**GREAT BRADLEY PARISH COUNCIL**

Minutes of a meeting of the Parish Council held on 24 May 2022 at 7.30pm

**Present**:

Councillors: P Spires (Chairman), A F Sugg, H Crawford, R Sylvester-Bradley (part),West Suffolk Cllr P Stevens (part), Speedwatch Co-ordinator P Hart (part) and Clerk P Lewis.

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

None.

|  |  |  |
| --- | --- | --- |
| **Item:** |  | **Action:** |
|  | **Election of Chairman and signing of the Declaration of Acceptance of Office**  Councillor P Spires was elected Chairman and signed the Acceptance of Office of Chairman |  |
|  | **Co-option of Councillor and signing of the Declaration of Acceptance of Office**  R Sylvester-Bradley was co-opted as Parish Councillor and signed the Acceptance Office. Clerk to email to West Suffolk Council. Cllr. S-Bradley to complete the Register of Members’ Interest and return to Clerk. | **Clerk/Cllr S-Bradley.** |
|  | **Apologies for absence**  Apologies were received and accepted from Cllr. Bennett. |  |
|  | **Receive Councillors Declarations of Interest regarding any agenda item**  None. |  |
|  | **Forum - 10 minutes is set aside for members of the public to raise any village matter on the agenda**  None. |  |
|  | **Minutes and confirmation of payments approved at meetings 19 January & 16 March 2022 – approval and signature.**  These were approved and signed. |  |
|  | **Matters arising from those minutes:**  **7.1 Maintenance jobs – memorial bench repairs/replacement. Any update?**  Replacement bench is now in place. Clerk to send thanks to C Ryder and Colin for their assistance.  **7.2 Noticeboards – to consider donating the old triple bay noticeboard to the church.**  It was agreed to donated both noticeboards to St Mary’s church when replacement ones are in situ. **Clerk to notify P Smith.** | **Clerk**  **Clerk** |
|  | **West Suffolk Council – report from Councillor Peter Stevens.**  Local Plan is being put out to consultation and will be finalised in 2023. Exhibitions are being run locally providing further information (further details published in the Bugle). West Suffolk’s annual report is almost ready for publication providing a summary of what has happened over the past year. |  |
|  | **Suffolk County Council – report from Councillor Bobby Bennett.**  Nothing received. Cllr. Bennett has offered to meet via Zoom, if necessary. |  |
|  | **Highways: any matters to report.**  **10.1 Road closures scheduled for Great Bradley (surface renewal)**  Preparatory work has begun. Further road closures scheduled to completely renew the road surface which are being kept to the hours of 9am – 3pm. Dates are displayed on the road closure signs. |  |
|  | **Public Footpaths (PRoWs): any matters to report.**  None. |  |
|  | **Speedwatch Group – update from co-ordinator, P Hart.**  Speedwatch Group is now up and running. They have been out on six occasions in four separate locations over a two-week period. During this time, 207 vehicles were identified as breaking the speed limit. The maximum speed recorded was 54mph. Data captured has been submitted to the police to follow up. In addition, the official police camara van has visited Great Bradley. Cllr Stevens encouraged P Hart to share results with neighbouring villages who do not have Speedwatch Groups to encourage them to start their own. P Hart to send a monthly report to the PC and the Bugle Editor, N Dow. Thanks went to P Hart for his continued efforts. | **P Hart** |
|  | **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:**  Request received from M Brophy to purchase WWI medals for James March (from Great Bradley and served in the war) and death plaque . This is a unique opportunity; items from WWI & WWII are rare and hard to come by. It was agreed the village should acquire these medals. Expenditure approved under S137 (£250 towards the medals and £50 towards a display box). It was suggested they should be displayed in St Mary’s Church – to be discussed further. Chairman to respond to M Brophy (cc Clerk). Clerk to arrange reimbursement via bank transfer. | **Chairman**  **/Clerk** |
|  | **Recreation Area: any matters to report:**  **15.1 Thurlow Estate to install a five-bar gate for easier access. Any update?**  No further update. Clerk is meeting Thurlow Estate on site and will raise then (see item 21).  **15.2 Grass cutting - to discuss increasing the number of cuts.**  GardenPower scheduled to make seven cuts during the growing season per annum. This was agreed as being adequate. No further action required.  **15.3 Improvements to the recreation ground access (£1000 allocated).**  Clerk to ask GardenPower to use weed killer on the access road. Agreed to put weed membrane in place before laying shingle. Cllr Sugg to ask Richard Sugg to calculate quantities needed. Clerk to ask for volunteers to help with spreading the shingle (ideally, at least six people). Work to be carried out before the autumn. | **Clerk/Cllr Sugg** |
|  | **Annual Review of Parish Council assets.**  Councillors had been issued before the meeting with a revised asset list. These were approved. |  |
|  | **Annual Review of Risk Assessments and checklists.**  Councillors had been issued before the meeting with a revised Risk Assessment and checklist. These were approved. Chairman to check the grit bin on Hall Road and Clarendale. R Sugg to check the grit bin on Evergreen Lane (there should be a shovel in each bin). | **Chairman/R Sugg** |
|  | **Village Hall: any matters to report.**  VHC are hoping to have the hall redecorated and replace the curtains. Bookings are increasing and enquiries have been received from new groups who would like to hire the hall on a regular basis. |  |
|  | **Village Newsletter (The Bugle) – PC to consider options with Editor, Niki Dow. Either to a) digitise, b) outsource printing or c) printing to remain in-house**  PC met with the Editor, Niki Dow before the meeting and made a formal proposal. It was agreed to digitise five issues of the Bugle and outsource the other five to a printing firm based in Haverhill. N Dow agreed to become the main point of contact. Clerk to manage finances/advertising. Expenditure agreed at £1.05 per copy. Clerk to email distributors, S Ireland and A Kiddy with proposal. R Sugg to install dispenser on the village hall. Clerk to speak to Kerbury to change the current printer arrangements (PC requires a reduced printing quota). | **Clerk/R Sugg** |
|  | **Finance:**  **20.1 Accounts for payment/cheques required to date - see separate list.**  These were approved.  **20.2 Budget update & bank reconciliation.**  Reviewed. No further action.  **20.3 Closure of Barclays bank account – new mandate has been completed.**  Clerk to go into branch with identification. Complaint has been upheld with £100 offered by Barclays bank for the inconvenience. As primary signatory, Chairman to formally respond and accept.  **20.4 Great Bradley Parish Council declares itself an exempt authority for external audit on the grounds of turnover below £25,00**  Statement – no further action.  **20.5 Draft accounts 2021/22 to go to internal auditor (SALC).**  Clerk to action.  **20.6 To agree any donations (£250 budgeted) – requests received from St Mary’s Church towards their annual fete and allotment holders towards the purchase of fruit trees.**  It was agreed to make the following donations:   * £75 to St Mary’s Church * £25 to Newstalk * £25 to SARS * £50 towards the purchase of fruit trees at the allotments as part of the Queen’s Green Canopy initiative.   **Clerk to action.** | **Chairman**  **Clerk** |
|  | **Annual review of Clerk – PC will move to a confidential session (public to be excluded).**  Confidential session. Actions arising – it was agreed to increase Clerk’s salary to £4128 per annum. Clerk to seek maternity cover to start in October 2022, ending 30 June 2023. | **Clerk** |
|  | **Projects:**  **21.1 Queen’s Green Canopy. Agreed to plant seven silver birch trees at the recreation ground– any update?**  Agreed in principle. Clerk is meeting onsite with a representative from Thurlow Estate. Chairman would like to attend. Clerk to make arrangements. | **Clerk** |
|  | **Village events:**  **22.1 Queen’s Platinum Jubilee (2 – 5 June) – any further update.**  Plans are progressing well. PC confirmed they would like the hog roast to start serving at 12.30pm. |  |
|  | **Matters for consideration for the next meeting.**  Cedar Tree at Mill Farm – to consider planting a replacement if a suitable location can be identified. Clerk to speak to the owner prior to meeting. | **Clerk** |
|  | Dates of next meetings: 22 June (approve accounts 2021/22), 21 September, 23 November (pre-budget planning meeting) |  |

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 9.25pm.