**BROMESWELL PARISH COUNCIL**

**PARISH COUNCIL MEETING MINUTES (18/02)**

**Monday 26 March 2018**

**Meeting commenced at 7.30pm**

1. **Attendance & Apologies**

**Parish Councillors attending:** Richard Cranmer (RCr)(Chair), Roger Stewart (RS) (Treasurer), Ian Abbott (IA) (Vice-Chair), Tim Johnson (TJ), Verity Brown (VB), Rory Burrow (RB), Tracy Rogers (TR)

**Clerk:** Rob Cutts (RCu)

**Guests:** James Bidwell (JB) (SCDC District Councillor)

**Apologies:** Andrew Reid (AR) (Suffolk County Councillor)

**Parishioners:** Mrs S Halls

1. **Declarations of Interest**

There were no declarations from councillors about agenda items.

1. **Approval of minutes of meeting dated 29 January 2018**

These minutes were approved and signed by the Chairman.

1. **Matters arising from minutes dated 29 January 2018**

The Clerk confirmed that he had advised Melton PC & SCDC of the council’s support for the Melton PC request for funds of £15000 from the Sports Fund budget.

The Chair confirmed that the recently acquired Vehicle Activated Sign (VAS) was now fully operational. The Clerk is pursuing the county council regarding the fixed signs supposed to be attached to these posts.

1. **Report from Suffolk County Council, Andrew Reid**

A written report had previously been circulated and is attached to these minutes.

1. **Report from SCDC, Jim Bidwell**

Councillors reported problems with the phone line for the new brown bin service.

SCDC precept has gone up by less than those of Suffolk Police & Suffolk County Council (but more than that of the PC).

Refurbished Woodbridge leisure centre due to re-open in September.

Air quality at junction of Lime Kiln Road and Thoroughfare is giving concern. Air quality at Melton crossroads should return to safe limits now Woods Lane reopened.

Householders using private waste disposal contractors are reminded that the rubbish remains the householders responsibility. If fly tipped they will face a fine.

Appeal against the refusal of planning permission to build 100+ homes opposite old Phyllis Memorial Hospital in Melton has been withdrawn as the same developers lost appeal against SCDC refusal to grant permission for 300+ homes in Rendlesham.

The sale of the old SCDC offices has yet to be completed although the council holds a sizeable deposit.

Councillors asked JB to be aware that they were still concerned about the lack of transparency on CIL payments by developers and would be seeking further clarifications from the Chief Executive about how transparency on these substantial funds was going to be addressed.

1. **Parish Plan & Village Matters**

Parish Plan – This would be covered by specific agenda items.

Emergency Plan – Recent snowfall did not lead to conditions where it was necessary to invoke the Plan. VB due to attend a meeting on Emergency Planning prior to next PC meeting.

Footpaths – There was no news on blocked paths in open access area behind church and no further issues had been raised regarding vehicles using Byway 8. The PC will continue to monitor the situation on both of these issues. Clerk to advise SCDC that footpath sign by village hall (Footpath 28) is broken.

Village Hall – The new lease has been finalised and the Council authorised the Chair and Clerk to sign this on behalf of the council.

Website – The Clerk advised that he had attended a training course on the new website platform run by One Suffolk. It appears that the new platform is much more user friendly to update. The Clerk aims to ensure that items necessary to ensure that we comply with financial transparency code regulations are updated this week and hopes to have the website working and looking much more professional by the next meeting.

1. **Data Protection Regulations**

The Clerk advised that he had so far spent four hours setting up the new laptop and beginning the process of ensuring that electronic files complied with the new regulations.

The Clerk hopes to circulate model policies for online approval before the next meeting. These policies will be those received from SALC &/or Local Council Public Advisory Service. Information on who can undertake the role of the Data Protection Officer remains scarce. The Clerk therefore proposed that the Council appoint the Clerk in this role and to review that appointment on a meeting by meeting basis as further and better information from government and best practice becomes available.

Ongoing tasks include an audit of data currently held both electronically and on paper to establish what should be retained and what destroyed to ensure that the PC is compliant with new regulations due in May 2018.

1. **Finance Matters**

A written report is attached. Reserves show as £6172.72. However £2193.75 is due from local councillors as agreed contributions to the recently purchased VAS. VAT of £585.00 on this sign is also due to be claimed. However it is likely that these sums will not be received until the coming financial year.

RS advised that he had attended a briefing with our new external auditors, PKF, regarding the new audit assurance arrangements for the coming year end.

The PC resolve to use the audit services of SALC this year rather than Heelis & Lodge.

The Clerk provided a brief overview of the situation regarding the donations made each year to Bromeswell PCC. It was agreed that the PC would continue with these contributions subject to it being made clear by the Clerk that the donations should only form part of the PCC funds (and not those of the diocese) and that they can only be used for the purposes of churchyard maintenance.

The Councillors asked the Clerk to ensure that a list of all donations made by the council is published on the website each year in the interests of openness and transparency.

Councillors confirmed that they were happy that a contribution of £520.00 to Bromeswell PCC had been made rather than the figure of £500.00 originally approved.

The Clerk advised he would not be taking up the pay rise awarded to him until the start of the new financial year.

1. **Planning Matters**

SCDC Issues & Options Local Plan Review Consultation – Clerk advised that there had been no news on this but it was likely that the next stage of the process would follow in March/April. Councillors asked the Clerk to ensure that the next stage of the consultation was circulated via the Warbler to village residents as well as themselves.

Planning Applications – The proposal for a rear extension at Mulligan House, Sutton Road was supported by the PC. SCDC decision pending. Proposals for mainly internal alterations to Bromeswell Hollow had been supported by the PC and approved by SCDC. The proposal for replacement of the bungalow at Five Winds on Bromeswell Heath had been supported by the PC and approved by SCDC.

The Clerk advised that he had today received a notice allowing the PC to seek referral of the application regarding the decision on the holiday lodges at land to the rear of Bromeswell Corner. The planning officer was “minded to approve” this application. The PC asked the Clerk to seek such a referral and to ask that we have an opportunity to speak at the planning committee meeting.

Enforcement Proceedings –No change in apparent occupation of lodge in grounds of Bromeswell Corner. Clerk to follow up both with SCDC Planners.

CIL Payments Transparency – No additional information available at this time.

1. **Highways Matters**

Vehicle Activated Speedsign – Anecdotally this seems to be having some effect at reducing speeds.

Sutton Road –Clerk to arrange meeting with SCC Highways to discuss.

20 MPH zone in village centre – IA to follow this up with SCC. AR has agreed to fund 50% of cost of c£550 for speed monitoring. All other requirements for the adoption of a 20mph zone have been confirmed as met by SCC.

Common Lane Dry Walkway – Clerk to arrange meeting with SCC Highways to discuss.

Quiet Lanes – It was agreed that TJ would write an article for the Warbler to remind residents about what these entail regarding driving behaviours. Clerk to provide copies of the original leaflet to be delivered to each house in the village centre as a reminder.

1. **Consultations**

There were no new consultations to consider.

1. **Chairman’s Report**

Chairman had no matters to raise not already covered.

1. **Clerk’s Report**

The latest crime figures were as follows:

December – Bromeswell – nil; Ufford 3; Sutton Heath 4; Melton 18; Sutton 0; Rendlesham 12; Eyke 1.

November – Bromeswell – nil; Ufford 2; Sutton Heath 3; Melton 13; Sutton 0; Rendlesham 5; Eyke 1.

There were no issues noted to take up with the police.

The Clerk advised he had received a letter from a company offering support with developing a Neighbourhood Plan which he woul d retain should the council decide that such a plan had become necessary.

1. **Any Other Business**

There was no other business to consider.

IA gave his apologies for being unable to attend the next meeting due to business commitments.

1. **Next Meeting**

Dates for 2018 meetings (all at 7.30pm at the Village Hall Committee Room) were agreed as follows:

21 May, 30 July, 24 September, 26 November.