**GREAT BRADLEY PARISH COUNCIL**

Minutes of a meeting of the Parish Council held on 22 September 2021 at 7.30pm

**Present**:

Councillors: P Spires (Chairman), H Bennett, A F Sugg, West Suffolk Cllr P Stevens, and Clerk P Lewis (from 7.50pm). Two members of the public were present.

**Open Forum for items not on the agenda:**

Cllr Pizey resigned from the Parish Council. Clerk to inform the Monitoring Officer at West Suffolk. There are now three vacancies - to be advertised on Facebook/in the Bugle and on the village noticeboard.

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| **Item** |  | **Action** |
|  | **Apologies for absence**  Apologies received and accepted from Cllr Crawford. |  |
|  | **Receive Councillors Declarations of Interest regarding in any agenda item**  None. |  |
|  | **Forum - 10 minutes is set aside for members of the public to raise any village matter on the agenda** |  |
|  | **Minutes and confirmation of payments approved at meeting 30 June 2021 – approval and signature.**  These were approved. |  |
|  | **Matters arising from those minutes:**  **5.1 Maintenance jobs – work completed at the recreation ground. To discuss next steps.**  It was agreed to instruct G Chafer to cement the posts into the ground around the recreation area. All signage needs to be renewed (Covid, dog fouling, no fires etc). Clerk to arrange.  **5.2 Gardener/Village Garden – initial renovation works complete. To discuss next steps.**  Thanks went to volunteers who donated and planted 400 spring flowering bulbs in the village garden. It was agreed to add bark chippings to the area. Expenditure of £300 (incl. VAT) was approved. Clerk to arrange with Field Compost for delivery w/c 27/09/21. Chairman and Cllr Bennett to distribute. | **Clerk**  **Clerk**  **Chairman/Cllr Bennett** |
|  | **West Suffolk Council – report from Councillor Peter Stevens.**  Peter Stevens thanked everyone for his invitation to the Hog Roast and was pleased everything went well. He noticed that the 'straw' problem was dispersing and reminded us that drainage was an issue for the County Council.  With regards the ongoing speeding problem through the village,  he suggested,  if she hasn’t already done so, the Clerk speaks to the Withersfield clerk about joining the traffic group which has been formed. Bobby Bennett is aware of this group.  Yew Tree cottage. The Historical officers have visited the site and are aware of the state of it. Councillor Sugg said that workmen have probably only been back to the site twice.  Councillor Stevens said it was critical that councillors for Great Bradley understood the 10 year period Local Plan. Views on prospective developments were not definite and have to be appropriate to the land available . Important that we comment.  It was suggested that David Parker, from West Suffolk  Council, the person responsible for the trees around the Village , is informed about some possible dead trees on Clarendale.  Councillor Spires asked about resurfacing the footpath between the recreation ground and Clarendale. She pointed out that a large deposit of tarmac had been left at the Fox Green end of the path.  Councillor Stevens suggested that there could be some money available from the locality budget to replace/ repair the 2 notice boards which are dilapidated. | **Clerk**  **Clerk** |
|  | **Suffolk County Council – report from Councillor Bobby Bennett.**  None received. |  |
|  | **Highways: any matters to report.**  **8.1 Drains/flooding outside Bluebell Cottage, The Street. Enquiries made with West Suffolk and Suffolk County Council. Any update?**  Cllr Bennett (SCC) not present to comment. Clerk thought the straw had been cleared away. Clerk to ask for further update.  **8.2 Speeding outside Spring Barns – two cats have been killed. What can be done to slow the traffic?**  Several traffic calming measures were discussed. Cllrs agreed the road should be narrowed to force traffic to slow down/stop using a chicane. Dialogue to be opened with Suffolk County Councillor and Highways. To be added to the next meeting agenda.  **8.3 Clarendale footpath – requires resurfacing.**  Footpath running between the recreation ground and Clarendale properties requires resurfacing. Cllr Stevens produced a map showing what Highways/West Suffolk are responsible for. The path is maintained by Highways. Clerk to refer to Cllr Bennett (SCC) and Highways. | **Clerk**  **Clerk** |
|  | **Public Footpaths (PRoWs): any matters to report.**  **9.1 Plunder Wood – overgrown and inaccessible due to stock fencing. Any update?**  Clerk to refer to Highways. | **Clerk** |
|  | **Speedwatch Group – update from co-ordinator.**  Still waiting for volunteers to complete their application forms. Clerk to email coordinator offering assistance. | **Clerk** |
|  | **Planning - any applications received to date, and any shown on the West Suffolk Council website up to the date of this meeting**  None. |  |
|  | **Correspondence - any received to date:**  **12.1 Bluebell Cottage re: blocked drains (item 8)**  As above. Clerk to keep Mr & Mrs Bell updated.  **12.2 Complaint received from H Smith re: condition of recreation ground**  For information. Clerk and Chairman replied between meetings. No further action.  **12.3 Email from P Hart re: speeding outside Spring Barns (item 8)**  As above. Clerk to refer to Cllr Bennett (SCC)  Correspondence received from J Barnett re: allotment shed maintenance. Expenditure agreed (approx. £30 - £40) to purchase paint and brushes. J Barnett to source and carry out the maintenance with a team of volunteers. | **Clerk**  **Clerk**  **J Barnett/**  **volunteers** |
|  | **Clarendale Noticeboard. It was agreed at the last meeting to repair rather than replace the existing one. To discuss further.**  Ideally, both noticeboards need replacing but is dependent on cost and whether the PC have funds? Cllr Stevens kindly offered to contribute using his Locality Budget. The official Parish Council noticeboard in the very least needs the Perspex glass replacing (Clerk already has replacement panels). Preferably, this would be replaced with a new oak triple or double bay noticeboard. Clarendale noticeboard needs replacing too. Clerk to obtain quotes and approach Cllr Stevens. If it proves to be cost prohibitive, Clerk to ask G Chafer for a quote to repair the official Parish Council noticeboard. | **Clerk** |
|  | **Recreation Area: any matters to report**  **14.1 Hedge cutting – proposal received from Thurlow Estate. PC to decide how to proceed.**  PC agreed to instruct J Wreathall to cut the hedges around the glade. Expenditure (£500) was agreed. Clerk to ask landowner if they would split 50/50 or contribute towards the cost. Annual maintenance cost should be built into the financial budget each year. Although, we might be able to form a working group to trim the hedge once it’s under control. To be reviewed. Ideally, any hedge cutting will coincide with the trailer collecting cuttings for bonfire night (16/17, 23/24 & 30/31 Oct). Clerk to arrange.  Thurlow Estate would like to install a five-bar gate to enable easier access for hedge cutting and propose splitting the cost with the PC 50/50. PC would like to discuss the placement of the gate before committing. Clerk to correspond further with Thurlow Estate.  The bird spikes above the basket swing need replacing. Clerk to source and ask G Chafer to install. | **Clerk**  **Clerk**  **Clerk**  **Clerk** |
|  | **Village Hall: any matters to report**  Update received from Cllr Sugg –   * Quotes have been received to update the lighting. * Potentially looking at redecorating the village hall. * Bookings have increased. * Gravel will be renewed outside, volunteers to help distribute.   **Clerk to complete the Hiring Agreement and return to Cllr Sugg.** | **Clerk** |
|  | **Finance:**  **16.1 Accounts for payment/cheques required to date - see separate list**  These were approved (see attached)  **16.2 Budget update & bank reconciliation**  Reviewed.  **16.3 Review of Internal Auditors report following AGAR**  Chairman and Clerk have reviewed and are acting on various points highlighted by the internal auditor. To be added to the next meeting agenda.   * 1. **Separate Barclays account referred to during 30 June mtg – not connected to the Parish Council. Update from Clerk.**   Clerk and Chairman received correspondence from the previous Clerk, J Barnett. The separate Barclays account referred to during 30 June meeting is not connected to the Parish Council. PC acknowledged. No further action required.   * 1. **Closure of Barclays Bank Account**   Clerk to write to Barclays to update the bank mandate, this should enable the PC to transfer one remaining direct debit and bank balance to Unity. | **Clerk**  **Clerk** |
|  | **Insurance renewal - Annual Parish Council insurance due. Current insurers can no longer provide cover. Clerk to make recommendations to the PC.**  Insurance policy has been taken out with BHIB with effect from 21 September. Insurance premiums across the board have increased but Clerk has secured a three-year fixed rate of £426.17 per annum (which includes Parish Online). Expenditure agreed. Special events must comply with the BHIB guidelines (noted). No further action. |  |
|  | **Review of Policies**  **18.1 Standing orders**  Agreed and adopted as of 22 September 2021. To be received annually. Clerk to publish on village website.  **18.2 Financial Regulations**  Agreed and adopted as of 22 September 2021. To be received annually. Clerk to publish on village website. | **Clerk**  **Clerk** |
|  | **Project list – update**  **19.1 Queen’s Platinum Plant a Tree Scheme.**  Location is required to start the application process. Orders being taken now for delivery next March. Clerk may need to obtain the landowners permission. Cllrs to discuss via email. To be added to the next meeting agenda. | **All Cllrs**  **Clerk** |
|  | **Village events**  **18.1 Hog Roast (30 August) – update from Cllr Bennett.**  Event was successful and enjoyed by all. Expenditure within budget. Thanks went to Cllr Bennett and volunteers who helped organise the event. No further action.  **18.2 Litter Pick (9 October) – update from Cllr Pizey/Clerk. Risk Assessment complete, information leaflet produced, and collection of rubbish has been arranged.**  Clerk to email N Pizey to confirm whether she is happy to continue as organiser? If not, Cllrs Bennett and Sugg to arrange refreshments. Clerk to publish on Facebook and in the Bugle.   * 1. **Bonfire Night (6 November) - update from Chairman.**   Arrangements are progressing well. Chairman attended a Firework Safety Couse. Bonfire is being built in preparation. Chairman to publish in the Bugle. Cllr Bennett to laminate the posters. This event is for parishioners only (not publicised more widely). Clerk to complete risk assessment and inform Fire Brigade and Police. Walkie Talkies required. Clerk to obtain cost for 3/4 handsets. Chairman to collect hi-vis jackets after the litter pick.   * 1. **Remembrance Event (14 November) - update from Chairman. Remembrance wreath order – approval needed.**   Arrangements progressing well. It was agreed to purchase two Remembrance wreaths. Clerk to arrange. | **Clerk/Cllr Bennett & Sugg**  **Chairman/Cllr Bennett/Clerk**  **Clerk** |
|  | Matters for consideration for the next meeting: |  |
|  | Dates of next meetings: 24th November (pre-budget planning) – Cllrs to bring their proposals. |  |

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 22.03pm.