**GREAT BRADLEY PARISH COUNCIL**

Minutes of the Parish Council meeting held on 26th January 2011 in the Great Bradley Hall Offices

**Present**:

Councillors: Rowan Sylvester-Bradley (Chairman), S Kiddy (Vice-Chairman), Gill Brown, Karina Joyce,

Kate Noakes, Anne Smith. Also present County Councillor Jane Midwood (part) and Clerk John Barnett.

**Open Forum:** nothing raised

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| **Item** |  | **Action** |
| 1 | **Apologies for absence:**  Councillor M Parsons. |  |
| 2 | **Councillors Declarations of Interest in any item on the agenda:**  None declared |  |
| 3 | **Minutes of the last meeting:**  The minutes of the Parish Council meeting of 17th November 2010 were approved and signed along with the cheques approved at that meeting. |  |
| 4 | **Matters arising from the minutes:**  Councillor Smith said that she had spoken to Alan Bampton the IT course tutor and he will see if it is possible to run the next course at the Black Bull in Balsham (where the WEA has already successfully relocated to). It was suggested that the course could possibly be run in Great Bradley Hall offices but would need internet access. Clerk to investigate with Mr Ryder. | Clerk |
| 5 | **Highways:**  Problems were reported as follows:   1. Pothole near the bridge on Hall Road 2. Flooding both sides of the Cowlinge Road down the hill from the Tree Tuns 3. Sewer covers overflowing on B1061. Clerk said he had reported this on public health grounds to Environmental Health after which no action had been taken so he had reported it to the Environment Agency on the grounds of pollution into the River Stour. This appears to have had the desired effect and EA has asked the Clerk to inform them of any lack of progress. | Clerk |
| 6 | **Suffolk County Council:**  Councillor Midwood said that the recent SNT meeting had added the priority of speeding in villages in addition to burglary of outside buildings. She said that she was pleased the communities were also getting behind the speeding issue with Speedwatch and she may have to find Locality Budget money for another speedgun to support this. Catalytic converters in cars have been stolen recently. The new school in Clare is the first ‘free school’ in the country and will be of great benefit to the Clare area.  Councillor Midwood said that she was prepared to offer a Locality Budget grant for the Neighbourhood Watch signs that GBPC were about to order. The Chairman thanked Councillor Midwood for this kind offer.  With regard to another item on the agenda namely consideration to the gritting of pavements in the village, Councillor Midwood said that for information Kedington organise their own village gritting via a local farmer. |  |
| 7 | **Police/Neighbourhood Watch:**   1. Police - Councillor Brown said that there was a scam about selling gravel for much more than it should be.  A concern would be that if they are dishonest enough to scam, they might also remove lawn mowers. 2. Neighbourhood Watch - Clerk reported that the recent NW coordinators meeting had been very successful. They would like to order 3 NW signs at the village entrances close to the 30mph signs. Clerk illustrated the exact locations and these were accepted and the PC agreed to the cost of £35 for each sign. The Clerk said that there would be a refund of one of the signs cost from the S.N.T. NW area coordinator as part of the Great Bradley scheme reinstatement. Councillor Sylvester-Bradley said that a Parishioner had recently tried to get in touch with the scheme coordinator but had been unable to find her contact details. Clerk said this would be rectified in the next Bugle although the individual contact details for this Parishioner should already have been delivered to her door. | Clerk |
| 8 | **Planning applications:**  Northumbrian Water had put in for a change of working hours on the pipeline application. The hours would increase but only for non-noisy and low-disturbance tasks. The Council had already responded to this with ‘no objection’. |  |
| 9 | **Correspondence:**   1. St Edmundsbury Borough Council /Suffolk County Council presentation on the ‘New Strategic Direction’ on 31st Jan at Apex. Clerk is attending. 2. St Edmundsbury Borough Council consultation on street cleaning, bins and open spaces was completed by Councillors. Clerk to return. 3. S.A.L.C. seminar on collaborative working on 27th Jan and 1st March. Clerk will attend on 1st March. | Clerk  Clerk  Clerk |
| 10 | **Village Hall Flooding:**  Email received from Wendy Mansfield with the information that the VHMC had engaged a Loss Assessor on their behalf. The floor will have to be replaced but nothing can start until the hall has dried out. Industrial driers/heaters are being organised. It is likely to be at least 6 months before the hall will be available again. |  |
| 11 | **Village Sign height review:**  The height of the new sign was discussed and Councillor Sylvester-Bradley asked all the Councillors to look at it so they can come to a decision at the next meeting. In the meantime he will get quotes on how it may be done and at what cost, should that be the final decision.  It was suggested that this could be part of the review of the whole garden area currently being undertaken. Councillor Midwood suggested that financial assistance might be obtained towards this from Northumbrian Water who are giving grants to villages affected by their pipeline project. Clerk to make enquiries.  The condition of the Coronation seat was questioned. Councillor Kiddy agreed to look at it but might not be able to before the next meeting. If it was felt that it needed replacing it could be included in any grant aid request. | Councillors  RSB  Clerk  SK |
| 12 | **Footpath 1 closure:**  Footpath 1 had been closed suddenly upon the discovery of a bridge in a dangerous condition. There was a question of whether this could have been picked up at an earlier stage. Councillor Brown said that she felt the path was little used but an article could be put in the Bugle to ask footpath users to report any issues to Councillor Smith. Councillor Joyce said that her recent Councillors course had shown that some Councils promote themselves and promote contacts/details by having stalls at their village fetes. This was felt to be a very good idea and could also be used to inform footpath users. | RSB |
| 13 | **Annual Village Meeting date:**  It was agreed not to have the AVM on the same date as the AGM of the Parish Council (this year is the first meeting of the new Council after the elections). There is a 14 day constraint after the elections on the timing of the first meeting so this was agreed to go ahead on 11th May. The AVM will be held on either 18th or 25th May. Councillor Sylvester-Bradley to see which date is best. It was agreed to use the Church for this to accommodate the anticipated numbers. | RSB |
| 14 | **Recent mains water failure:**  Councillor Sylvester-Bradley said that he felt that the recent burst pipe had been promptly repaired. Councillor Smith said that some people were without water from early in the morning till 3am the following day and there had been no information from Anglian Water to householders nor provision of water for those without, particularly those ill, elderly or disabled. Clerk to check the Water Industry Code of Practice for this type of mains failure and to take the matter up with AW if they did not meet it. It was suggested that the PC could have a procedure for assisting more vulnerable people. Councillor Kiddy felt that most people knew who were their neighbours in need. It was felt this to be more appropriate and to be difficult to have anything formal from the Parish Council. | Clerk |
| 15 | **Grit bins and gritting in the village:**  Councillor Joyce said that Keith & Sue Willington had asked for a grit bin for the top of Hall Road as in the recent snow and icy conditions drivers had failed to get up the road. The Clerk said that a request for a grit bin had also been received from Carole Durrant for the entrance to Clarendale where the new Suffolk Link bus had also struggled to turn in the recent conditions. The Clerk was asked to get quotes for 2 new grit bins.  The Clerk said that some other Parishes were now beginning to take on more roles from the County Council and in particular gritting of pavements. The recent icy conditions had been treacherous in the village for pedestrians. He had been pleased with the number of people who had volunteered for Neighbourhood Watch which clearly showed a willingness to come forward when there was a perceived need. It was felt that there were a lot of things to consider with this and that it should be put to the Village Meeting for ideas/views. Clerk to investigate how this might be organised, cost of any machinery and possible cost of paying for it to be done as per Kedington. | Clerk  Clerk  Clerk |
| 16 | **Litter pick:**  The Clerk said that he had spoken to Geoffrey Vollam and the date of 2nd April has been chosen. Clerk to investigate the possibility of using the Hall Offices as meeting point and refreshments after. | Clerk |
| 17 | **New Councillors Course:**  Councillor Joyce said that it was a very good and interesting course and to be recommended. It was also good for networking with other Councils/Councillors. A separate summary of the course is attached to the end of the minutes. A recommendation to come from the course was to hold another village meeting/coffee morning 6 months after the May AVM to try to get more responses from villagers. Clerk to let Councillor Noakes know the dates of the next courses. | Clerk |
| 18 | **Village Website:**  Councillor Sylvester-Bradley said that Mike Brophy had made a new website which the PC has an input to. Councillor Sylvester-Bradley asked for a volunteer to replace Councillor Brown on the PC website committee. Councillor Joyce volunteered. Clerk to liaise regarding a meeting date for the new committee with Mike Brophy.  The website is probably one of the best village websites in the country. Councillor Noakes asked if a ‘suggestions’ section could be included. | Clerk |
| 19 | **Data Protection Act:**  The Clerk said that in a recent meeting of the new Neighbourhood Watch members the question had arisen regarding the use of the email system and data protection. The Clerk said that both Suffolk Association of Local Councils and SLCC advise that Parish Councils using computers for their records should be registered under the 1998 Act. It is a criminal offence not to be registered. The cost is £35 per annum. Councillor Smith proposed registration which was seconded by Councillor Brown. Four Councillors voted for the proposal which was carried. Clerk to register the Council. | Clerk |
| 20 | **Grasscutting contracts 2011:**  The grasscutting costs for 2011 had been discussed and agreed in the 2011 budget but formal approval for the contracts for 2011 had not been given.  The following annual contracts were proposed by Councillor Brown and seconded by Councillor Smith and all approved:   1. Footpaths - Great Bradley Farms - £250 annual cost 2. Churchyard and Recreation Area - Gardenpower - £85 per cut for each. Number of cuts dependent upon growth due to weather conditions. |  |
| 21 | **Annual Village Meeting pre-planning:**   1. The Sportathon should still go ahead on the designated weekend of 23/24 July with the grant monies received. Councillor Smith is to ask the VHMC if they would say something at the AVM. 2. There was a suggestion that the Village Hall could have a grand re-opening day when all the repairs are completed. 3. The village facelift can be announced at the AVM and request any further ideas 4. The new footpath seat. Councillor Smith will speak to Les Bunyan with regard to the manufacture. Clerk to contact farmer/landowner with regard to permission to site the seat near the footpath sign at Langacre.   Councillor Smith offered to do the refreshments again at the AVM which was willingly accepted. | AS  RSB  AS  Clerk  AS |
| 22 | **Finance:**  Accounts for payment. Councillor Brown proposed the approval of 11 cheques for payment to a total of £1222.73, seconded by Councillor Joyce and all approved. | Clerk |
| 23 | **Project List:**  The Project List was updated. |  |
| 24 | **Village Events:**  There were no events notified. |  |
| 25 | **Matters for consideration at the next meeting:**   1. Councillor Brown said that she felt Councillor Sylvester-Bradley should be nominated for the Buckingham Palace garden party. Councillor Sylvester-Bradley said that he did not wish to be put forward. 2. Councillor Sylvester-Bradley wondered whether, in view of the digital switchover in March at the Sandy Heath transmitter and July at the Sudbury transmitter, there might be any elderly people who need assistance. It was agreed that an article should go in the Bugle to remind people and if they need assistance they should ask their friends, neighbours or relatives to help. | RSB |
| 26 | **Dates for next meetings:**  The next meeting dates are 16th March and 11th May (first meeting of the new Council after elections on May 5th) , 29th June (to meet the audit deadline of 30th June). The date of the AVM to be either 18th or 25th May to be decided. |  |

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 10.15pm

***New Councillor course at Suffolk Association of Local Councils attended by Councillor Joyce in January is attached.***

New councillor course attended by Councillor Joyce

SALC 15th and 22nd January 2011

Saturday 15th January – Bruce Laws

Module 1 Roles and Responsibilities

What makes a good council?

What makes a good councillor?

What is the role of chairman?

What is the role of chairman?

What is a quality council?

2/3 of members elected

Qualified clerk

6 meetings / year, 3 clear days notice of meetings, minutes published, public forum at all meetings

Communication via website, news letter, e-mail

Annual report published

Accountability

Adopt code of conduct including paragraph 12 regarding prejudicial interests

Promotes democracy

Contracts for paid staff

Training for members

Sources of Knowledge

Need to be aware of powers (ie can do) and duties (ie must do)

-hand out of various acts and what they relate too

Should have meeting and financial procedures

Useful to have planning team if in area with lots of development

Ideas for community action and engagement

-Surgeries, workshops, meetings, annual parish meeting, village fete

Should have copies of:

-Standing orders

-Code of conduct

-Schedule of yearly meetings

-Budget

-Financial regulations

Nice to have:

-Map of parish

-parish plan and parish development plan

Powers and duties

What must you do?

Must consider

* allotments if 6 parishioners request them
* impact of decisions on reducing crime and disorder
* adopt closed churchyards if requested by PCC
* appoint a chairman to run meetings
* appoint a responsible financial officer
* appoint an independent and competent auditor
* hold at least 4 meetings/yr one of which must be annual meeting of council

Powers

-must do what parliament requires it to do

-only do what parliament say it can do

-cant do anything unless it has legal power to act

Which act allows what spending?

Module 2 Budget process workshop

Sat 22nd Jan – Rosemary Cochrane

Module 3 management and meetings

What should be on an agenda

No AOB as decisions can only be made on agenda items

Declaring an interest

Only the clerk can make decision in an emergency out of meetings

Module 4 Council and the community

Planning – all planning must be looked at a meeting so may need to call extra meetings

Worth going to site to look around

Community infrastructure levy and 106 planning gains supplement – have 5 years to claim

Can claim sometimes if development outside but will affect the parish ie more people using your facilities.

How best to deal with parishioners concerns

How can you get involvement

Review register of interest and standing orders annually at annual meeting of the parish council