**BROMESWELL PARISH COUNCIL**

**PARISH COUNCIL MEETING MINUTES (21/06)**

**Monday 11 October 2021**

**Meeting commenced at 7.00pm**

1. **Attendance & Apologies**

**Parish councillors attending:** Ian Abbott (IA) (Chair), Verity Brown (VB), Sue Todd (ST), Tim Johnson (TJ), Tracy Rogers (TR)

**Clerk:** Rob Cutts (RC)

 **Guests:**  James Mallinder (JM) – District Councillor

 **Apologies:** Rory Burrow (RB)

 Andrew Reid (AR) – County Cllr

 **Public:** There were three members of the public in attendance

The Clerk apologised to the meeting for being the cause of the postponement of this meeting from its scheduled date of 27 September due to his ill health and the need to exercise caution regarding the Covid pandemic.The Council accepted the apologies of RB & AR who had other commitments for this rearranged meeting.

Prior to the meeting the PC had arranged for the 150+ recipients of the E-Warbler parish magazine to receive notice of the meeting as well as displaying notices on the notice boards. The Clerk will issue a full report of the meeting as soon as practical through the same mechanism.

1. **Declarations of Interest**

The Chair reminded councillors to ensure that their own registers of interest were kept up to date.

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

A written report had been provided. Issues covered in the report included Special Educational Needs provision, healing woods, “Greenest County” awards, street lighting, Youth Focus Suffolk, The Hold archive centre, trading standards action and recycling centres.

1. **Report from East Suffolk Council, James Mallinder**

A written report had been previously circulated and is attached.

ESC vehicles being converted to bio-diesel to reduce emissions. Really hard to meet carbon neutral targets with current technology and cost constraints. JM happy to support additional tree planting as part of 2022 Queen’s Platinum Jubilee. ESC consulting on use of fireworks on its own land – not compatible with environmental aims. JM running Southwold 10k and looking for sponsorship – proceeds to Eyke village hall. Recognises concerns about changes to green waste recycling regime but these are necessary to meet climate emergency targets. More changes on the way dictated by central government.

1. **Approval & signing of minutes from the meeting of 19 July 2021.**

These were approved as a true record of the meeting and signed by the Chair.

1. **Matters arising from minutes of 19 July 2021**

No matters not already covered by this agenda.

1. **Emergency Plan**

Operation now ceased so to be removed from future agendas.

1. **Parish Plan**

Now adopted so remove from agenda. Actions to be covered under Village Matters section of meetings.

1. **Village Matters**

Village sign – All now in place. Just the small matter of actual erection to resolve. Clerk cautioned care against using volunteers as it is a substantial weight and professional contractors would be the safest approach.

Village Hall Septic Tank – Work now completed and operating satisfactorily.

Summer Lane Dog Waste Bin – Now in place. Thank you to JM for funding this.

Eyke Road Open Access Area – Issue of ragwort had been raised by a resident. Investigation of regulations makes PC believe removal would not be required but councillors agreed to approach local landowners with livestock to see if this is an issue. Clerk reminded PC that the land by the church was not owned by the PC and that towards the Orford Road was apparently owned by a resident. Whilst PC might offer to contribute to any works needed this could only happen with land owner consent. A resident had raised issue of ownership of an area close to the Orford Road which might need further investigation.

Annual Parish Meeting – It had not proved possible to arrange this meeting for September and it was suggested that dates in January be investigated.

Queen’s Platinum Jubilee – Discussion for a location for this tree took place and it was decided to ask the Warbler to seek suggestions from residents.

1. **Finance**

Finance Report – The Clerk had previously circulated the Finance Report and the Receipts and Payments record for the period since the last meeting. All PC Finance Reports are available on the PC website. Significant expenditures since the last meeting were:

 Clerk wages & PAYE (Q2) £500.00

 Village sign – new post £129.60

 Annual PC insurance premium £186.73

 Dog waste bin £234.00

There were no receipts.

After adjusting for uncleared items Council reserves stood at £12234.55.

CIL Payment –The PC approved the Parish Infrastructure Investment Plan prepared by the Clerk and confirmed it would use the £298.21 in its CIL fund towards the cost of the TVAS posts erected on Sutton Road.

Internal Control Report – The PC approved and adopted the new version of this Report based upon the NALC template. Due to his illness the Clerk had not had time to undertake the required actions. It was agreed that he would meet with VB before the next meeting to ensure this could be dealt with in November.

Gift for resident – The PC confirmed the spending on a gift to Sally Brown in gratitude from the village for her voluntary service to the community in a variety of roles for so many years.

Budget Review – The Clerk provided the PC with a written budget progress report for discussion. The PC confirmed the Clerk may transfer funds from PC current to savings account to mirror the budgeted reserve position.

Annual Insurance – Clerk confirmed renewal under the current multi year arrangement with CAS. Clerk confirmed and PC accepted his review of assets register indicated cover was adequate.

PCC Donation – PC approved a donation of £620 to the PCC to help maintain the churchyard.

Audit Action Plan – The Clerk regretted he had not been able to progress this as yet. The PC accepted this apology.

Audit – A satisfactory audit report has been received, circulated to councillors and published on the PC website ([www.Bromeswell.onesuffolk.net](http://www.Bromeswell.onesuffolk.net)). Statutory notices to be displayed on notice board and are published on the web. An action plan to deal with minor points raised will be prepared for next meeting.

Model Internal Control Statement, & annual review of risk assessment & risk management – It was agreed to hold this over to the September meeting

1. **Highways**

Wilford Bridge Area – No issues reported but camper van appears to be a permanent fixture. Not sure if it is being stayed in overnight.

Sutton Road – TVAS posts now in place. TR continues to engage with Highways on proposals for better signage of current limit. Roundabout due to be resurfaced but no dates as yet.

School Lane Flooding –PC continues to monitor ground water flooding in this area.

Common Lane Bend Sign – PC will look at possibility of using VAS sign on Common Lane to emphasis new limit.

Summer Lane Sand near sawmill – TR chasing SCC Highways and ESC about this issue which represents a clear danger to road users.

A1152 road crossing point – TR has discussed with Highways. No chance of this being progressed by Highways as would be very low priority compared to other countywide issues.

Bentwaters HGV Issue – RC provided update. Outcome of traffic monitoring awaited.

Discover Suffolk Footpath Signs - Imminent. RC happy to do this task but happy for others to get involved if they wish.

1. **Clerks Report**

The Clerk had previously circulated a report which is attached. Briefly:

Sizewell C – Decisions likely on both Sizewell C & Friston sub-station in early 2022.

Police Report – Five crimes reported in village for June/July although levels of crime in Woodbridge SNT area remain high compared to pre-Covid. It is believed that one of the reports relate to domestic incidents and that the 4 burglary reports might be linked to others in the area.

Planning Applications – Meadow View, School Lane – Non-material amendment. PC not required to comment.

New Dwelling, Salix Sawmill, Summer Lane (DC/21/2386) – Not supported by PC & refused by ESC.

Oakwood, Sandy Lane (DC/21/3840) – PC did not comment. ESC decision awaited.

Chapel Cottage, School Lane (DC/21/3623) – supported by PC & approved by ESC.

Willows End, Orford Road (DC/21/3441) – PC did not comment. ESC decision awaited.

Baptist Chapel, Hatchley Barn (DC/21/1622) – supported subject to conditions by PC & approved by ESC.

The Curatage, Orford Road (DC/21/3547) – a non-material amendment. PC not invited to comment. Refused by ESC.

Enforcement – There have been no developments or further complaints to report on enforcement matters at Bromeswell Corner (Jungle run & lodge) or the Korean Kitchen takeaway business being run on School Lane.

The Clerk confirmed that it is his intention to stand down as Clerk at the end of the current financial year. A local clerk has indicated interest in the rol;e and the Clerk will meet her to have an informal discussion.

The PC discussed the Climate & Ecological Emergency Bill and decided it could not support the alliance as it appeared to have political motives.

1. **Public Forum**

The PC noted that it appeared that there was agreement that a seat in memory of a previous PC Chairman, Jim Cosier, would be placed at the village hall boules pitch.

Sally Brown thanked the PC for the hamper it had presented to her in gratitude for her voluntary work in the village.

Remnants of old boardwalk not yet taken away. PC to contact SCC.

1. **Consultations**

None at present.

1. **Any Other Business**

It was agreed to promote the councillor vacancy at the annual Parish Meeting and perhaps to initially seek someone on a 3-6 month co-option basis.

Clerk to circulate suggested dates for 2022 meetings.

VB to attend Joint Peninsula PC meeting on 25 November with Clerk.

1. **Next Meeting**

At village hall meeting room at 7.00pm on Monday 29 November 2021.