**GREAT BRADLEY PARISH COUNCIL**

Minutes of the meeting of the Parish Council held on 5 May 2021 virtually via Zoom

**Present**:

Councillors: P Spires (Chairman), H Bennett, A F Sugg, N Pizey and Clerk P Lewis. Also, Borough Councillor P Stevens & County Councillor, Mary Evans (part). No members of the public were present.

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

Nothing raised

|  |  |  |
| --- | --- | --- |
| **Item** |  | **Action** |
| **1** | **Election of Chairman and signing of all Councillors’ Declaration of Acceptance of Office**Cllr Spires was elected Chairman. **Chairman to sign the Acceptance of Office at the next f2f PC meeting.**  | **Chairman** |
| **2**  | **Apologies for absence**None received.  |  |
| **3** | **Receive Councillors Declarations of Interest regarding in any agenda item**Nothing raised.  |  |
| **4** | **Open Forum**Nothing raised.  |  |
| **5** | **Minutes and confirmation of payments approved at meeting on 17 March 2021 – approval and signature.** The Council approved the minutes from the meeting on 17 March 2021 and six payments made at that meeting, totalling £2409.39. |  |
| **6** | **Matters arising from those minutes:*** 1. Possible new streetlight in Evergreen Lane & new sensor lights adjacent the village hall steps – any update

Clerk said that the additional street lighting was not included in the budget. Neighbouring properties should be consulted. If the steps belong to the village hall, perhaps the village hall committee should cover the cost of any lighting installed within their boundary. **Clerk to establish the village hall boundaries and who owns the land on Evergreen Lane including the passageway to the village hall.** * 1. List of maintenance jobs – discuss next steps.

One quote has been received so far. Clerk waiting to receive additional quote. **Chairman to forward details of another handyman to Clerk.** Hand sanitiser units require refilling. **Clerk to order hand sanitiser and refill.** * 1. Gardener – to maintain the village garden and possibly the village hall garden – any update.

One quote has been received so far. Waste removal was not included. PC would need to factor this into their decision making. Commitment should be 2-3 hours every 3-4 weeks. Weeds in the gravel carpark need attention. **Clerk to obtain additional quotes to ensure costs are comparable. Clerk to confirm the Village Hall will contribute towards the cost of the gardener.*** 1. Community SpeedWatch Scheme – any update.

It was agreed that Great Bradley should sign up to the ANPR scheme. J Barnett has agreed to continue as Community SpeedWatch co-ordinator. **Clerk to sign up to ANPR scheme and liaise with J Barnett.** | **Clerk****Chairman****Clerk****Clerk****Clerk** |
|  | **West Suffolk Council - report from Councillor Peter Stevens**Covid testing and vaccines continue to be carried out at pace. Restrictions are slowly being lifted. Market customers are more prevalent. Carpark figures suggest towns are bouncing back with increased visitors. Businesses have been lost during the pandemic, but new businesses are enquiring about vacant units. Bury Christmas Fayre should go ahead this year on a smaller scale. Cllr Stevens asked the Clerk to contact Withersfield Parish Council re: joint village speeding initiative. Planning meetings are to be held in person rather than virtually. Waste collection services are operating as normal. Grass cutting has commenced across the county and is progressing well. Locality budget is available for the new financial year. **PC to refer any planning problems to Cllr Stevens.** **Clerk to contact Withersfield Clerk re: speeding.**  | **Clerk** |
| **8** | **Suffolk County Council - report from Councillor Mary Evans**PC should sign up to the new ANPR initiative. Traffic calming measures through the Wrattings, Thurlow, Withersfield and Great Bradley were discussed. A joint village approach to tackling speeding has been proposed. Locality budgets will be given up front in one tranche, rather than split over 4 years so more can be given to any one project. There is also potential to use section 106 money from the Haverhill developments. Cllr Evans is retiring and not standing in the upcoming local elections. Chairman thanked Cllr Evans for all her support over the years.  | **Clerk** |
| **9** | **Highways: any matters to report**9.1Parking on Fox Green – consider erecting ‘No Parking’ signs |  |
| **10** | It was agreed to remind residents not to park on Fox Green in the next edition of the Bugle. **Clerk to action.** Cllr Sugg raised illegal parking on the junction of Evergreen Lane and The Street. The parked car is causing an obstruction and should be reported to the police. However, it was agreed the PC would write to the owner to highlight the problem before taking further action. **Clerk to action.****Planning - any applications received to date and any shown on West Suffolk Council’s website up to the date of this meeting:** None.  | **Clerk****Clerk** |
| **11** | **Correspondence - any received to date:**Letter received re: debris on The Street. Cllr Stevens to pass onto the Road Sweeping team at West Suffolk to action.   | **Cllr Stevens** |
| **12** | **Annual Village Meeting (19 May) – agenda and event planning.**It was agreed that the Chairman and Clerk will hold the meeting f2f in the village hall, inviting everyone else to attend remotely. **Chairman and Clerk to hold a trial run to ensure the technology works. Clerk to post joining details on Facebook/village website and attach the agenda to the Bugle.**  | **Chairman/Clekr** |
| **13** | **Annual Review of Parish Council assets**Councillors had been issued before the meeting with a revised asset list dated 5 May 2021 and this was approved. |  |
| **14** | **Annual Review of Risk Assessment and checklists** Councillors had been issued before the meeting with a revised Risk Assessment and a revised Checklist. These were approved. C Greatbatch has volunteered as footpath officer and will report any issues to the Clerk.  |  |
| **15** | **Gift for retiring County Councillor – PC to agree expenditure.** PC agreed expenditure (budget of £40 - £50). **Clerk to organise.** | **Clerk** |
| **16** | **Recreation Area:*** 1. Dog faeces in the children’s play area. Additional dog bag dispenser has been purchased. PC to consider putting up more signs.

It was agreed to put a notice in the Bugle re: dog fouling. **Clerk to action.** * 1. Hedge cutting required to the inside of the recreational ground hedges – any update.

Thurlow Estates cannot get their hedge cutting equipment in to cut the hedge around the glade. **Clerk to obtain a quote from J Wreathall and ask Thurlow Estates to attend to the rest of the hedge.** * 1. Trees require urgent attention inside the ditch between the recreation ground and Clarendale properties – any update.

Reported to Suffolk County Council. M Evans investigating.  |  **Clerk****Clerk****Cllr Evans** |
| **17** | **Village Hall – any matters to report.** Currently looking how and when to reopen the hall in line with the Government Road Map. Currently scheduled to reopen on 17 May. VH are seeking an electrician to carry out PAT testing and installation of new lights.  |  |
| **18** | **Finance:** * 1. Great Bradley Parish Council declares itself an exempt authority for external audit on the grounds of turnover below £25,000. This was approved. **Chairman to sign the exempt certificate.**
	2. Approve SALC as internal auditor. This was approved.
	3. Approve draft accounts to go to the internal auditor SALC. This was approved. **Chairman to sign the Accounting Statement.**
	4. Accounts for payment/cheques required to date - see separate list. This was approved at 9 items totalling £1587.68.
 | **Chairman****Chairman** |
| **19** | **Project List - update**No update. |  |
| **20** | **Village events notified** Bonfire Night was set for 6 November 2021.  |  |
| **21** | **Matters for consideration for the next meeting:**None. |  |
| **23** | **Dates of next meetings: 19th May (Annual Village Meeting), 23rd June (approve 2020/21 accounts), 22nd September 24th November (pre-budget planning)** |  |

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 21.40pm.