

## **BUCKLESHAM PARISH COUNCIL**

### **Minutes**

Parish Council Meeting held at Bucklesham Village Hall at 7.30 pm on Thursday, 1<sup>st</sup> March 2018

#### **Present**

Cllr Rhea Gardner  
Cllr Ruth Johnson (Chair)  
Cllr David Brinkley  
Cllr Georgina Burgess  
Cllr Evelyn Bloomfield  
Mrs A Buggs Clerk  
Cllr Susan Harvey – Suffolk Coastal District Council

#### **22.18 Apologies for absence**

Apologies for absence were received from Cllr Heather Owen and Cllr Patricia O'brien – Suffolk County Council.

#### **23.18 Declaration of interest**

None

#### **24.18 Minutes**

The minutes of the Parish Council Meeting held on Wednesday, 31<sup>st</sup> January 2018 were approved as being a true record.

#### **25.18 Matters arising from the minutes**

There were no matters arising from the minutes.

#### **The meeting was adjourned to receive reports from:**

Cllr Patricia O'brien – Suffolk County Council

Full Council met on February 8th and agreed that an increase of 2.99% be levied so that Band D council tax for County Services becomes £1,161.90 and a 2% increase in the Adult Social Care precept, in line with govt. expectations, Band D becomes £80.64. (see table below)

#### **Table 6: Recommended Council Tax 2018-19**

	<b>General Council Tax</b>	<b>Social Care Precept</b>
<b>Band</b>	<b>£</b>	<b>£</b>
A	774.60	53.76
B	903.70	62.72
C	1,032.80	71.68
D	1,161.90	80.64
E	1,420.10	98.56
F	1,678.30	116.48
G	1,936.50	134.40
H	2,323.80	161.28

Diversions are already in place in Felixstowe and the Trimleys . These are diversions that Highways England have put in place whilst sections, between junctions on the A14 from the Docks to the Orwell, are resurfaced. The resurfacing will take place overnight but Felixstowe and the Trimleys are experiencing problems. I went to a meeting on 22nd February to hear what can be done to alleviate difficulties.

Alignments to Upper Orwell Crossing have been announced. There are three crossings proposed. The main crossing is proposed to connect to the existing highway at the Rapier Street roundabout on Wherstead Rd, west of the river, and at a new junction, north of Cliff Lane on Holywells Road, east of the river. The bridge crosses the river at an angle and incorporates an opening section over the navigation channel.

The second crossing, will provide a new vehicular link to the Wet Dock Island site and is proposed to be accessed from Felaw Street.

The third crossing is a refurbishment of the existing swing bridge over the lock for use by cyclists and pedestrians.

These crossings will improve journey times through and around Ipswich, however, I believe a northern by-pass, advocated for many years, is what is needed to really make a lasting difference.

The Raising the Bar programme has begun to make a difference in the attainment of Suffolk pupils. It has taken time, but the results are encouraging.

87% of Suffolk schools are now judged 'Good' or 'Outstanding' by Ofsted, an increase of 12% from 2015. 96% of Suffolk schools are now judged 'Good' or 'Outstanding' by Ofsted, an increase of 13% since 2015. Significant improvement in attainment has been made at each Key Stage.

I attended an Accountability and Performance meeting at Police HQ recently. The agenda covered issues such as: cost pressures; performance; collaboration with other agencies. The Police Commissioner asked wide ranging questions and received fulsome explanations from the Chief Constable. Serious Sexual Offences were also an item on the agenda ( it is a topic for the next Police & Crime Panel meeting in March) and I asked the Commissioner how far back the police have to go to investigate historical rape cases. At the moment, there is no time limit. The PCC agreed that a limit has to be set otherwise the costs could be prohibitive.

Suffolk to use drone technology to help manage blue light service incidents. On the 15 February the official launch of the use of two Small Unmanned Surveillance Aircrafts in Suffolk. The technology, known as drones, have been developed and funded by Suffolk Resilience Forum for use across the

county. As part of a multi-agency Air Support Unit, the drones will be used by Suffolk Fire and Rescue Service, Suffolk Constabulary, Suffolk County Council and Suffolk Lowland Search and Rescue and Norfolk & Suffolk 4x4 Response.

The drones will provide a range of aerial surveillance options to support emergency services and voluntary organisations across a wide range of incidents. Risks to the public and emergency service workers will be reduced.

Government changes to planning policy The Prime Minister set out these points in her recent speech re planning policy.

The planning process will be “streamlined” to ensure applications are not held up by “endless appeals and bureaucracy”.

A nationwide standard will be created to explain how many homes local authorities needed to plan for, taking into account local house prices, wages and key worker numbers. Councils which fail to meet housebuilding targets could be stripped of their planning powers, with independent inspectors put in place.

The Government has committed £44 billion of capital funding, loans and guarantees to support the housing market.

Councils will be allowed to take firms’ past development records into consideration when deciding whether to approve projects, meaning that builders who fail to develop land that they own may not be given planning permission in future.

Local authorities will be given more freedom to develop existing brownfield land “to build homes that maximise density”. The proposals will make it easier for neglected commercial sites to be turned into housing.

Local authorities will have a new housing delivery test focused on driving up the numbers of homes actually delivered in their area, rather than numbers planned for. Developers will also be held to account for delivering the commitments, including affordable housing and the infrastructure needed to support communities.

New quality standards will be introduced to ensure newbuilds are well-designed and sustainable.

Despite the push to increase the number of homes built, existing protections for the Green Belt will be maintained and, in some cases, strengthened, with stronger protection for ancient woodland and historic coastlines. Councils will only be able to amend Green Belt boundaries if they can prove they have fully explored every other reasonable option for building the homes their community needs.

The Government is looking to tackle high rents and poor quality housing, and will ban letting agents from charging most fees, work to make long term tenancies the norm, give local authorities new powers to crack down on bad behaviour and back laws to ensure homes were fit for human habitation. New planning laws will also encourage providers to build more homes specifically for rent, so that goes up and rents come down in price.

The social housing green paper, to be published later this year, will look at what more can be done to ensure everyone living in social housing is treated fairly.

Mrs May said that new rules were designed to enable more housing to be built for rent and said that the Housing Green Paper would look to ensure everyone in social housing was treated fairly.

Since the start of 2018, Suffolk Highways has received in excess of 11,000 reports, which compares with approximately 6,000 reports in the same period last year; demonstrating the impact this weather has had on the county's road surface.

Suffolk Highways has put in place the following measures with immediate effect to help cope with the demand.

The deployment of additional gangs to undertake pothole and road repairs across the county. Switching to a different temporary material to repair emergency potholes which, although slightly more expensive, provides a longer-lasting repair in damp conditions. For large areas of intervention-level pothole defects, Suffolk Highways will consider whether 'making safe' (through organising traffic management and temporary road closures) is required in advance of making extensive repairs. Extra resource will be brought in to undertake larger-scale patching works as part of a planned programme for dealing with sites on which traffic management or road closures have been arranged or areas where small-scale repairs will not sufficiently address the road deterioration.

Moving internal resources from other teams to support the inspection of customer reports, particularly from staff with previous experience of dealing with customer reports and inspections.

Cllr Susan Harvey – Suffolk Coastal District Council

I hope you had no ill effects from the snow. Something like that brings out the community spirit in people. I know that most of the Parishes I serve have good Emergency Plans. Newbourne Bucklesham and Hemley do not have them. The weather we have had recently highlights the need for plans. Do we know who the most vulnerable people in our parishes are? Who's responsibility is it to make sure the sand bins are kept filled? Suffolk Coastal's joint Emergency Planning Unit are launching a simplified plan template in the Spring which they will offer support for to Parish Councils. I encourage these Councils to take advantage of this opportunity.

I have given grant funding to Waldringfield Parish Council to purchase a Speed Indicator Device which will be shared between the parishes of Waldringfield and Newbourne. My allocation of the Community Enabling Budget has been completely spent. Kirton is a larger village and decided it would have one of its own.

I have encouraged all the Kirton Ward parishes to consider Neighbourhood Plans. Other parishes have applied for grant funding which they have used to employ someone to work on the plans. They do have to be kept up to date but have been seen to be a useful tool in some towns and villages.

Kirton Ward has seen a huge influx of planning applications recently, several of them are contentious. I always visit the contentious sites, listen to complainants and the applicants to get a complete picture.

The new planning document to replace the present Core Strategy is being worked on and will be out for consultation in the next few months. I am part of this group and we are looking at all the responses from the last consultation and taking them into account. There were some 6,000 responses.

Sajid Javid Secretary of State for Housing, Communities and Local Government sent a written statement in February allowing SCDC and Waveney DC to becoming a single Council in May 2019.

With that in mind the planning Committee, on which I sit as Interim Vice Chairman, has organised a visit to a Waveney Council Planning Committee in March to observe the way things are done up there. Many decisions on governance will have to be made so we feel that our research is vital when having our say on the future of planning for our area.

Suffolk Coastal is increasing council tax by 3.15% which equates to £4.95 or less than 10p a week a year for a band D property.

You can sign up for the new brown waste collection on line [www.eastsuffolk.gov.uk/scdcgardenwaste](http://www.eastsuffolk.gov.uk/scdcgardenwaste) by phone on 01394 383789 or by calling in at Woodbridge or Felixstowe libraries. The first payed for collections will start in May although the larger bins will not be available until October.

## **26.18 Community Council Report**

None

## **27.18 Clerk's Report**

The purpose of this report is to update members on outstanding issues, items received after the deadline for agenda items, correspondence and action taken by the Clerk.

### Website Upgrade

The website has now been upgraded and although there have been a few issues identified it appears to be working well. I am still in the process of learning how to update our site.

### Councillors Register of Interest

The website for councillors to register their interests has been decommissioned awaiting a new website. If any councillors need to make a change to their register of interests please let me know and I will give you a hardcopy to complete which I will then forward to SCDC. Please be aware that although the website is currently unavailable it does not mean that if you have a change to your circumstances you do not need to declare it.

### Audit Update

Councils will receive the Annual Return at the usual time.

Those authorities that are £25,000 or less will have to declare it is exempt.

However, you will still have the internal audit, agree the Annual Return and then publish it on your website/noticeboard. As a Council you will pick the 14 days when Public Notice will be given and advertise accordingly (as usual).

Questions to the Auditor, will be directed to the external auditor for your County.

There will be no fee for authorities with a turn over of £25,000 or less, subject to ' An authority with neither income nor expenditure exceeding £25,000 that is **not** able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable will be £200.

## Data Protection Regime

With regard to the Data Protection Officer, the Information Commissioner has stated that this role can be carried out by a member of staff ie Clerk or RFO. This advice has been backed up by SLCC who have also spoken to the ICO.

## Bird Flu

Defra are warning members of the public to be vigilant as there have been cases of Bird Flu in different parts of the country. If you have 'backyard' flocks of birds that become unwell or you find dead wild birds you should report this to Defra.

### **28.18 To discuss the Housing Needs Survey**

Following discussion Cllr Ruth Johnson proposed, seconded Cllr Evelyn Bloomfield that the Parish Council set up a working party consisting of all councillors for the Housing Needs Survey and that a minimum of 4 councillors should be present at each meeting – all in favour.

The Parish Council agreed to hold a Working Party Meeting at 4.30 pm on either Monday, 19<sup>th</sup> March or Wednesday, 21<sup>st</sup> March at Heather's House. Clerk to contact Sunila Osborne Community Action Suffolk. **Action: Clerk**

### **29.18 To approve the Parish Council Standing Orders / Procedures**

The Clerk reported that the Parish Council should minute the acceptance of the Standing Orders Procedures each year.

It was proposed by Cllr David Brinkley seconded Cllr Evelyn Bloomfield that the following Standing Orders should be accepted with the following amendments:

Village Sign was purchased in 1983  
Playing Field was purchased for £1,000

Agreed – all in favour. **Action: Clerk**

Code of Conduct  
Freedom of Information  
Asset Register  
Grant Policy  
Complaints Procedure  
Financial Regulations  
Internal Audit Procedure  
Standing Orders  
Information available from Brightwell, Foxhall & Purdis Farm Group Parish Council under the Model Publication Scheme  
Risk Assessment  
Equal Opportunities Policy

### **30.18 To discuss the Playing Field**

Cllr Ruth Johnson reported that Cllr Heather Owen had emailed Kevin Sharman (Community Council) twice but he has not replied. Following discussion, it was agreed that Cllr Heather Owen should be asked to send another email to Kevin Sharman. **Action: Cllr Heather Owen / Clerk**

### **31.18 To discuss the Play Equipment**

Cllr Ruth Johnson reported that the Rospa Report had been received from Ipswich Borough Council and that some poles were rotten. As the poles are still under guarantee Playdale (the makers of the equipment) had been contacted who have stated that they would supply the poles free as they are under guarantee however the Parish Council would have to pay for installation and delivery. Cllr Ruth Johnson proposed, seconded Cllr Georgina Burgess that the Parish Council authorise expenditure of up to £500.00 for the delivery and labour costs of the installation of the parts that will be provided free of charge – all agreed. **Action: Cllr Ruth Johnson / Clerk**

### **32.18 Advertising in the Bugle**

Cllr Ruth Johnson reported that she had investigated the possibility of obtaining grants to cover the cost of the printing etc however grants could only be obtained for 30% of the total cost therefore in view of the fact that the Parish Council have budgeted £500.00 for the Bugle next financial year and the amount of work involved in applying for budget it was agreed that Cllr Ruth Johnson should not go ahead applying for a grant.

### **33.18 Data Protection – ICO**

The Clerk reported that she was working on the requirements for the ICO Data Protection however one of the requirements is that Parish Councils must register for ICO and that this needs to be done on line. Since the Parish Council does not have a bank account card Cllr Ruth Johnson proposed, seconded Cllr Evelyn Bloomfield that the Clerk be authorised to pay the ICO fee on her card and the Parish Council reimburse her the £35.00 – all in favour. **Action: Clerk**

### **34.18 Finance**

#### Payments (to be approved this meeting)

Clerk's Salary & Expenses February 2018 (excluding tax)	£235.00
Local Council Public Advisory Service Annual Subscription	£100.00
Clerk's Salary & Expenses March 2018 (excluding tax)	£200.00
HMRC Tax Jan, Feb, March 2018	£150.00

#### Receipts

None

#### Bank Balances

Current Account	£1,991.89
Deposit Account	£4,511.66

Cllr Mrs Evelyn Bloomfield proposed, seconded Cllr David Brinkley that the above expenditure should be approved – all in favour.

#### Appointment of Auditor 2018/2019

The Clerk reported that the Parish Council should minute the appointment of the Internal Auditor each year. It was proposed by Cllr Evelyn Bloomfield seconded Cllr Ruth Johnson that Mr Trevor Brown should be appointed – agreed. **Action: Clerk**

**35.18 General Matters**

- a. The Clerk reported that she had been notified by Paul Tynham Suffolk Coastal Norse that work on the plum hedge would commence on the 12<sup>th</sup> March 2018.
- b. Cllr Rhea Gardner reported that there were no reports on the Safer Neighbourhood Report affecting Bucklesham. Cllr Rhea reported that residents needed to be aware that there is a national campaign to protect tools and that key fobs should be kept in the fridge to avoid cars being stolen.
- c. Cllr Rhea Gardner reported that now there is a problem in village with owners not clearing up dog excreta. It was agreed a notice should be placed in the next edition of the Bugle asking dog owners to clear up after their dogs. **Action: Cllr Ruth Johnson**
- d. Cllr Ruth Johnson asked that reports be given to the Parish Council from local organisations to be presented at the Annual Parish Meeting in May; Bucklesham School, Bucklesham Community Council. Bucklesham Parish Church and Bucklesham & Foxhall Village Hall Committee. **Action: Clerk**
- e. Cllr Ruth Johnson stated that several villages have either a centralised emailing system or have a Facebook Page to enable information to be passed to residents quickly on issues affecting the village. It was agreed to discuss this at the next meeting. **Action: Clerk**

**36.18 Date of next meeting**

**Thursday, 3<sup>rd</sup> May 2018 7.00 pm Annual Parish Meeting / 7.30 pm Annual Parish Council Meeting**

**The Chairman closed the meeting at 8.15 pm.**

Signed..... Date .....

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