

Minutes of Bucklesham Parish Council Meeting

Held on 10th September 2020 ~ 7.00pm

Via Zoom Video Conference

Present

Cllr. Evelyn Bloomfield

Cllr. David Brinkley

Cllr. Gina Burgess

Cllr. Rhea Gardner

Cllr. Clive Lenton

Cllr. Heather Owen

Cllr. Patricia O'Brien (SCC)

Judi Hallett (Interim Clerk)

1 member of the public was present

1. To elect Chair of the Parish Council and signing of 'Declaration of Acceptance of Office'.

Cllr. Brinkley nominated Cllr. Owen to be Chair of the Parish Council and she accepted. This was seconded by Cllr. Burgess, with all in Favour.

2. To receive Apologies for absence:

No apologies were received.

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

There were none.

4. Public Participation – To receive:

a) Reports from County and District Councillors:

- Cllr. Patricia O'Brien – Cllr. O'Brien's report had been circulated previously. Cllr O'Brien expressed her shock at the recent events in Kesgrave. She reported that the Police had a person in custody and that they stated it was not drug or gang related but rather an isolated incident between two individuals and that the weapon had been found. Cllr. O'Brien reminded the Parish Council that they had until 30th September to register an interest in Sizewell C with the Planning Inspectorate and encouraged them to do so. She expressed her concerns over the level of HGVs on county roads should the project go ahead. She also stated that she had yet again chased Highways on our behalf with regards to the erecting of poles for the SID and would continue to do so until this is sorted.
- Cllr. Melissa Allen ~ ESC reports regarding Covid 19 have been circulated weekly.
- Cllr. Richard Kerry ~ No report received on this occasion.

Chair's initials:

b) Questions from any member of the public: ~ There were no questions.

5. To co-opt Parish Councillor and signing of 'Declaration of acceptance of Office'.

No member of the public had come forward to stand as Parish Councillor. It was agreed to put this on the Agenda for November's meeting in the hope that a member of the village would do so once they saw the advert in the Bugle.

Action: Clerk

6. To elect Vice Chair of the Parish Council and signing of 'Declaration of Acceptance of Office'.

The Clerk explained that this was not a statutory role but that it was useful to have a Vice Chair in the event of the Chair's absence. All Councillors agreed to consider their suitability for this position. To be discussed again at November's meeting.

Action: Clerk

7. To agree Minutes of meeting dated 1st July 2020.

All Councillors agreed that the minutes were an accurate record of the meeting. Cllr Brinkley proposed that the minutes should be signed, seconded by Cllr Bloomfield, and all Councillors agreed.

The Clerk agreed to publish these on the website.

Action: Clerk

8. Clerks Report – To receive updates on matters not requiring debate or decision.

The Clerk's report had been previously circulated to all Councillors, but four specific points were highlighted.

- I. SID poles ~ The Clerk explained it is extremely frustrating that there is still no action on these by Highways. Cllr O'Brien and the Clerk are working together to chase the installation of these on a regular basis.
- II. The Clerk thanked Cllr Burgess and Cllr Gardner for their hard work and assistance when proofreading all the Policies and for the great teamwork that had ensured they had picked up on any inaccuracies.
- III. The Clerk thanked Councillors for attending the Bite Sized Training session and agreed to organise a second session on return from holiday.
- IV. Cllr Gardner agreed to continue in her role as a Parish Council rep on the Community Partnership and Cllr Burgess agreed to be the Parish Council rep for SALC.

Action: Clerk

9. To discuss appointment of Mrs Ruth Johnson as Bucklesham Village Website Administrator, Bucklesham Bugle Editor, Grant Application Administrator and Friends of Playing Field Volunteer Coordinator and discuss purchase of computer equipment for administration of these roles.

The Clerk explained that the appointment of a member for the Public to carry out such duties was a very common thing to do and cited many examples where villagers other than Councillors undertook such roles. Cllr Owen reminded Councillors that Bucklesham Parish Council had previously done this when compiling the Parish Plan, asking 9 village volunteers to take on the task. Cllr Bloomfield acknowledged Mrs Johnson's effort in these areas and thanked her for her hard work but expressed her concern that it was not within the spirit of the rules. The Clerk and the Chair assured the Council that guidance had been sought from SALC and that this was perfectly acceptable and normal practice and completely within the rules. Cllr Brinkley proposed that Ruth Johnson be appointed in these roles, seconded by Cllr Burgess, five Councillors in favour, one abstention. All Councillors thanked Mrs Johnson for the amount of work she had done with regards to the four administrative roles.

The Council had previously been sent details of suggested computer equipment needed for the administration of these roles. Cllr Bloomfield reminded the Council that the purchase of such equipment had been agreed before but never purchased by the previous Clerk. Cllr Brinkley proposed that a limit be set of £1,000, seconded by Cllr Bloomfield, to allow the autonomy for the Clerk to purchase necessary equipment. This equipment would be the property of the Parish Council, and as such added to the Asset Register and covered under their insurance. If Mrs Ruth Johnson should decide to step down from these roles the equipment would be returned to the Council.

Action: Clerk

10. Reports ~ To receive reports from Mrs Ruth Johnson on:

a. Bucklesham Village Website Administration

The new Bucklesham Village Website is up and running and Ruth has received a lot of positive feedback already from villagers. She will continue to populate with information approved by the Clerk.

b. Autumn edition of Bucklesham Bugle

This has been produced and circulated to Councillors ready for delivery over the weekend of 12th September. Due to the lack of contributions from usual Clubs and Societies in this time of Lockdown the opportunity was taken to remind or inform villagers of the rules of the Playing Field.

c. Friends of Playing Field

Following approval of the idea at the last meeting a letter had been written to all residents who lived around the Playing Field. A very positive response had been received and there are now 16 households who are registered as FOPs. An explanation of the idea is also in the Bugle so there is the hope that this will encourage more to join. Mrs Johnson reported that there had been 35 complaints over the Summer with regards to the conduct of the footballers on the field, and some enquiries regarding villagers lighting bonfires on the field to burn their own garden waste.

Chair's initials:

d. Bucklesham Community Council

Following a request by some villagers Ruth had applied for a grant from the Suffolk Giving Fund for start-up funds for the Bucklesham Bumps Babies and Toddler Group. A decision is expected at the end of September. The Community Council had also previously agreed to support the application with £100 from their funds.

11. To discuss Conveyance Documentation for the Playing Field, the recent complaints from residents regarding conduct at football matches and future use of the field by external football teams.

The Clerk explained that the Conveyance was a legal document that need to be adhered to. She advised that the Councillors pay attention to the Second Schedule Item 1 which states:

*‘Not to use the property hereby conveyed for any purpose whatsoever other than as a Recreation ground and playing field for **the inhabitants** of the village of Bucklesham –*

And also, to item 6:

*‘Not to do or permit or suffer to be done any act or thing upon or about the said property Which shall or may grow to be an **annoyance nuisance damage or disturbance** to the Vendors Or the owners or occupiers for the time being of the said neighbouring land and premises Forming part of the Vendors’ Orwell Park Estate ‘*

Given the amount of complaints received from villagers with regards to the use of the field by footballers, the Clerk stated that the hire of the field to external football teams contravened the Conveyance. Cllr Brinkley said that he felt the hire of the field to external teams was not worth the recompense to the village given the thirty five complaints received so far this year and that he had concerns for the escalation of this as the season had not yet even officially started. Cllr Brinkley also expressed a view that the teams be written to with a final warning that any further unacceptable behaviour would result in the loss of the use of the field with immediate effect. Cllr Owen stated she felt the existing teams should be allowed to continue for this season, with a view to finding an alternative venue for future years. She expressed a wish that David Riddleston be written to explaining the situation and thanked for his many years of hard work and service on the field. Cllr Bloomfield said she felt the field was not suitable for football as there were no facilities to use the toilet or get changed in. Cllr Burgess said there had been too many extra teams allowed this year and that the hiring teams needed to be responsible for all users during the hire period, including the visiting teams. Cllr Gardner expressed shock and disgust at footballers urinating in the hedges so close to the play area. Cllr Lenton agreed with the above points.

A proposal was made that in future the field would not be available to external football teams to hire, but that those already using the field this season may continue, unless they break the terms of the Hire Agreement. Any Bucklesham villager who wishes in future to manage a village team consisting of at least 50% villagers, will be encouraged and supported by the Council. Cllr Bloomfield proposed, seconded by Cllr Gardner, all in favour.

There was discussion about the lighting of bonfires on the Playing Field. It was agreed that the Clerk would write to the villager involved requesting that no more bonfires are lit on the field, and that the pile already there be burned within the next two weeks. A notice would then be erected to remind villagers that bonfires are not allowed as per the Rules of the Playing Field.

It was further agreed that the mounds of earth creating a temporary 'bund' around the car park area should be removed to allow for a new fence. Cllr. Lenton suggested the FOPs might be asked to help with this task. Ruth agreed to obtain at least 2 further quotes for the fence and present these to Council at the November meeting.

Action: Clerk

12. To accept and adopt the 'Standing Orders-2020' and 'Financial Regulations-2020' as sent to Councillors on 02.08.2020

The Clerk explained that previous Policies had current dates on the front page, but that the contents were sometimes five years out of date. She assured the Council that the new Policies now used the current NALC templates and so were completely correct and up to date. SALC advise that it is not necessary to print off hard copies but that publishing them on the website was still required. Proposed by Cllr Owen, Seconded by Cllr Gardner, all in favour.

Action: Clerk

13. To accept and adopt the following Policies

- Asset Register
- Bring Your Own Device Policy
- CCTV Policy and Code of Practice
- Disciplinary Procedure
- Equal Opportunities Policy
- FOI Procedure
- Formal Complaints Procedure
- Formal Grants Award Policy
- Grievance Procedure
- Health and Safety Policy
- Information Protection Policy
- Public Participation Protocol
- Publication Scheme
- Retention of Documents and Records Policy
- Risk Assessment (Financial)
- Risk Assessment (non-Financial)
- Safeguarding Children's Policy
- Sickness and Absence Policy

Cllr Owen thanked the Clerk for all her hard work with these. Proposed by Cllr Burgess, seconded by Cllr Gardner, all in favour.

Action: Clerk

14. Sizewell C ~ to discuss registering an interest with the Planning Inspectorate:

Cllr Owen expressed her concerns about the number of HGVs the Lorry Park would generate. Cllr Brinkley agreed that this development would have a detrimental effect on the village and surrounding area and that he had concerns over what would happen to the land after use. Cllr Brinkley also expressed an opinion that it was possible, given the success of locals in preventing the Innocence Lane development, that this would be seen as a compensation.

The Clerk was asked to register the Council’s interest.

Action: Clerk

15. Planning:

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

- i. DC/20/3033/FUL alteration to driveway – Brocksett, Main Road, Bucklesham IP10 ODN.

Councillors made the following comments:

- No objection
- Conclusion: **No Objection** – To be sent to ESC directly

Action: Clerk

16. Finance Matters:

a. To accept accounts up until 31st August 2020 and review of Bank Statements:

The accounts had been sent to all Councillors and there were no questions. The Clerk agreed to take the statements to a Councillor for verification.

b. To declare the General Power of Competence:

The Clerk explained the concept of the General Power of Competence. Cllr Owen proposed that this was declared. This was seconded by Cllr Brinkley and all were in favour.

c. To set the Budget Timetable:

The Clerk set out the Budget timetable and this was agreed.

d. To accept and adopt the General Reserves Policy

The draft policy had previously been sent to all and was read aloud by the Clerk. Its adoption was proposed by Cllr Lenton, Seconded by Cllr Burgess, all in favour. For the record, the policy is:

“Bucklesham Parish Council’s General Reserves Policy is to hold between Nine and Twelve months Net Revenue Expenditure (NRE); where NRE is (subject to any planned surplus or deficit) Precept less any Loan Repayment and/or amounts included in Precept for Capital Projects and transfers to Earmarked Reserves. The amounts held in both General and Earmarked Reserves will be assessed on a quarterly basis by the Clerk and any division from the Policy will be reported to Council ”

e. To agree the reserve allocations:

The draft allocations were detailed by the Clerk and there were no comments. Their allocation was proposed by Cllr Owen, Seconded by Cllr Lenton, all in favour.

f. To record confirmation from PKF Littlejohn LLP receipt of certificate of exemption:

The Clerk confirmed that PKF Littlejohn had acknowledged receipt of the certificate of exemption.

g. To discuss transferring funds to savings account

The Clerk suggested that a sum of £12,000 be moved from the current account to the savings account. This was proposed by Cllr Burgess, seconded by Cllr Brinkley, all in favour.

h. To accept and agree the insurance quote from Came and Co.

The insurance quotation had been sent to all Councillors and Came and Co had recommended Pen AXA's quote. Cllr Brinkley proposed the Pen AXA quote was accepted, along with the agreement to enter into a 'Long Term Agreement' for 3 years. This was seconded by Cllr Burgess, all in favour.

i. To discuss request for financial support from Bucklesham Bumps Babies and Toddler Group.

All Councillors were incredibly supportive of the project. Cllr Brinkley proposed that £250 be given now, to show support for the project with regards to their grant application and allow the group to open a Bank Account, with a further £250 given as soon as they are able to start depending on government restrictions brought about by the Coronavirus. Seconded by Cllr Bloomfield, all in favour.

j. To discuss quote from STC with regards to CCTV on Playing Field ~ £195.

Following the meeting on the Playing Field with FOPs, members of the Council and STC, a recommendation for CCTV had been received. Cllr Owen proposed this recommendation was accepted. This was seconded by Cllr Gardner, all in favour.

k. To authorise the following Invoices for Payment:

i. J Hallett (Three months' salary + Expenses) – dated 28 th Sept	£600.00
ii. HMRC Cumbernauld (Clerk's PAYE) – dated 5 th Oct	£150.00

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

l. To note Payments made since last meeting:

i. SC Norse (Playing Field bin and dog bin)	£1035.60
ii. Heather Owen (Playing Field padlocks)	£116.45
iii. Print 4 U (Bugle)	£148.00
iv. SALC (Good Councillor Guides)	£13.48
v. Heather Owen (stamps)	£15.60
vi. Hudson Group (Tosser Banner)	£30.00
vii. Signs Express (various signs)	£198.60

m. To note Payments received since last meeting:

i. Hire of Football Pitch Copleston Boys	£20.00
ii. Hire of Football Pitch AFC Kesgrave	£60.00

n. To note Bank Balances as of 31st August 2020:

- i. Community Account (No. 80152285) £18,696.14
- ii. Business Account (No.00605875) £4,529.45

Action: Clerk

17. To receive agenda items for next meeting (provisionally Thursday 12th November)

There were no new agenda items as at the meeting, but the Clerk reminded Councillors 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 8.50pm.

Signed:

Chair

Date:

Judi Hallett

Interim Clerk to Bucklesham Parish Council

Chair's initials: