**GREAT BRADLEY PARISH COUNCIL**

Minutes of the Parish Council meeting held on 16th March 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. Clerk John Barnett.

**Open Forum:** nothing raised

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| **Item** |  | **Action** |
| 1 | **Apologies for absence:**Councillor M Parsons, PCSO Kayla Packman |  |
| 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 26th January 2011 were approved and signed along with the cheques approved at that meeting.  |  |
| 4 | **Matters arising from the minutes:**1. Suffolk County Council New Strategic Direction Stage 2 meeting at the Apex 31st January was supposed to give further information regarding divestment and/or devolvement of services. The Clerk reported, however, there was very little time spent on this and little further information gleaned. Instead a large portion of the time was devoted to a brainstorming session of those who attended for their best ideas on how to run a library service. The overall result was that no useful information was forthcoming to anyone who attended other than Suffolk County Council staff who were treated to a veritable plethora of ideas regarding the future management of the library service.
2. S.A.L.C. - seminar on collaborative working. Clerk reported that this had been a useful meeting. Various ways of working together were presented and discussed. A problem can occur with some Parishes that are very parochial and prefer not to deal with neighbouring Parishes at all or fear loss of identity. A ‘hub and spoke’ model was also considered whereby a larger village or town becomes the hub and the surrounding villages can gain use of the facilities/services whilst contributing to the cost. Again loss of identity or domination were possible areas of concern.
3. Village sign height review. After discussion it was decided to obtain a costing for raising the sign. Councillor Sylvester-Bradley offered to do this ready for the next meeting.
4. Village website meeting. A recent meeting was held by website designer and manager Mike Brophy and Councillors Sylvester-Bradley and Joyce and the Clerk. Councillor Sylvester-Bradley said that the website is a fantastic asset for the village and thanked Mr Brophy for the incredible amount of hard work he has and continues to put into it. The site has been moved from the S.C.C. server to an independent server with its own content management system which has many advantages for updating and running extra live feeds but also some drawbacks on resilience and means of transfer of the complete website should the server be taken over/fail etc. It had been decided to help spread the load of updating the site but given that that there is no effective backup of the new site and the dangers of inadvertent deletion/change it was felt better to limit the numbers with access to the server. The Clerk would handle changes to the Parish Council material and the Bugle. Councillor Sylvester-Bradley said that there was an old village photo album that could be scanned and uploaded. Councillor Kiddy said that he had this together with other older Parish Council papers that would be given to the Clerk who could move some to the Records Office. The Clerk offered to help with the digitising process. There is a need to include the aural record of older villagers. Councillor Brown said she would try to obtain a recording of an older couple. Councillor Sylvester-Bradley said he has possible access to a high quality recorder for the purpose.
5. Sewer covers overflowing on B1061. The Clerk said that the problem (which was reported to have been an air-lock) appears to have been fixed at present.
6. Litter pick. The date has been set at Sat 2nd April meeting at the Village Hall at 10am and back at the Great Bradley Hall office afterwards for refreshments. All welcome.
 | RSBClerkSK/ClerkGBRSB |
| 5 | **Highways:**Councillor Smith reported a problem on footpath 9 which runs from The Three Tuns to the Parish boundary. This footpath is blocked by a fallen tree. Clerk to report it.   | Clerk |
| 6 | **Suffolk County Council:**1. No report
2. Fire & Rescue Service consultation on proposed service changes at Haverhill. After discussion it was decided a response was unnecessary.
3. Demand Responsive Transport. Clerk said that he had spoken to the service driver in Haverhill and he had reported that the service was going very well with a good take up in the Bradleys and Thurlows. At present they are able to manage with one bus.
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| 7 | **Police/Neighbourhood Watch:**PCSO Kayla Packman had sent in a report saying that there were no reported crimes in the village since the last meeting in January. |  |
| 8 | **Planning applications:**None received. |  |
| 9 | Correspondence:1. Suffolk Association of Local Councils. Clerk reported on a seminar he attended on 7th March concerning PAYE and VAT. HMRC has recently ruled that the previous guidance that Parish Clerks could be exempted from PAYE has now been withdrawn. All Councils must be registered as employers with HMRC from the 6th April. PAYE payments can be made quarterly and monies must be received by 19th of the following month or penalties ensue. There is a Basic PAYE Tools software available free on the HMRC website which, the Clerk is led to believe, should be sufficient for the Council’s requirements. Clerk to organise using this. A Suffolk company which is a payroll agent has offered to handle all necessary paperwork for £25 per year. Clerk said that useful information had also come out from this seminar on the reclaiming of VAT from orders placed on the internet which will benefit the Council considerably.
2. Coffee Caravan is returning to the village on May 19 2-4pm, July 21 10am-12noon, Sept 22 2-4pm on Clarendale for the time being.
3. St Edmundsbury Borough Council Rural Vision 2031. Clerk reported on a drop-in event at Kedington Community Centre on 14th March. He had taken away survey forms for Councillors to send off with their views. Responses can also be made online.
4. Clerk reported that the St Edmundsbury Borough Council Community Spirit magazine was supposed to be delivered to every household in the Borough currently quarterly. Councillors agreed that they had not seen an issue for a long while. He reported that Cowlinge had had the same problem and that County Councillor Jane Midwood had said she had not had deliveries in Wickhambrook either. Cowlinge residents have just received their first delivery after considerable badgering of St Eds within the village. Clerk has contact details at St Eds to chase up. The magazine can be found online on the St Eds website.
 | ClerkClerkClerk |
| 10 | Village Hall:1. Email received from Wendy Mansfield with the information that the Village Hall has now been certified as dried out and the plumber will be effecting any necessary changes, the electrician will be installing a new heating system, new floor quotations are being obtained and redecoration/repairs will be also done as appropriate.
2. Councillor Smith proposed the payment of the annual Village Hall donation of £500. This was seconded by Councillor Brown and all approved.
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| 11 | Parish Council elections:The Clerk handed round nomination papers for Councillors to put themselves forward again at the forthcoming election. Councillors are asked not to get the papers in before 25th March and the strict deadline is 4th April at noon to be with the Registration Officer at St Edmundsbury Borough Council. Councillors are advised to get their papers in some days before this deadline in order that any omissions or inaccuracies can be rectified before the deadline. Electoral registration numbers for candidates and proposers/seconders can be obtained from either the Clerk or direct from Electoral Services at the Borough.  | CLLRS |
| 12 | Grants available from Essex Community Foundation (from the pipeline construction):Two possible ideas were put forward for this:1. Councillor Smith suggested the spiling operation on the river bank. The Clerk said that this operation was now due to go ahead in any event.
2. Councillor Joyce suggested the footpaths mapping project which directly promotes health and well-being in the area directly affected by the pipeline.

It was felt that the mapping project could be pursued. Clerk to follow-up. | Clerk |
| 13 | Suffolk ACRE request to consider a Parish Plan or Parish Review:Councillor Sylvester-Bradley said that the Council does try to encourage as many people as possible to come to the Annual Village Meeting which is the current forum to gauge village opinions. For the last 3 years the attendance has been over 40 which is good for a small village with no major controversial issues to bring people in to. The Government’s new Localism Bill will require the development of ‘Neighbourhood Plans’ although there is no detail yet on what will constitute a ‘Neighbourhood’. In light of this and the likely time, effort and cost it was decided not to proceed with a Parish Plan or Survey at this point |  |
| 14 | Open Weekend - Sportathon:This is due to take place over the weekend of 23/24 July. As the events were mainly due to be in the open on the Recreation Area it should not be a problem with the Village Hall being out of action. With Councillor Parsons standing down, Councillor Smith offered to liaise with Wendy Mansfield regarding this event for which we have already been paid the grant money.  | AS |
| 15 | Annual Village Meeting pre-planning:The following items were agreed to be presented/organised:1. Councillor Smith offered to organise the refreshments including wine.
2. The need for a projector screen was discussed. Both Councillor Kiddy and the Clerk said they had small portable domestic screens. Dimensions of these to be given to Councillor Sylvester-Bradley to see whether they are large enough to be visible in the church to avoid having to hire a screen.
3. An update on the pipeline project. Clerk to investigate a contact at Essex & Suffolk Water
4. Village Hall. Councillor Smith to contact Wendy Mansfield to get a representative of the VHMC at the meeting to give the latest information on the repairs
5. Bradley Bugle. Councillor Sylvester-Bradley will present this
6. Website. Mike Brophy to be asked to present this
7. Parish Council. Councillor Sylvester-Bradley will present this
8. Neighbourhood Watch. Clerk to ask Sandra Dolby regarding this
9. Litter pick. Clerk to ask Geoffrey Vollam if he will present this
10. Hedgerow Survey. Clerk to present this
11. Farm Tour and Bluebell Walk. Councillor Sylvester-Bradley will ask Mr Ryder if he will give a talk on these
12. Barn Owl Box, bird survey and Photo Club. Councillor Sylvester-Bradley will ask Mr Bunyan if he will give a talk on these
13. Coffee Caravan. Councillor Smith will give an update on this
14. Recreation Area including new fun-chute. Still need someone to present this
15. Demand Responsive Transport. It was felt that Gill Rodwell would be the best presenter for this. Councillor Sylvester-Bradley will liaise with her on this
16. Village Face-lift. Councillor Sylvester-Bradley will present this
17. New grit bins and possible gritting of pavements. Clerk to present this
18. Speedwatch. Clerk to present this
19. Sportathon weekend. Councillor Smith to liaise with VHMC to provide a representative to talk on this
20. Bonfire Night. Councillor Brown to present this
21. Village Hall flags. Councillor Kiddy will investigate this
22. All village Clubs/Societies to be asked if they wish to come to promote themselves with a short slot or posters/handouts if they prefer
 | ASSK/ClerkClerkASRSBRSBRSBClerkClerkClerkRSBRSBASRSBRSBClerkClerkASGBSKClerk |
| 16 | **Two new grit bins:**The ordering of these was postponed till after the Annual Village Meeting which will try to establish whether there are any other areas in the village that also might require new bins.  | Clerk |
| 17 | **Finance:** 1. The Clerk presented a projected end-of-year budget report. A budgeted deficit of £244 is projected to become a surplus of £1302 mainly due to the cancellation of the bus shelter project and several other smaller projects that are not yet completed but will be carried over.
2. Accounts for payment. Councillor Kiddy proposed the approval of 9 cheques and 3 Direct Debits for payment to a total of £1451.25, seconded by Councillor Brown and all approved.
 | Clerk |
| 18 | **Project List:**The Project List was updated. | Clerk |
| 19 | **Village Events:**The following events were notified:1. Litter pick - April 2
2. Elections - May 5th
3. Annual Village meeting - May 18
4. Sportathon July 23/24
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| 20 | **Matters for consideration at the next meeting:**None |  |
| 21 | **Dates for next meetings:**The next meeting dates are 11th May (first meeting of the new Council after elections on May 5th), Annual Village Meeting 18th May, 29th June (approve 2010/11 accounts to meet the audit deadline of 30th June).  |  |

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 9.55pm