugees.** There is currently a consultation taking place between the Government and local authorities on the dispersal of refugees. Nationally there are over 31,000 people in contingency accommodation (hotels/guest houses) with 1,231 in 12 such hotels in the East of England. In the East of England, the accommodation providers are 'Serco' and 'Clearsprings Ready Homes'.

According to the latest Home Office statistics available (June 2022), the East of England already houses 1,872 asylum seekers in dispersed accommodation, which means that a further 3,328 bed spaces will need to be procured by 'Serco' and 'Clearsprings' in our region over the next 18 months. The proposed allocation by local Authority in the East of England, to be achieved by December 2023 means that Suffolk is looking at a proposed allocation adjusted to 484 and in East Suffolk that equates 176 asylum seekers.

**Major Funding boost for efforts to end rough sleeping in East Suffolk.** East Suffolk Council has welcomed the allocation of £2.5 million in government funding towards additional support for people at risk of sleeping rough. The £2,434,258 funding settlement will be awarded across three years in support of a long term, strategic programme to end rough sleeping. It follows publication of the £2bn cross-government Rough Sleeping Strategy by the Department for Levelling Up, Housing and Communities (DLUHC) to drive forward a manifesto commitment to tackle homelessness.

b. Cllr Ed Thompson – East Suffolk Councillor – no report.

c. Cllr Patti Mulcahy – Suffolk County Council – verbal report.

Cllr Mulcahy gave a verbal report to the meeting. Changes are being made to the Foxhall Waste Site which will improve the facilities and ease of access to users. It will be closed temporarily to enable the changes to be made. Residents like the appointment system so this will stay and this will continue.

d. To receive questions from members of the public

No members of the public were present.

### **To reconvene the meeting**

#### **144.22 Planning**

##### **a. Proposed development of Orwell Crossing Logistics Park**

This planning application is still pending.

##### **b. General**

DC/21/3512/FUL Molen Bucklesham Road Foxhall

The Parish Council objected to this retrospective application.

ESC Comments: This application has been delayed due to initial SCC Highways objections concerning the development's obstruction to visibility display. The front wall piers will now be demolished and rebuilt so they are 2.4 metres back from the highway edge – similar to the piers/wall/gate of the neighbouring property approved in 2013. The application is to proceed before the referral panel on the 13<sup>th</sup> October 2022 with the recommendation of approval.

DC/21/2999/FUL The Hollies Straight Road Foxhall

Utilise the existing land formally 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.

The Parish Council objected to this application.

ESC Comments: This application is still pending.

DC/22/3291/TPO Blackthorn House 5 Beechwood Drive Purdis Farm

T1 Lime - Crown reduce the height and spread of the tree by removing approx. 2.5 metres from the end of each branch and balance / shape. Remove deadwood over 10mm in diameter and thin out the crown by approx. 10% to allow more light penetration of the canopy. Remove secondary sub lateral branches to achieve a crown lift of approx. 3-3.5m

T2 Horse Chestnut - Crown reduce the height and spread of the tree by removing approx. 1.5 - 2 metres from the end of each branch and balance / shape. Remove deadwood over 10mm in diameter and thin canopy by approx. 10% to allow more light and air penetration. Remove secondary sub laterals to achieve a crown lift of approx. 3.5m

The Parish Council did not object to this application

ESC Comments: This application is pending.

DC/22/2437/FUL Pinetrees Purdis Farm Lane Purdis Farm

Demolition of existing bungalow, construction of 4 new dwellings and associated carports, parking, access, and landscaping.

The Parish Council objected to this application.

ESC Comments: This application is pending.

**c. Three Rivers Business Park Felixstowe Road**

DC/22/3591/FUL Three Rivers Business Centre Felixstowe Road Foxhall

Erection of 3 no. office units with a Class E (g)(i) use class. that development achieves a high-quality design, which is responsive and sympathetic to its surroundings. The existing units on site adopt a traditional agricultural barn vernacular utilising red brick and weatherboarded elevations with pantile roof. The proposed units would be of a similar form, scale and appearance of the existing units, specifically the units to the south of the site, but the proposed units would incorporate rooflights to enable floor space to be accommodated within the roof. The proposed units would utilise an area vacant maintained land, adjoining the existing business units. The of site is of a significant size to accommodate the proposed building and associated parking without it appearing cramped or contrived. By way of location and form, the proposed development would not detrimentally affect the wider landscape.

The Parish Council objected to this application.

ESC Comments: This application is pending.

Cllr G Watts reported that the Parish Council had not objected to previous planning applications on this site but will be objecting to this application as it appears to be an over development of the site.

Cllr E Beach said that if planning permission for this application is approved there will be no parking for Flex and is a danger to children due to the increase in the movement of cars of at least 50 cars. There is also a drainage membrane where the buildings will be placed. There are containers at the back of the site which do not have planning permission. There will be increased noise and light pollution.

The Clerk reported that she had written to East Suffolk Council Enforcement Team to investigate the use of land for truck storage on the site.

**c. Enterprise Lighting**

The Parish Council discussed the lighting at the Enterprise Rent-a-Car site on the A1156 Felixstowe Road. It was agreed that the Clerk should write to East Suffolk Council Enforcement Team regarding the level of lighting on the site. **Action: Clerk**

**d. To discuss DC/22/3285/FUL Brightwell Wood Land Adjacent Lower House Bucklesham Hall Drive Brightwell – Twisted Oaks**

The objection to the planning application had been circulated to all councillors. Cllr G Watts said that the objection had been mainly on the access grounds and disturbance to Brightwell residents.

Discussions took place about a disclaimer which had been published on the Twisted Oaks website however it was generally thought that this disclaimer was not legal. There have been a number of objections to this retrospective planning application. A document objecting to the planning application had been received by the Parish Council which had not been signed. It is unclear whether the document has been submitted to East Suffolk Planning Department therefore Cllr E Thompson agreed to submit it to the Planning Officer. **Action: Cllr E Thompson / Clerk**

#### **145.22 To discuss VAS sign reports**

Cllr E Lawrence reported that the latest data for the two VAS signs in Bucklesham Road demonstrates that more people are adhering to the speed limit than breaking it. It was agreed that the four VAS signs should be erected in Bucklesham Road to see whether having more cameras makes any difference to the statistics. The next Road Safety Forum is on the 12<sup>th</sup> December 2022 and the Road Safety Week is from the 14<sup>th</sup> – 18<sup>th</sup> November 2022.

#### **146.22 To discuss the Purdis Farm Consultation Report / Rewilding of Purdis Farm**

The report submitted by Suffolk Wildlife had been circulated to all councillors. It was agreed that Cllr E Lawrence should go ahead with the rewilding of Purdis Farm. **Action: Cllr E Lawrence**

#### **147.22 Report from Councillors on the Brightwell Lakes Community Forum**

Cllr E Lawrence attended the last meeting. A new sign has been erected on the site to advertise the new development. Parish Councils have been asked to put forward suggested 'Lakeland' type names for the new roads. **Action: All Councillors**

#### **148.22 To discuss the Parish Newsletter and producing a newsletter policy**

Cllr E Beach reported that the Parish Council would need to distribute the newsletter in Foxhall (118) and Brightwell (26). Warren Heath newsletters will be delivered as part of the cost of the newsletter production. The cost of a 12-page newsletter is £420.00 including printing and distribution. An email has been received from a lady who was interested in advertising in the newsletter. Cllr Chris Blundell East Suffolk Council offered funding out of his Enabling Communities budget. It was agreed that Cllr E Beach would let the clerk have details to enable her to complete the funding request form. **Action: Cllr E Beach / Clerk**

The Parish Council felt it would be helpful to have an Editorial Policy. Agreed that a policy should be drafted and submitted to the next meeting. **Action: Cllr E Lawrence / Clerk**

#### **149.22 To discuss the latest information from the Community Partnership**

The next Community Partnership meeting is on the 13<sup>th</sup> October 2022 at the Kesgrave Scout Hall. Warm Rooms have already been set up. Our parishes do not have a Community Hall to utilise. Grants are available for Warm Rooms of up to £2,860. A lot of community projects are being set up such as helping people to learn how to cook efficiently, making available slow cookers and microwaves, warm shawls, and field to fork to help people grow their own food. If the Parish Council is aware of anybody who needs support, they can refer them for support. **Action: All Councillors / Clerk**

#### **150.22 To discuss Murrills Park and the Platinum Jubilee Tree**

Parish Councillors expressed concern about who would be carrying out the Rospa inspections and on-going maintenance. The Clerk reported that the play equipment is owned by East Suffolk Council and therefore it is their responsibility to arrange for regular yearly Rospa inspections. When the work on the play area was completed East Suffolk Council arranged for a Rospa inspection to be carried out by an independent inspector. The Parish Council has not been advised of the results of this report. The gym equipment on Murrills Park is being used. Unfortunately, the Jubilee tree is dead because during the renovation of Murrills Park the contractors failed to water it during the very hot summer. Cllr K Rout said that the Jubilee tree at Brightwell had also suffered in the heat but the tree in Foxhall appears to be doing well. It was agreed that Cllr K Rout would inspect the trees and report back to the next meeting. **Action: Cllr K Rout / Clerk**

#### **151.22 To discuss the litter problem in Straight Road Foxhall and the possible erection of signs**

Cllr E Rout reported that he was concerned about the amount of litter in Straight Road Foxhall. Local people do litter pick, but it was felt that more signs about the dropping of litter should be erected. It was agreed that signs should be discussed with Suffolk County Council Highways. **Action: Clerk**

#### **152.22 To discuss the email from Revd Toby Tate regarding the future of Brightwell PCC Hall**

The Clerk reported that an email had been received from the Revd Toby Tate (previously circulated) asking whether the Parish Council would be interested in purchasing the Brightwell PCC Church Hall. Following discussion, it was proposed by Cllr K Rout, seconded Cllr E Beach that the Parish Council should not pursue purchasing the Church Hall due to the reasons discussed – all in favour. **Action: Clerk**

#### **153.22 Clerk's Report October 2022**

##### External Audit

The External Auditor has now signed off the AGAR Section 3 and a Notification of End of Audit has been posted on the website and notice boards. The External Auditor put a comment on the AGAR to say that because we had revised our asset register this year, we should have changed the figure for last year. Trevor Brown challenged their decision, but he did not manage to get them to remove the comment.

##### Foxhall Road Surveys

Although I have written to Highways asking for an update on the Foxhall Traffic Surveys I have not received a reply. I will keep chasing.

##### Option to opt out of the SAAA central external auditor appointment arrangements

Under the Local Audit (Smaller Authorities) Regulations 2015, the SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. The next 5-year appointing period runs from 2022-2023 until 2026-2027. All local authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors. Parish Councils have the option to opt out and appoint their own external auditor.

## 154.22 Road Safety Forum

The next meeting of the Road Safety Forum is on the 12<sup>th</sup> December 2022. Suffolk County Council Highways have started work to improve the visibility at the Bell Lane / Foxhall Road junction. Road Safety Week starts on the 14<sup>th</sup> November. There was another accident at the Straight Road and Bucklesham Road junction. A vehicle crashed on the corner and police cars and ambulances were in attendance. Better signage is required on that junction. Cllr B Newell said it would be helpful to have a one way direction on the 2 days of the Suffolk Show; vehicles going Woodhouse Lane Monument Farm Lane one direction and Hall Road in the other. It was agreed that the Clerk would contact Graham Thurston Estates and Events Manager to put forward the suggestion. **Action: Clerk**

## 155.22 To discuss funding for Trinity Park for Parish Council Meetings

Cllr E Warham proposed that the Parish Council offer to pay a contribution for heating used at Trinity Park for Parish Council meetings. Trinity Park has provided the Parish Council with accommodation for several years and councillors believed that it would not be appropriate to make this offer.

## 156.22 Report on the Foxhall Road Surveys

The Clerk reported that she had written to David Chenery Suffolk County Council's Highways with a copy to Cllr Patti Mulcahy Suffolk County Council requesting an update on the Foxhall Traffic Surveys but had not received a reply. Cllr Mulcahy said that she would follow this up with Highways. **Action: Clerk / Cllr Patti Mulcahy**

## 157.22 Finance

### Income

None

### Expenditure

A J Buggs Salary and Expenses August 2022	£364.60
Clerk's NI/Tax July 2022	£100.00
Clerk's NI/Tax September 2022	£232.80
CAS Insurance	£346.66
CAS One Suffolk Website	£60.00
A J Buggs Salary and Expenses September 2022	£361.60
PKL Littlejohn – Auditor External Audit	£240.00
Flyer Press – Newsletter	£479.00
Community Account Balance as at 31 <sup>st</sup> August 2022	£19,473.02
Business Account Balance as at 31 <sup>st</sup> August 2022	£8,275.96

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

## 158.22 Option to opt out of the SAAA central external auditor appointment arrangements

The Clerk reported that under the Local Audit (Smaller Authorities) Regulations 2015, the SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. The next 5-year appointing period runs from 2022-2023 until 2026-2027. All local authorities require an appointed external auditor even if the authority meets the criteria to

qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors. Parish Councils have the option to opt out and appoint their own external auditor. The Parish Council opted to stay within the central procurement regime managed by SAAA. **Action: Clerk**

**159.22 To note the Conclusion of External Audit Section 3 of the 2021/2022 AGAR from PKF Littlejohn**

The Clerk advised that Section 3 of Part 3 of the AGAR 2021/2022 had been returned by PKF Littlejohn with the following comment.

*The AGAR was not accurately completed before submission for review: Information received from the smaller authority indicates that assets owned during the prior year have not been included in Section 2, Box 9 for the 2020/21 figure.*

The Parish Council noted the contents of the AGAR Section 3. **Action: Clerk**

**160.22 Meetings attended by councillors/clerk**

- a. Cllrs B and S Short attend the Road Safety Forum. **Action: Cllr B and S Short**

**161.22 Members questions to the Chairman**

- a. Cllr B Newell reported that spectacles could not be recycled locally but they can be sent to a recycling centre in Birmingham.

**162.22 Date of next meeting**

**7.30 pm Wednesday, 9<sup>th</sup> November 2022**

**The Chairman closed the meeting at 21.35 pm**

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

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