

## **BUCKLESHAM PARISH COUNCIL**

### **Minutes**

Annual Parish Council Meeting held at Bucklesham Village Hall at 7.00 pm on Thursday, 3<sup>rd</sup> May 2018

#### **Present**

Cllr Ruth Johnson (Chair)  
Cllr Rhea Gardner  
Cllr David Brinkley  
Cllr Georgina Burgess  
Cllr Evelyn Bloomfield  
Cllr Heather Own  
Mrs A Buggs Clerk  
Cllr Susan Harvey – Suffolk Coastal District Council  
Cllr Patricia O’Brien – Suffolk County Council  
1 members of the public

#### **37.18 Election of Chairman**

Cllr Heather Owen asked for nominations for the office of Chairman of the Parish Council. Cllr Evelyn Bloomfield proposed that Cllr Ruth Johnson be elected as Chairman, seconded Cllr Georgina Burgess – all in favour. As there were no other nominations, Cllr Ruth Johnson was duly elected.

#### **38.18 Declaration of acceptance of office**

Cllr Ruth Johnson signed her Acceptance of Office form, countersigned by Mrs A J Buggs Clerk.

#### **39.18 Election of Vice Chairman**

Cllr Ruth Johnson asked for nominations for the office of Vice Chairman. Cllr Evelyn Bloomfield proposed Cllr Heather Owen, seconded Cllr Georgina Burgess – all in favour. Cllr Heather Owen accepted the position of Vice Chairman.

#### **40.18 Apologies for absence**

None

#### **41.18 Declaration of interest**

None

#### **42.18 Minutes**

The minutes of the Parish Council Meeting held on Thursday, 1<sup>st</sup> March 2018 were approved as being a true record.

#### **43.18 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

We are all aware that we are in a time of change, not just locally but nationally, globally and I have continued to report, over the past year, the changes that are taking place within the county council services.

Local authorities, across the country, continue to face significant challenges to meet front line service requirements. Suffolk is no exception. One of the most significant ways SCC has adopted, to gain savings, is to work in partnership with other authorities and organisations. Having sufficient resources to deliver frontline services in a climate where there is less money, remains a challenge, thus change is inevitable.

Savings from 'blue light' ie police and ambulance services, through collaboration, is working most effectively.

Making the best use of property by sharing buildings with public sector partners.

Use of digital technology.

Efficiencies within Trading Standards and Health and Safety are being pursued.

Drone technology is being used as part of a multi-agency Air Support Unit by Suffolk Fire & Rescue Service, Suffolk Constabulary, Suffolk County Council and Suffolk Lowland Search and Rescue. Drones provide aerial surveillance options to support emergency services and voluntary organisations across a range of incidents.

County elections took place in May 2017 and the Conservatives gained a considerable majority; 52 Conservative councillors out of a total of 75. I was re-elected for Martlesham Division gaining 2,542 votes with a majority of 2,084. Training of new councillors took place together with placement on committees and outside bodies.

SCC agreed to a council tax rise of 4.99% - 2.99% for County Services and 2% increase in Adult Social Care precept. Savings in the region of £23.9m have been identified. The council's transformation programmes, that will change the basis of service provision, will be key to delivering these savings. Working with partners is fundamental to the effective and efficient delivery of services. Leadership and organisation are key.

SCCs efforts, to raise standards in education, are producing results. The 'Raising the Bar' programme has led to more students achieving the expected standard in English and Maths. 87% of Suffolk schools have been judged 'Good' or 'Outstanding' by Ofsted, an increase of 12% from 2015. Suffolk has risen 26 places in national league tables (83rd out of 151). – We still have a way to go.

Suffolk CC Highways have been re-structured, as of September 2017, and a new Highways Senior Leadership Team have set in train the transformation programme. Staffing levels have been reduced and new ways of working introduced. The good news is that government has given a funding boost to Suffolk Highways of £2.5m for pot hole repairs. This comes as a welcome relief in the wake of the recent bad weather and Highways are bringing in additional gangs to tackle, first the major roads and then the minor.

The consultation into home to school transport has ended and analysis is taking place. £21ml is spent per year on school transport and during the past two years SCC has managed to save £2.6ml from its school and post 16 travel. However, despite this, the budget is overspent by £3ml. A report will be coming to Cabinet in June.

The recent meeting of the Police & Crime Panel, which I chair, had considerable publicity. The main issue was the visibility of the police. It is acknowledged that the public would like to see more police, especially in rural areas, but the days of 'bobbies on the beat' are no longer possible due to limited finance and an increase in 'hidden crime' such as cybercrime and domestic violence. The Panel recommended that there is greater effort to communicate more widely through social media and other channels.

After many years of objection to 2,000 houses at Adastral Park SCDC gave the go ahead at a meeting where I was permitted 1min 30secs to 'sum up' my final view! I was totally disgusted with SCDC's lack of consideration for the views of myself and the people I represent.

Finally, SCC has engaged Republica, an analytical firm that will look at the best way for Suffolk to deliver public services; either through a unitary authority ( eg Buckinghamshire) or a 2 tier unitary (Dorset).

Cllr Susan Harvey – Suffolk Coastal District Council

There was a simultaneous Council Meeting on Monday at which nearly 90 Councillors attended. The vote was that the suggested re warding should be presented to the Boundary Commission for their opinion. This will come out for consultation in July when everyone can make their comments. I forwarded the suggested changes to your clerks who I think have sent that information on to you. One of the suggested changes is that Waldringfield might go in with Martlesham.

The Deben Leisure Centre in Woodbridge is due to re-open in mid-June after its refurbishment and there is a special offer for anyone who signs up for one month's membership by the end of May. One month for £19.73 to try out all the new facilities.

It is not too late to sign up for the Garden Waste Collection. 37% of people have already signed up and this figure is growing by 500 homes a day. The new scheme is optional but if people do not sign up their garden waste will no longer be collected. The new larger bins will be delivered in the Autumn to those who have requested them.

The Adastral Park 106 legal agreement has now been signed off meaning that the Outline Planning permission has been approved paving the way for the £300 million development to go ahead. It will be known as Brightwell Lakes. The first application for housing is expected in the next few months.

I am on the Suffolk Coastal Plan Working Group which is sifting through the consultation results and feeding into the new Planning Document for our area. Suffolk Coastal now has in excess of 7 years building land supply. We are delivering the much-needed affordable element either on sites or through commuted sums which will be used to deliver housing locally. If the two District Councils merge in May next year they will still have 2 separate planning documents. I am of the firm opinion that after a merger there should be 2 planning committees at least so that the people we represent can have their say on planning applications locally rather than remotely in Lowestoft.

Question Time

A member of the public who was present at the meeting requested that councillors advertise the local bus service in the Bugle (parish magazine) as she believed that parishioners were not aware of times/days when the service runs from Bucklesham – Ipswich and return. She was concerned that if the bus service was not advertised and people do not use the service Bucklesham would be in danger of losing the service through lack of passengers. **Action: Cllr Ruth Johnson**

#### **44.18 Community Council Report**

It has been a quiet year for the Community Council with regard to actual events. As we had a very disappointing response to our last few village events we decided to shelve them for this year as we were occupied with other matters. The concert is now being run by a separate club – Bucklesham Concert Group.

We have supported various local projects including paying for the War Memorial to be restored and funding a log cabin for the primary school to enhance their outdoor learning. We have also supported the new choir by paying for the hall until they can get established. Additionally, we have once again acted as third-party funders for the Village Hall Committee in order that they may receive a grant from Tarmac for much needed new guttering and a kitchen hatch.

We have been primarily occupied with matters concerning the playing field and the transfer of the management to the Parish Council which hopefully is about to be finalised.

#### **45.18 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.

##### Section 137 Limits 2018/2019

The Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of Section 137(4)(a).

##### External Auditor

The Parish Council has now received instructions for the audit 2017/2018 and we now have confirmation that the Parish Council once the internal audit is carried out the annual return will be sent to the external auditor.

##### Confirmed Times/Dates of Public and On-Tour Events held by PCC Tim Passmore and Chief Constable

#### **Public Meetings 7.00 pm – 8.30 pm**

Thursday 10 May	Ipswich	Nansen Road Baptist Church, Nansen Rd, Ipswich IP3 9HN
Thursday 24 May	Forest Heath	Brandon House Hotel, High Street, Brandon IP27 0AX
Thursday 7 June	Suffolk Coastal	Town Hall, Felixstowe IP11 2AG
Wednesday 20 June	Babergh	Hadleigh Town Hall, Hadleigh, IP7 5DN
Monday 9 July	Waveney	Wherry Hotel, Bridge Road, Oulton Broad, Lowestoft NR32 3LN
Wednesday 11 July	Mid Suffolk	Cedars Hotel, Needham Road, Stowmarket IP14 2AJ
Thursday 12 July	St Edmundsbury	The Newbury Community Centre, St Olaves Road, Howard Estate, Bury St Edmunds IP32 6RW

#### **On Tour Events – 11:30am – 1:30pm**

Monday 6th August	Eye	Town Hall, Broad Street IP23 7AF
Tuesday 7th August	Newmarket	High Street, junction with Palace Street CB8 8NB
Thursday 9th August	Sudbury	Market Hill CO10 2EA
Friday 10th August	Beccles	Sheepgate NR34 9HQ
Wednesday 15th August	Ipswich	Giles Circus, Princes Street IP1 1PN
Thursday 16 August	Woodbridge	The Thoroughfare IP12 1AQ
Friday 17th August	Haverhill	Market Hill CB9 8AA

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

Cllr Ruth Johnson reported that since the Housing Needs Survey was distributed to residents some feedback had been received. A number of residents have approached councillors asking about the process for renting one of the new houses. A number of residents have expressed concern about the actual questionnaire in that it was thought to be intrusive particularly relating to the questions concerning income etc. Residents also felt that several of the questions should have a N/A Box (Not applicable). **Action: All Councillors**

#### **47.18 To discuss the Playing Field**

Cllr Ruth Johnson stated that the Parish Council document is ready for the exchange with the Community Council to enable the management of the playing field to be passed to the Parish Council. It was agreed that the Clerk should liaise with Kevin Sharman Chairman of the Community Council to exchange documents. It was also agreed that the Clerk should accept the Community Council's offer of various pieces of equipment which are owned by the Community Council at no cost to the Parish Council. It was also agreed that Cllr Ruth Johnson should speak to David Riddlestone the Manager of playing field, with regard to the monies collected by the Community Council from the football teams who use the field as these monies should now be paid to the Parish Council. **Action: Clerk / Cllr Ruth Johnson**

#### **48.18 To discuss the renovation of the Play Equipment**

Cllr Ruth Johnson reported that following the Rospa Inspection work had been identified which needs to be undertaken on the play equipment. She has contacted Playdale who have agreed to undertake the work as part of the guarantee however the Parish Council will have to pay for plastic cups and also the labour element of the repairs. A quotation has been received from Playdale for £826.38. Cllr Ruth Johnson stated that the equipment had been guaranteed for 15 years which ends in 2019. It was suggested that in the future if a piece of equipment is inspected and is reported to be dangerous that it should be removed. Cllr Rhea Gardner proposed, seconded Cllr Georgina Burgess that the Clerk be authorised to request the work to be undertaken – all in favour. **Action: Clerk / Cllr Ruth Johnson**

#### **49.18 Advertising in the Bugle**

Following discussion, it was agreed that the Parish Council would not be including advertising in the Bugle. **Action: Clerk**

#### **50.18 Data Protection – ICO**

a. General – progress report

The Clerk reported on the latest position regarding the Parish Council conforming to the ICO Data Protection requirements which come into effect at the end of May 2018. The Clerk said that she was in the process of compiling a file of documents which meet the requirements. The documents will be presented to the Internal Auditor with the Annual Audit and that she would seek the Parish Council's approval of the documents at the next meeting. The Clerk reported that Bucklesham Parish Council has been registered with ICO and that a certificate of registration had been received.

**Action: Clerk**

b. Appointment of Data Protection Officer

Following discussion Cllr Evelyn Bloomfield proposed, seconded Cllr Georgina Burgess that the Clerk/RFO Mrs Angie Buggs be appointed as the Data Protection Officer for Bucklesham Parish Council. **Action: Clerk**

**51.18 To create a centralised mailing system**

Following discussion, it was agreed that at the moment the Parish Council would not be pursuing providing a centralised mailing system.

**52.18 Finance**

Payments (to be approved this meeting)

Clerk's Salary & Expenses April 2018 (excluding tax)	£285.20
Norse Commercial Grass Cutting	£88.20
Heather Owen Printer Cartridge and Photocopy Paper	£32.98

Receipts

None

Bank Balances

Current Account	£1,159.89
Deposit Account	£4,512.31

Cllr Ruth Johnson proposed, seconded Cllr Heather Owen that the above expenditure should be approved – all in favour. **Action: Clerk**

**53.18 To receive the accounts for the year 2017/2018**

The Clerk had previously distributed a copy of the year-end accounts to each councillor and presented the accounts for 2017/2018 to the meeting. It was proposed by Cllr Heather Owen seconded Cllr David Brinkley that the year-end accounts 2017/2018 be approved - all in favour.

**Section 1 – Annual Governance Statement 2017/2018**

The Clerk outlined the responsibility of Bucklesham Parish Council to ensure that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. It was proposed by Cllr Heather Owen seconded Cllr David Brinkley that the Chairman signs Section 1 – Annual Governance Statement 2017/2018 on behalf of Bucklesham Parish Council – all in favour. **Action: Clerk**

**Section 2 – Accounting Statements 2017/2018**

The Clerk outlined the responsibility of Bucklesham Parish Council to ensure that the Annual Governance and Accountability Return presents the financial position of the Parish Council for the year ended 31<sup>st</sup> March 2018. It was proposed by Cllr Heather Owen seconded Cllr David Brinkley that the Chairman signs Section 2 – Accounting Statements 2017/2018 on behalf of Bucklesham Parish Council – all in favour. **Action: Clerk**

Cllr David Brinkley thanked the Parish Clerk/RFO for the professional layout of the accounts.

**54.18 General Matters**

- a. Cllr Rhea Gardner reported that several caravans were parked at Bucklesham Hall which appeared to be being used by local farm workers. The land is farmed by John Kerr. It was agreed that the Clerk should contact the Suffolk Coastal District Council regarding planning permission/environmental health issues. **Action: Clerk**
  
- b. Cllr Evelyn Bloomfield reported that the Village Hall had been booked for the elections in May 2019 which is the same day as the usual Parish Council Meeting. It was agreed that the Annual Meeting / Annual Parish Council Meeting should be held on Thursday, 16<sup>th</sup> May 2019.

**55.18 Date of next meeting**

**Thursday, 5<sup>th</sup> July 2018 7.00 pm**

**The Chairman closed the meeting at 8.45 pm.**

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

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