**GREAT BRADLEY PARISH COUNCIL**

Minutes of a meeting of the Parish Council held on 29 June 2022 at 7.30pm

**Present**:

Councillors: P Spires (Chairman), A F Sugg, H Crawford (from 8pm), R Sylvester-Bradley, and Clerk P Lewis.

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

Cllr Sylvester-Bradley would like to investigate the feasibility of one or more community heating schemes to help residents improve the energy efficiency within their homes. This may include surveying houses within the village for heat loss, using an infra-red camera. To do this, we would need to purchase a camera, or hire one and have someone trained to use it. Swaffham Prior have implemented a similar scheme, funded by grants**. Cllr Sylvester-Bradley to investigate further. Clerk to add to the next meeting agenda.**

|  |  |  |
| --- | --- | --- |
| **Item:** |  | **Action:** |
|  | **Apologies for absence**  Apologies received from P Sevens (West Suffolk Cllr), Bobby Bennett (Suffolk County Cllr) and Paul Hart (Speedwatch Coordinator) |  |
|  | **Receive Councillors Declarations of Interest regarding any agenda item**  None received. |  |
|  | **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 meeting 24 May 2022 – approval and signature.**  These were approved. |  |
|  | **Matters arising from those minutes:**  **5.1 Cedar Tree at Mill Farm – to consider planting a replacement if a suitable location can be identified.**  The owner of Mill Farm spoke to the PC about their plans for the property earlier this year. Since then, concerns have been raised over the cedar tree which sits within the owner’s land. The PC would like the tree to be retained, if possible. Clerk to speak to the owner to enquire what their plans are?  **5.2 Kerbury printer contract – Clerk to present options.**  Clerk proposed a new rolling contract, which factors in the significantly reduced printing. PC agreed to renew at £50 per month (excl. VAT). Clerk to accept and monitor usage quarterly.  **5.3 Locum Clerk – any update?**  Clerk has so far approach two neighbouring PCs but not received a response. It was agreed to advertise further afield via SALC, CALC and in the Bugle. Clerk to speak to Cllr Stevens. | **Clerk**  **Clerk**  **Clerk** |
|  | **West Suffolk Council – report from Councillor Peter Stevens.**  Nothing received. |  |
|  | **Suffolk County Council – report from Councillor Bobby Bennett.**  Nothing received. |  |
|  | **Highways: any matters to report.**  Clerk has received notification of a road closure between Great Bradley and Cowlinge from 5 July for 4 days for essential repairs to the road surface.  Clerk also received an invitation from Suffolk Police to a road safety conference. It was suggested that P Hart may wish to attend. Clerk to pass the information on. | **Clerk** |
|  | **Public Footpaths (PRoWs): any matters to report.**  None. |  |
|  | **Speedwatch Group – update from co-ordinator, P Hart.**  Nothing received. |  |
|  | **Planning - any applications received to date, and any shown on the West Suffolk Council website up to the date of this meeting.**  Nothing received. |  |
|  | **Correspondence - any received to date:**  **Email re: condition of Yew Tree Cottage.** Clerk already replied explaining that the PC had previously written to the owners, as suggested by West Suffolk but not received a reply. Clerk has been informed that since work is progressing, albeit at a slow pace, West Suffolk would not take any action at this time. Cllr Sugg said work has now completely stopped. Clerk to request and update from Cllr Stevens.  **Enquiry re: Network Power work at Clarendale.** Chairman had an exchange with a resident over the placement of equipment. It was explained that the PC did not own the land, therefore could not help further. Resident to take up matters with Network Power directly.  **Email re: Local Plan from Evergreen Lane/Matthews Lane residents.** Assurances were sought that development would not take place on the land adjacent to The Coach House. As far as the PC are concerned, and from looking at the local plan, there did not appear to be any such plans. The local plan is still in the consultation stage and won’t be finalised until later this year. Any future applications will be presented to the PC for comment, as normal. Clerk to respond. | **Clerk**  **Clerk** |
|  | **Recreation Area: any matters to report:**  Clerk and Chairman met with Thurlow Estates who approved the planting of the seven silver birch trees, as part of the Queens Green Canopy (see item 18.1 below). During the visit, the Clerk asked about the gate. Thurlow Estates are unsure whether it could be placed in the corner of the recreation ground. Clerk to confirm.  Monthly inspection report consistently highlights minor strimmer damage to equipment (low risk). This has been treated.  Basketball hoop is out of alignment. PC would like to replace. Clerk to obtain quotes.  **13.1 Improvements to the recreation ground access (£1000 allocated) – any update?**  Chairman believes responsibility lies with Thurlow Estates to maintain the access road. Clerk to investigate further. GardenPower to apply weedkiller.  **13.2 M Brophy has carried out essential maintenance to goal posts – for information.**  Noted. Thanks go to M Brophy. | **Clerk**  **Clerk**  **Clerk** |
|  | **Councillor New Modal Code of Conduct – to be reviewed and adopted by all Cllrs.**  This was adopted at the meeting. Clerk to inform the Monitoring Officer at West Suffolk. Cllrs received their Disclosable Pecuniary Interests and amended, as necessary. Clerk to inform West Suffolk of changes. Chairman will review and return before the next meeting. | **Clerk/Chairman** |
|  | **GDPR & Freedom of Information requests– policies to be reviewed and adopted.**  Several enquiries were raised. Clerk to seek clarification from SALC. Item deferred to the next meeting.  In the meantime, it was agreed that all Cllrs should have a separate email address for PC business. Cllr Sylvester-Bradley to investigate further. | **Clerk**  **Cllr S-Bradley** |
|  | **Village Hall: any matters to report.**  None. |  |
|  | **Finance:**  **17.1 Annual Governance and Accounting Return (AGAR) 2020/21 has been approved by the internal auditor SALC. Great Bradley Parish Council now needs to approve this AGAR:**   * + 1. **Declaration of exemption from External Audit due to income/expenditure being less than £25,000.**     2. **Annual Governance Statement and minute reference.**     3. **Accounting Statement approval and minute reference.**   All approved and signed. Clerk to return to PKF Littlejohn.   * 1. **Accounts for payment/cheques required to date - see separate list.**   These were approved.   * 1. **Budget update & bank reconciliation.**   For information. | **Clerk** |
| **18** | **Projects:**  **18.1 Queen’s Green Canopy. Thurlow Estate have agreed to the planting of seven silver birch trees at the recreation ground. To discuss next steps/agree timeline.**  As above (see item 13). |  |
| **19** | **Village events:**   * 1. **Queen’s Platinum Jubilee (2 – 5 June) – report from Chairman.**   Event was a huge success. Thanks go to the Chairman for coordinating, to Charles and Alice Ryder for hosting the beacon and to all the volunteers involved. Full report can be found in this month’s Bugle.   * 1. **Bonfire Night – Saturday 5 November – early planning discussion.**   Four people are attending the preview evening in September. Chairman/Clerk to place order immediately after. Clerk to produce risk assessment. VHC to coordinate refreshments.   * 1. **Remembrance event, 13 November – early planning discussion.**   An event is planned to take place outside the village hall with refreshments provided afterwards. | **Chairman/Clerk/VHC** |
| **20** | **Matters for consideration for the next meeting.**  Community heating scheme (as above).  Hedge cutting at the recreation ground. |  |
|  | Dates of next meetings: 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 9.20pm.