

Minutes of Bucklesham Parish Council Meeting

Held on 12th November 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 (Chair)

Cllr. Patricia O'Brien (SCC)

Judi Hallett (Interim Clerk)

1 member of the public was present

1. To receive Apologies for absence:

No apologies were received.

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

There were none.

3. 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 said she felt it was a difficult time for us all again during this second lockdown. Cllr. Owen asked about the fund for the electric charging points for vehicles, and whether the Village Hall was a suitable site. Cllr. O'Brien agreed to look into this and report back. Cllr. Brinkley suggested the Village Hall investigate installation by a commercial company also as this could possibly generate income for the hall. Cllr. Owen also asked about the funds available for Hedgerow and trees and named a few possible sites where hedgerow was sparse and needed replacing. The Clerk agreed to contact the Tree Warden David Butcher and The Footpaths Warden Charlie Cook to ask for suggestions as to where the hedgerow needed replanting. Cllr. O'Brien will look into funds available.
- Cllr. Melissa Allen ~ ESC regular reports regarding Covid 19 and other information have been circulated weekly.
- Cllr. Richard Kerry ~ ESC report received and circulated prior to meeting.

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

Action: Clerk

Chair's initials:

4. 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 January’s meeting in the hope that a member of the village may do so once they saw the repeated advert in the New Year Bugle.

Action: Clerk

5. To elect Vice Chair of the Parish Council and signing of ‘Declaration of Acceptance of Office’.

The Clerk explained again 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 and contact the Clerk with regards to this if they felt able to take the role on in the future.

6. To agree Minutes of meeting dated 29th October 2020.

All Councillors agreed that the minutes were an accurate record of the meeting. Cllr. Owen 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

7. 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. No replies had been received from neighbours surrounding The Forge with regards to the siting of the third Speed Indicator Device Pole, therefore only two poles will be installed. The Highways department have informed the Clerk that they are awaiting the relevant Health and Safety checks before installation can begin.
- ii. Training sessions had appeared to have gone well and the Clerk hoped that Councillors had found them helpful. If the days or times did not suit everyone the Clerk was happy to change them in order for all Councillors to attend.
- iii. The Clerk will forward expected documentation with regards to Sizewell C, there is a hope for an improvement in the transport strategy with more rail and less road movements.
- iv. The Clerk reported that the Council may have previously been misinformed about the Quiet Lanes scheme and offered to share information she had in order for the Council to look into this again. She suggested 2 possible sites: Church Lane after the St Mary’s Park entrance and after the Church Close entrance, and Levington Lane after number 70 up to and including Tenth Lane. Cllr. Brinkley also suggested Holly Lane. It was agreed the Clerk would ask for these destinations to be considered.

Action: Clerk

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

a. Bucklesham Village Website Administration

Ruth Johnson reported that she had contacted all amenities in Bucklesham: Camp sites, Lavender Farm, Cycle Park to ask for information to include on their pages but had only heard back from Twisted Oaks. She had been passed the Data Protection documents from the Clerk and had published these. Also, she had written and published the Accessibility Statement.

b. Autumn edition of Bucklesham Bugle

The New Year 2021 draft copy of the Bugle is almost full and will include a printed flyer from Twisted Oaks. Ruth reported that she had received enquiries from two villagers with regards to St Mary Church 'Community Newsletter' asking if it had replaced the Bugle. Ruth was asked to contact David Wardle to enquire if the Church no longer wanted a page in the Bugle.

c. Friends of Playing Field

Ruth explained she had requested quotes for fencing around car park from:

- i. Goddard Fencing ~ £6,300 Bow Top + £1,450 Post and Rail
- ii. Jackson Fencing ~ £5,140 bow top + £1,991 post and rail (will not clear waste)
- iii. Fencing Superstore ~ £2,768 supply bow top only

Ruth reported she had also contacted Otley College to enquire as to whether there is an opportunity for horticulture students to work on the hedgerow and fell trees around the play area. This is on hold due to current Covid 19 restrictions and will be revisited in 2021.

Also, Ruth has contacted Orwell Park and Home Farm Nacton to request permission for a bonfire on Slip Ponds field and to make log piles with felled trees and permission was granted. Some FOPs had a meeting with Clark Skates with regards to the installation of CCTV which is now installed.

A local resident had indicated that he was not able to light the Bonfire, therefore Cllr. Lenton had offered to do this. Ruth and Cllr. Lenton had written a Risk Assessment to do this which was checked by the Clerk. Cllr. Owen has contacted another local resident with regards to felling trees, this is in hand. Ruth continues to do a weekly litter pick of field after football and has continued with the list of complaints from neighbours with regards to the football.

d. Bucklesham Community Council

Ruth reported that she has completed a Grant Application as the Community Council on behalf of the Church Lunch from the Food and Drink Fund for support for increased costs due to reduced numbers. The bid was successful, the money was received and a thank you letter has been written and sent.

Also completed is a Grant Application for Suffolk Giving Fund for the Bucklesham Bumps Babies and Toddler Group for start-up funds. We are awaiting that decision in December. A completed Grant Application for Community Partnership Felixstowe Peninsula Fund for the Toddler Group is also in and awaiting a decision. A completed Grant Application was successful, and we have received £1,000 from West Fund for Village Hall improvements. Another thank you letter was written and sent. Finally, Ruth reported she had completed two End of Grant Monitoring Forms for Sports Fund (money received for new goal on field last year) and for Food and Drink Fund (last years Older Persons Christmas Lunch).

9. To discuss quotes received for Playing Field Fencing and agree expenditure.

Quotes from three fencing companies had previously been circulated by Ruth Johnson. Fencing Superstore offered a 'Supply Only' service, therefore a separate installer would need to be found. Jackson Fencing were cheaper than Goddard Fencing for the Bow Top fence around the Car Park, but this would not include the removal of the 'bund' left by a villager or any other excavated soil. Cllr. Brinkley said he thought although Goddard's quote was more expensive, the cost of hiring a skip to remove the bund and 'spoil' could well outweigh any benefit. He proposed the Council accept the quote from Goddard Fencing as they were also the company used to install the fencing along the entrance and the Council had previously been very satisfied with that work. This was seconded by Cllr. Lenton with five Councillors in agreement, however Cllr. Bloomfield abstained as she felt the metal Bow Top fencing was not in keeping with the look of the Countryside.

It was agreed that the fencing would not be ordered until the trees had been felled. A village resident, had kindly offered to do this work at no cost to the Council. Cllr. Owen said she would ask him for a copy of his Public Liability Insurance for official records.

Action: Cllr. Owen and Clerk

10. To receive and ask questions of report from Cllr. Gardner on Felixstowe Peninsula Partnership Meeting October 2020

Cllr. Gardner had previously circulated her report about the meeting on 7th October 2020. The Parish Council is one of five Parish Councils eligible for funding from this pot of money. Cllr. Gardner had passed on the relevant information to Ruth Johnson who had applied for a grant on behalf of the Bumps, Babies and Toddler Group. Cllr. Gardner said she felt there was a lot of information to take in but that she had enjoyed participating and would feel able to contribute more as she became more experienced. Cllr. Gardner was thanked for her attendance as this was extremely helpful to enable the village to be informed of possible funding sources. There is another meeting in December and Cllr. Gardner will report again in January.

11. Planning:

- a. To discuss and agree response to the following Applications received:
- No planning applications received.

12. Finance Matters:

a. To accept accounts up until 31st October 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 discuss Grant requests from Disability Advice Service, Suffolk Accident Rescue Service and Royal British Legion:

Cllr. Bloomfield and Cllr. Burgess said they both had personal experience of the good work done by the Disability Advice Service. It was felt there were probably several villagers who had benefited from this valuable service also. Cllr. Owen said the Suffolk Accident Rescue Service members were all volunteers and were in need of funds. It was agreed that the Parish Council always donate to the Royal British Legion and should continue to do so. It was agreed that this year in particular charities were finding fundraising exceedingly difficult. Cllr. Bloomfield proposed that a donation of £50 be sent to all three charities, this was seconded by Cllr. Owen and all were in favour.

c. To discuss draft Budget for 2021-22:

The Clerk explained the budget document and the justification for all figures which had been previously sent out to all Councillors. This was based on previous years' expenditure and on a 'best guess' basis. Cllr. Brinkley thanked the Clerk for the clear way in which it was set out and explained. The Clerk said that in this year of financial hardship for many, the Council may like to consider a 0% increase in precept. Cllr. Burgess stated that the Council do usually increase the precept by a small amount to allow for inflation and emergencies, but all agreed that looking at the budget this was probably not necessary; the Council has a healthy Reserve Allocation and are excellent at successfully applying for grants for major projects. Cllr. Brinkley stated the need to budget for the cutting of the plum hedge on Main road which is undertaken by Norse. The Clerk agreed to put £250 into the Reserves for this. All Councillors agreed to study the document and discuss again in January's meeting.

d. To approve expenditure on new dog poo bin (approximately £110):

The dog poo bin in Levington Lane needs replacing. This was proposed by Cllr. Burgess, seconded by Cllr. Bloomfield and all were in favour.

e. To authorise the following Invoices for Payment:

- i. No invoices presenting

f. To note Payments made since last meeting:

i. J Hallett (Clerk's Salary)	£600.00
ii. HMRC Cumbernauld (Clerk's PAYE)	£150.00
iii. J Hallett (Computer equipment)	£1152.03
iv. Print 4 U (March Bugle unpaid)	£188.00
v. STC Solutions (CCTV on Playing Field)	£234.00
vi. SALC (Payroll Service plus Birketts Solicitors Webinar Training)	£41.40
vii. Bucklesham Toddler Group (Grant)	£500.00

g. <u>To note Payments received since last meeting:</u>	
i. Precept from ESC	£4550.00
ii. Football Fees (AFC Kesgrave)	£250.00
iii. Football Fees (Tony Taxi)	£80.00
iv. Football Fees (Boleyn FC)	£125.00
v. Football Fees (Kesgrave Men)	£30.00
vi. Refund from J Hallett for Printer	£17.00
h. <u>To note Bank Balances as of 31st October 2020:</u>	
i. Community Account (No. 80152285)	£7,834.20
ii. Business Account (No.00605875)	£16,529.62

Action: Clerk

13. Documentation ~ To receive notification of Asset Register Review and approve revised document.

The document had been circulated previously with a few additions. Included on the Asset Register now was the CCTV for the Playing Field and the Computer Equipment used by village volunteer Ruth Johnson for administration of the Website, the Playing Field, and the Bugle. It was proposed by Cllr. Owen that the Council accept the amendments in the document, this was seconded by Cllr. Gardner and all were in favour.

The Clerk agreed to publish this on the Website.

Action: Clerk

14. To agree Parish Council Meeting Dates for 2021.

A discussion took place regarding continuing with Zoom meetings until May 2021 as previously recommended by SALC. It was agreed to hold meetings on the second Thursday of the month until May 2021. Once meetings are back in the Bucklesham and Foxhall Village Hall, meeting dates for the last three meetings could be discussed again. Meetings for the coming year will be 14th January, 11th March and 13th May.

The Clerk agreed to publish these on the Website and in the Bugle.

Action: Clerk

15. To receive agenda items for next meeting (provisionally Thursday 14th January 2021)

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

The Clerk suggested that there be an item on the agenda to discuss a timetable for the appointment of the new Clerk. SALC have a template Job Description that can be used, but Councillors agreed to think about the sort of requirements they might consider necessary in the new Clerk, as along with all the usual administrative duties, they will be expected to undertake the editorship of the Bugle and the management of the Website as well as being capable of applying for Grants and managing the Budget as Responsible finance Officer.

Cllr. Burgess asked that the Council consider using video conferencing going forward to ensure the face to face discussion of any planning applications if they occur in between normal Parish Council Meetings. This was agreed to be a particularly good idea. The Clerk informed the Council that there would likely be greater use of video conferencing in the future, as similar discussion was taking place at all levels of local government. The Council may need to consider their own video conferencing subscription or investigate sharing with a neighbouring Parish Council.

Action: Clerk

The meeting closed at 8.28pm.

Signed:
Chair

Date:

Judi Hallett
Interim Clerk to Bucklesham Parish Council

Chair's initials: