**BROMESWELL PARISH COUNCIL**

**PARISH COUNCIL MEETING MINUTES (18/05)**

**Monday 21 May 2018**

**Meeting commenced at 8.45pm**

1. **Attendance & Apologies**

**Parish councillors attending:** Richard Cranmer (Chairman) (RCr), Roger Stewart (RS), Tim Johnson (TJ), Verity Brown (VB), Rory Burrow (RB), Tracy Rogers (TR)

**Clerk:** Rob Cutts (RCu)

 **Guests:**  None

**Apologies:**  Ian Abbott (IA), Andrew Reid (AR)-Suffolk County Councillor, Jim Bidwell (JB) – District Councillor

There was one member of the public in attendance.

1. **Declarations of Interest**

There were no declarations from councillors about agenda items.

1. **Approval of minutes of meeting dated 26 March 2018**

These minutes were approved and signed by the Chairman.

1. **Matters arising from minutes dated 26 March 2018**

Councillors were disappointed but not surprised that the application for holiday lodges and an office on Common Lane had been approved by SCDC despite the reasoned objections by the PC. The Clerk has written to the Planning Officer asking for explanations, particularly why the Deben Estuary Plan was ignored when we are told this is a material planning consideration.

The Clerk had received no further clarifications on how SCDC intends to deal with the transparency issues around the CIL scheme.

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

This was covered in the earlier Annual Parish Meeting.

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

This was covered in the earlier Annual Parish Meeting.

1. **Parish Plan & Village Matters**

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

Emergency Plan – VB will arrange to register the Bromeswell Plan with the county emergency planning team.

Footpaths – There was no news on blocked paths in open access area behind church. Clerk has advised SCDC that footpath sign by village hall (Footpath 28) is broken.

Website – The Clerk advised that he had been able to do a basic update of the website which means that all agendas and minutes since January 2016 are on the site along with finance reports and end of year returns. This should mean that the PC is complying with the Transparency Code for small councils. It is hoped to make the site more visually appealing and to update other sections before the next meeting. However at present GDPR compliance will take priority in Clerks time.

1. **Data Protection Regulations**

Clerk attended a useful briefing at SCDC offices given by SCC Data Protection Officer which went some way in ensuring that this issue was kept in perspective. Clerk is awaiting sample policies from this course & will adapt & circulate these when received.

Some good news is that legislation is being introduced to ensure that small councils do not need to appoint a Data Protection Officer.

Clerk is continuing 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 able to evidence that it is taking steps to ensure compliance with new regulations due in May 2018.

1. **Finance Matters**

A written report is attached. Reserves show as £8745.14. However £2193.75 is due from local councillors as agreed contributions to the recently purchased VAS.

No outstanding issues of concern around council finances. Papers to be sent to SALC for internal audit this week. Treasurer has agreed a delay in completion of year end return to PKF until 26 June. Whilst reserves remain high the Council is aware of the likely need to support works at the Village Hall and possible further traffic calming schemes.

Treasurer confirmed that the receipt for the donation to the PCC for maintenance of the graveyard had been received which included the confirmation that the donation would be used for the “maintenance and upkeep of the graveyard only” and not for general church use thus ensuring the donation is within s137 definitions.

1. **Planning Matters**

SCDC Issues & Options Local Plan Review Consultation – Clerk advised that there had been no news on this & fears it will come during the summer months making response more difficult.

Planning Applications – The proposal for a rear extension at Mulligan House, Sutton Road was supported by the PC & approved by SCDC. The proposal for mainly internal alterations to Bluebell Lodge on School Lane were supported by the PC. A decision from SCDC is awaited. The grant of permission for the holiday lodges on Common Lane was discussed earlier in this meeting.

Enforcement Proceedings – SCDC have visited Bromeswell Corner regarding the use of a lodge in the grounds as a permanent dwelling. The owner has been given options of applying for a certificate of lawful use, applying for planning permission or ceasing use. TJ to contact previous owners to ascertain historical position.

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 has arranged a meeting with SCC Highways to discuss.

20 MPH zone in village centre – No further progress on traffic survey. Clerk to take this up with SCC representative when they meet on 4 June.

Common Lane Dry Walkway – To be discussed at 4 June meeting.

Wilford – Common Lane Boardwalk - Clerk to report damaged slats needing repair.

Potholes, Signs & Village Hall highway drain/flooding – To be discussed by Clerk at 4 June meeting. Potential of danger of causing injuries.

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**

There were no matters not previously discussed at tonight’s meetings.

1. **Any Other Business**

Quiet Lanes traffic counters being used in other locations in east Suffolk by Quiet Lanes administrator.

1. **Next Meeting**

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

30 July, 24 September, 26 November.