

**Minutes of Bucklesham Parish Council Meeting**

Held on 1<sup>st</sup> July 2020 ~ 7.00pm

Via Zoom Video Conference

Present

Cllr. Evelyn Bloomfield

Cllr. David Brinkley

Cllr. Gina Burgess

Cllr. Rhea Gardner

Cllr. Ruth Johnson (Chair)

Cllr. Clive Lenton

Cllr. Heather Owen (Vice Chair)

Cllr. Richard Kerry (ESC)

Judi Hallett (Interim Clerk)

No members of the public were present

**1. To receive Apologies for absence:**

Apologies were received from Cllr. Patricia O'Brien (SCC) and Cllr. Melissa Allen (ESC), which were accepted.

**2. To receive any Declarations of Interest and any Applications for Dispensation on Agenda Items (either pecuniary or non-pecuniary):**

There were none. The Clerk explained the process Councillors would need to follow if they wished to request dispensation at a later meeting.

**3. Public Participation – To receive:**

a) Reports from County and District Councillors:

- Cllr. Patricia O'Brien – SCC reports regarding Covid 19 and Councillor O'Brien's June report had been circulated
- Cllr. Melissa Allen – ESC reports regarding Covid 19 have been circulated
- Cllr. Ricard Allen reported that he had attended the Planning Committee and spoken on behalf of the applicants of Twisted Oaks Cycle Park. He expressed an opinion that it was an excellent development, good use of the land and was pleased it had been unanimously approved. In addition he reported on: Action taken to house all homeless people during the Covid 19 Lockdown (only 7 people remained 'out', but at their own behest); Manor Oak Homes development on Levington Lane was still awaiting decision and potentially there was scope for Local Authority Housing to purchase some properties; £10k grants available to Village Halls (Cllr. Johnson confirmed this had been received). Cllr. Burgess expressed concern regarding availability of support for mental health; it was hoped that this would be available for all.

b) Questions from any member of the public: ~ There were no members of the public present

Chair's initials: .....

**4. To agree Interim Clerk’s Contract of Employment (sent to Councillors on 8<sup>th</sup> June 2020)**

The Clerk explained the contract was a SALC template and its purpose was to cover both the Councillors and the Clerk from any unforeseen issues. Cllr. Burgess commented that the Clerk had started work much earlier than 1<sup>st</sup> July and that potentially a payment in lieu of work carried out might be appropriate. This was appreciated by the Clerk but was politely declined.

It was proposed by Cllr. Brinkley that the contract be agreed. This was seconded by Cllr. Burgess and all Councillors were in favour.

**Action: Clerk**

**5. To agree Minutes of meeting dated 4<sup>th</sup> June 2020**

Following re-issue of the minutes by the Chair, all Councillors agreed that the minutes were an accurate record of the meeting. Cllr. Owen proposed and Cllr. Burgess seconded that the minutes should be signed, and all Councillors agreed.

The Clerk agreed to publish these on the website.

**Action: Clerk**

**6. Clerk’s Report – To receive updates on matters not requiring debate or decision (see separate sheet)**

The Clerk explained that the purpose of the Clerk’s Report is to evidence all actions taken, and any matters arising from such actions, since the last meeting. In addition, Councillors may notice some differences in the way the Council’s business is managed as there was a need to modernise, in line with Best Practice according to SALC guidelines.

Each line of the report was explained, and questions were answered.

**7. To discuss offer of refresher training for councillors on various aspects of PC life**

The Clerk offered ‘Bite Sized’ training courses, via Zoom, for any Councillor that would like any refresher training. Times and dates to be arranged with no commitment necessary from Councillors but an invitation to join in with any or all of the courses they choose.

The Clerk also mentioned the availability of both free and low cost online training courses available from the SALC website.

**Action: Clerk**

**8. To discuss purchase of Speed Indicator Device, once posts in place by SCC Highways**

Cllr. Johnson had previously circulated a list of possible SIDs for Councillors to review. After discussion it was agreed to purchase the ‘Smile Activated Sign’ from Stocksigns Ltd at a cost of £2,675.00 with an additional £300.00 for the ability to collect and download recorded data. This information could then be published on the new website for villager’s information. This purchase was proposed by Cllr. Brinkley, seconded by Cllr. Lenton and all Councillors were in agreement.

The Clerk was asked to speak to Stocksigns Ltd to ascertain the lead time for delivery and to chase the installation of the posts through SCC.

**Action: Clerk**

**9. To discuss update of Bucklesham Parish Council Website and potential move to Suffolk Cloud**

It was agreed that the current Parish Council website is not fit for purpose. This had been bought into sharp focus during the Covid 19 Lockdown, as current information regarding the Parish Council's response had been sought by villagers, but information on the Council website was not up to date.

Cllr. Johnson had previously circulated information on the Web hosting service of Suffolk Cloud. Other examples of local Parish Council websites using Suffolk Cloud had been researched by Councillors and it was agreed that they were of a very high standard. The Clerk explained the process of moving from One Suffolk to Suffolk Cloud and the costs involved (£120.00 annually). A new website would allow links to other village organisations (e.g. the School, Church and Village Hall) and would allow for News items, events and pictures to be displayed.

Councillors agreed to move from One Suffolk to Suffolk Cloud; proposed by Cllr. Johnson, seconded by Cllr. Brinkley, and all in favour.

**Action: Cllr Johnson and Clerk**

**10. Playing Field - to receive report on Playing Field (Cllr. Johnson) including installation of Dog Poo bin, CCTV and signs.**

Report from Cllr. Johnson - It was reported that the Table Tennis Tables, purchased in May, had been very widely used and were a welcome addition for field users. There had been greater use of the football goals following publicity from villagers on Social Media. Coplestonians youth team had been using the field for training and agreed to make a donation to the Parish Council for the sessions. Visitors from elsewhere were using the field daily which had resulted in a considerable amount of litter.

Litter Bin - Cllr Johnson reported that she had spoken to many of the footballers who had agreed to put all litter in the bin. A discussion took place on the necessity for a Dog Poo bin on the field and a second litter bin. It was agreed to purchase a second litter bin with an upper spend limit of £450.00. This was proposed by Cllr. Johnson, seconded by Cllr. Lenton; all were in agreement.

CCTV - A discussion took place on the purchase of further signage and CCTV (the Clerk confirmed the £900 grant from ESC had been received). The Clerk agreed to arrange for Mr Skates from STC Solutions to visit the field and provide a quote for a suitable system and specific costs. It was agreed to purchase 4 CCTV signs for the field at a cost of £86.40. These were proposed by Cllr. Johnson, seconded by Cllr. Lenton and all were in agreement

Additional Signage - It was further agreed to purchase 3 more 'No Fly Tipping' Signs at a cost of £68.40 and 2 Speed Camera Awareness Signs at a cost of £42.00, for elsewhere in the village. This was proposed by Cllr. Johnson, seconded by Cllr. Lenton and all were in agreement. Cllr. Johnson agreed to investigate signage at the entrance/exit of the field.

Dogs on Leads – The Clerk was asked to investigate the rules around asking for dogs to be kept on leads in public places.

Friends of the Playing Field – Cllr. Johnson outlined her idea of inviting residents to become 'Friends of the Playing Field' (FOP) to aid with the management of the field and to encourage ownership of the facility. It was agreed that a draft letter would be sent to all and that the idea would be discussed at the September meeting.

**Action: Cllr Johnson and Clerk**

Chair's initials: .....

**11. To discuss sign maintenance of village road signs and need for risk assessment**

Cllr Lenton expressed a desire to give all village roadside signs a clean and straighten them up, removing all green moss and graffiti. The Clerk explained Suffolk County Council are responsible for the signs, to clean them and untwist them when damaged, but that it is commonly Parish Councils that undertake the work due to lack of resources. The Clerk explained that work could be carried out by a team of preferably 3 Councillors and that a risk assessment was necessary.

It was agreed that Cllr. Lenton would liaise with the Clerk.

**Action: Clerk and Cllr. Lenton**

**12. Planning:**

a. To discuss and agree response to the following Applications received:

- i. DC/20/2294/FUL - Construction of a two storey side extension to existing dwelling at 60 Levington Lane, Bucklesham IP10 0DZ. Councillors made the following comments:
  - Plans are mirroring an almost identical extension on the opposite end of the terrace.
  - Neighbours had been spoken to and there were no objections.
  - Conclusion: **No Objection** Proposed by Cllr. Owen, seconded by Cllr. Burgess with all in favour
- ii. DC/19/4875/FUL - Creation of bike park with associated facilities, infrastructure, and landscaping at Brightwell Wood, Brightwell Street, Brightwell. Councillors made the following comments:
  - An explanation of an administrative error was given by the Chair
  - Fully Supportive of what they are trying to achieve
  - Good use of the land
  - Good for mental and physical health
  - Conclusion: **Support** Proposed by Cllr. Owen, seconded by Cllr. Burgess and all in favour. In addition, the Clerk was asked to request the removal off a letter sent in error, purported to be from BPC, showing objection to this application.

The Clerk agreed to respond to these applications within 24 hours of the meeting.

**Action: Clerk**

**13. Finance Matters:**

a. To discuss purchase of a gift for previous Clerk:

After discussion, it was agreed to write a letter of thanks to the previous Clerk.

b. To authorise purchase of Good Councillors Guide @ £3.50 each:

It was agreed to purchase 3 copies of the guide, 1 for Cllr. Lenton and 2 to share

c. To discuss enrolment in SALC payroll system for Interim Clerk (@ £36.00 per year)

The Clerk explained that it is best practice to use the services of a third party to calculate Pay and PAYE amounts and that SALC performed this service for a very reasonable cost. This request was proposed by Cllr. Burgess, seconded by Cllr. Gardner and all were in agreement.

d. To authorise the following Invoices for Payment:

i. SC Norse (Grass Cutting on Field, June)	£109.02
ii. Print 4 U (Newsletter)	£148.00
iii. David Riddleston (Paint and Padlocks)	£84.49

The above payments were proposed by Cllr. Burgess, seconded by Cllr. Gardner and all Councillors agreed they be paid. The Clerk agreed to take the cheques to Cllrs Owen and Brinkley for signing.

e. To note Payments made since last meeting:

i. A H Buggs (June Salary)	£200.00
ii. HMRC Cumbernauld (Clerk’s PAYE)	£150.00
iii. Bucklesham Village Hall (Grant)	£1,000.00

f. To note Payments received since last meeting:

i. None

g. To note Bank Balances as at 31<sup>st</sup> May 2020:

i. Community Account (No. 80152285)	£24,022.99
ii. Business Account (No.00605875)	£4,528.86

Action: Clerk and Cllr. Brinkley

**14. To receive resignation of Cllr Ruth Johnson**

Cllr Johnson explained of her decision to resign from the Council. Following the resignation of the previous Clerk, Cllr Johnson and Cllr Owen had sought advice from SALC with regards to a way forward for the Council. Cllr Johnson stated that although she had been very happy being a Councillor, especially in the role of Chair for the last 3 years, she felt she would be able to do a good job for the Council in the role of Clerk. SALC explained that a Councillor would have to have been resigned from the Parish Council for a full year before being in a paid position. As Mrs Hallett was prepared to be an interim Clerk until July 2021, it was agreed to wait to advertise for a permanent Clerk until such time that Cllr. Johnson could legally apply. The position would then be advertised, and Cllr. Johnson could apply, along with anyone else wishing to take on the role and an interview process would take place.

**15. To receive agenda items for next meeting (provisionally Thursday 10<sup>th</sup> September) and request to move meetings to second Thursday in the month.**

There were no new agenda items as at the meeting, but the Clerk explained that all projects going forward would be included and that any new items should be notified to her by at least 1 week before the meeting.

The meeting closed at 9.06pm.

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Bucklesham Parish Council

Chair’s initials: .....