

**Minutes of Bucklesham Parish Council Meeting**

Held on 11<sup>th</sup> March 2021 ~ 7.00pm

Via Zoom Video Conference

**Present**

Cllr. Evelyn Bloomfield

Cllr. David Brinkley

Cllr. Rhea Gardner

Cllr. Clive Lenton

Cllr. Heather Owen (Chair)

Cllr. Lynda Seagroatt

Cllr. Patricia O'Brien (SCC)

Judi Hallett (Interim Clerk)

4 members of the public were present

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

Apologies were received from Cllr. Gina Burgess who was unable to attend due to ill health.

**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 talked through the main points of her report, reiterating the rise in Council Tax of 1.99% which supported an increase in spending of £41m. Also, to be aware of the Number Plate Recognition Scheme soon to be installed at the Foxhall Tip, which will aid the smoother running of the site.

Cllr. O'Brien also informed the Council that she would not be standing again in the forthcoming elections as she wished to spend more time with her family, especially her Grandchildren, after serving on the Council for 20 years. She was thanked very much by the Councillors who felt that she had been an excellent Councillor and had always supported Bucklesham very well.

- Cllr. Melissa Allen ~ ESC regular reports regarding COVID-19 and other information have been circulated weekly.
- Cllr. Richard Kerry ~ ESC regular reports had been received and forwarded to Councillors.

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b) Questions from any member of the public: ~

3 members of the public expressed their grave concerns with regard to Twisted Oaks Cycle Park in Bucklesham, and the future plans for the site, that they had been made aware of by the Landowner. They gave detailed reports of their concerns and stated that at this point they just wanted to make the Parish Council aware of the negative environmental impact any future development may have on wildlife including otters, red deer, nightingales, and other flagship species.

The Clerk thanked the villagers very much for bringing these concerns to the Parish Council but informed them that the Parish Council, while a consultee, are not a Planning Authority and therefore any concerns over activity should be directed to the East Suffolk Planning Department at this stage. No Planning Application had yet been submitted but the Council reassured the villagers that as soon as one was received all Councillors would give it their full attention and make a balanced decision based on all information.

The Clerk offered to send contact details for the District Councillors in order for the villagers to share their concerns and also recommended they contact Cllr. James Mallinder, a District Councillor for Deben Ward and Cabinet Member for the Environment, who may be very interested to hear of any harm done to the environment.

After Cllr. O'Brien left the meeting it was proposed by Cllr. Bloomfield that a thank you card and gift (to the value of £20.00) be purchased in recognition for all her hard work and support over the years. This was seconded by Cllr. Brinkley and all were in favour.

**Action: Clerk**

**4. To agree Minutes of meeting dated 14<sup>th</sup> January 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. Seagroatt, and all Councillors agreed.

The minutes had already been published on the website in accordance with the Localism Act 2011.

**Action: Clerk**

**5. 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. There had been one application for the Clerk's position which had been deemed suitable for interview and this had been circulated to all Councillors. Cllr. Owen had asked Cllr. Bloomfield and Cllr. Brinkley to form an interview panel and this will take place remotely on a day to be decided at the end of March with a view to appoint at the May meeting.

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- ii. The Clerk reported that the SID was in place and she had received a lot of positive feedback from the village. Ruth Johnson had been asked to write some answers to common questions about the positioning on the SID in the next Bugle. Cllr Lenton and the two village volunteers were thanked for agreeing to manage the SID.
- iii. Football will resume in April according to the Government's timetable on lifting lockdown restrictions. Football managers had asked to use the field midweek in order to catch up on missed games, but the request had been denied after consulting the Councillors.
- iv. Despite initial requests in September for Norse to cut the Plum hedge this Winter, and a reminder in January, this had not been carried out. As we are now in March this is now too late as there may be birds nesting. The Clerk agreed to ask ES Norse if the cut could be the first on the list for Autumn.
- v. The Annual Parish Meeting and the Annual Meeting of the Parish Council would take place in May. The Clerk asked the Council if they would agree to an earlier start of 6.30pm as the meetings may be quite long. The Clerk agreed to request reports from the Community Council, Village Hall, School, and all village groups.

Action: Clerk

**6. Reports - To receive reports from Mrs Ruth Johnson on:**

**a. Bucklesham Village Website Administration**

Ruth Johnson reported that she had updated the 'News' page and would endeavour to do this monthly in order to keep things current. She had also had positive feedback from Trevor Brown, the Parish Council's auditor, who commented that he could see that the Council had *'made a massive step-change improvement to the Bucklesham PC website, and that looks really good now.'* There had been some technical issues with the Website this week at Suffolk.Cloud's end but they were now resolved.

**b. New Year edition of Bucklesham Bugle**

The Spring 2021 edition has been written and will be distributed in the last week of March. Several more villagers have requested an online Bugle rather than a hard copy so Councillors will notice their distribution lists may have altered slightly. Ruth had requested quotes for the printing for the year ahead and distributed them to Councillors. She had managed to cut the cost of the existing contract with Prints 4 U by £60.00 each edition saving the Parish Council £240.00 a year. Each edition will now cost £88.00 for 235 copies. This was the most competitive quote and as the company had done a great job for the past 6 years Ruth recommended the Councillors accept this quote for the year ahead.

**c. Friends of Playing Field**

Goddard Fencing have installed the Bow Top and Post and Rail Fencing around the Car Park and all Councillors agreed it was a vast improvement. Many villagers had commented their approval, although there had been some complaints that the fence now prevented villagers from easily accessing the Slip Ponds Field to walk around. Ruth explained that she had had communication with Orwell Park Estate who reiterate the

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fact that there is no Right Of Way around the Slip Ponds Field and asked the Parish Council to remind villagers of this. This information had been sent on the Bugle Bulletin.

**d. Bucklesham Community Council**

Ruth reported that the Community Councils Grant Applications for the Village Hall from the Local Connections Fund with the Dept of Culture and the Reviving Our Community Grant were both successful and the money was now in the bank. The Grants will be spent on improvements to the fabric of the building that will improve Covid Security.

A grant application to the Tarmac Communities Fund for the urgent roof repairs has passed the initial round. The next stage is a presentation to the board of trustees which will be made next week. Efforts to find the Third-Party Funding to cover the 10% Landfill Tax is still ongoing with nearly £2,000.00 of the £4,000.00 already raised or pledged. Cllr. Richard Kerry was asked to pledge some money from his Enabling Communities Budget which he will receive in May.

Ruth had just completed an application to the Felixstowe Peninsula Community Partnership on behalf of the Village Hall to fund a patio area at the back of the Committee room. Decisions will be made on 16<sup>th</sup> April.

Finally, Ruth informed the Council that her presentation at the Community Action Suffolk East Of England Community Hubs and Village Halls Conference had gone well and the Village Hall had received very positive feedback from other delegates as to the success of the hall in 2020. She has since been contacted by several other organisations asking for guidance and advice.

**7. To discuss communication with the village and the development of 'The Bugle Bulletin' Parish Council email alert service.**

The Clerk reported that the email alert service had been a great success so far with 55 villagers signing up already. 11 email alerts have been sent informing villagers about important urgent information such as the change in bin collections during the bad weather and information on the Census. Some very positive feedback had been sent to the Parish Council and as word got around more and more villagers joined. A page had been added to the Website by Ruth Johnson who had also been asked to advertise the service in the Spring Bugle.

**8. To discuss the Village Hall's request for the Parish Council to be a Third Party Funder for their Tarmac Communities Grant.**

The Village Hall Committee have applied for a Tarmac Communities Grant for the urgently needed repairs to the Village Hall roof. If the grant is successful, they will need to secure a Third-Party Funder to pay the 10% Landfill Tax, which could be in the region of £4,000.00. The Community Council have already secured some funds from Cllr. Melissa Allen, Cllr. Ed Thompson and some of the User Groups of the Hall. The Village Hall Committee and the Community Council requested that the Parish Council agree to cover any shortfall in order to secure the release of the grant. Cllr. Brinkley proposed that the Parish Council award the Community Council a maximum of £1,500 to cover any shortfall. This was seconded by Cllr. Lenton and all were in favour.

**9. To discuss the idea of a Bulb Planting Day around the village in the Autumn.**

The Clerk informed the Parish Council that this is a yearly event in Hollesley. Each Autumn Half Term villagers are asked to join in with planting daffodil bulbs around the village, on grass verges, around the village green or on any patches of grass in front of houses where the flowers will be seen. This was thought to be an excellent idea and several suitable places were suggested including the Playing Field, the path to the school and the grass verges as well as around all the village signs. It was agreed that this could be advertised in the Summer Bugle to gauge interest with a view to planting in the Autumn Half Term. The Clerk suggested an initial purchase of 2 nets of 450 at a cost of £35 each from Boston Bulbs. These would be delivered in September ready to plant in the Autumn Half Term. Cllr. Bloomfield proposed this which was seconded by Cllr. Brinkley, and all were in favour.

**Action: Clerk**

**10. To discuss the replacement of the Basketball hoop and backboard on the Playing Field and associated works.**

The quote from Playdale Playgrounds for the replacement of the basketball hoop and backboard was £705.37 for the equipment including delivery. Ipswich Borough Council had been asked to source alternative cheaper suitable stockists but had still not yet given the Clerk the quote despite numerous requests. They have also been asked to carry out all the minor repairs and cleaning identified in the RoSPA report, but again have not replied to the request for costings. It was agreed Ipswich Borough council be chased again and also an email sent to David Ellesmere (Ipswich Borough Council Leader) expressing the Councils frustration with the delay.

**Action: Clerk**

**11. To discuss the request for a paved path up to the entrance of the Playing Field.**

The Clerk had received an email from a frequent user of the field for the entrance to the pedestrian gate to be paved. Cllr. Owen agreed that in the winter the pathway gets extremely muddy and very slippery, and is also difficult to access by pushchairs or wheelchair users. The villager had suggested that CIL money be used for the project. It was agreed that this project could be investigated further once the Parish Council receive more CIL money.

**Action: Clerk**

**12. To discuss the Parish Council's responsibility and future use for the old BT Phone Box.**

The Clerk informed the Council that she had been contacted by a family in Field View offering suggestions for a future use of the decommissioned British Telecom Telephone Box outside the Shannon on Main Road. It had been confirmed by BT Payphones that the Parish Council had purchased the Phone Box for £1.00 in 2009 and therefore were solely responsible for it to use as they pleased with the only proviso that it was never passed onto another Telecommunications provider.

Suggestions had been made for a Book Exchange or a Plant or Toy Exchange. The Clerk informed the Council that in Ufford Parish a Book Exchange works well, however Bucklesham

already have a Book Exchange/ Library in St Mary's Church on a weekly basis, and it would be better to advertise this rather than duplicate the idea. Also, on investigating other villages uses for their old phone boxes, Ruth Johnson had read of several cases where the contents of the boxes had been vandalised and destroyed.

An alternative idea of a Bucklesham Tourist Information Box was suggested, containing information on all things Bucklesham such as local Campsites, Footpaths and Dog Walks, Village Events and Clubs and Societies as well as the Village Hall contact details, the location of the Defibrillator etc. The box would need an exterior sign, a paint and a backboard fitted for the information to be attached to. Cllr. Brinkley suggested the villager who sells eggs close by be contacted to see if he would like to use the Phone Box as a stall to sell the eggs from. The Clerk agreed to contact the villager but reminded the Council that, as the country is still in lockdown, they should not be encouraging any use of such a small space until at least 21<sup>st</sup> June. It was agreed to look at this again once the restrictions were relaxed.

**Action: Clerk**

**13. Documentation ~**

- i. To receive notification of Asset Register Review and approve revised document (previously sent to Councillors).**

The Clerk reminded the Council that they were required to review the Asset Register each year. It had recently been updated again adding the new Playing Field Fencing, the new Dog Bin and the Litter Bin by the Church and the Speed Awareness Camera on Main Road. Cllr. Bloomfield proposed that this was an accurate document which was seconded by Cllr. Gardner with all in favour.

**Action: Clerk**

**14. To receive and ask questions of report from Cllr Gardner on Felixstowe Peninsula Partnership Meeting 18<sup>th</sup> February 2021.**

Cllr Gardner had previously circulated her report containing two main points.

- i. Most of the meeting revolved around issues in Felixstowe. There was an interesting presentation regarding the Community Infrastructure Levy some of which Cllr. Gardner had been previously unaware of. Another item on the agenda was a report about Round one of the Small Grants Scheme. Ruth Johnson had applied for funds for Bucklesham Bumps, Babies and Toddler Group. Only four out of eight grants were successful and Bucklesham's £1,650 was the highest. Grange Community Primary School was awarded £1,580, Felixstowe Cricket Club £1,000 and Fairfield & Colneis Primary Schools awarded £1,000. Round Two of the Grants scheme would be closing on 2<sup>nd</sup> April and Bucklesham Village Hall had applied for £2,000 to go towards a new patio area outside the Committee Room.
- ii. Cllr. Gardner reported that she had delivered 11 EAST bags to Bucklesham Villagers as part of the Home but not Alone Scheme and had 3 left if Councillors wished to recommend anyone else. Most people were extremely pleased with their parcel and were very grateful. Cllr. Seagroatt reported that she had spoken to a villager who had received one and was very grateful adding she thought it was a very kind idea. No personal details about deliveries were shared.

The next meeting will be 22<sup>nd</sup> April 2021 and Cllr Gardner said she would be happy to listen in.

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**15. To discuss the Quiet Lanes project and open meeting on April 8<sup>th</sup> at 6.00pm.**

The Clerk reported that she and Ruth Johnson had attended several meetings with the Quiet Lanes Team and that Bucklesham now had to host a Consultation Event to inform the village and gauge their views. Due to the current Government Lockdown restrictions the meeting would have to be held remotely. A PowerPoint Presentation had been prepared and the Clerk had already delivered this twice in other Parishes. A full page item about the Quiet Lanes Project had been written for the Spring Bugle.

The Clerk stressed the importance of all Parish Councillors attending the meeting as it was necessary for them to be fully informed of such an important village development should any villagers ask for more details on the project. In other Parishes that the Clerk represents, turn out to the meetings by Councillors had been poor which was very disappointing.

**Action: Clerk**

**16. To discuss HGV vehicle movements through the village from Valley Farm and response from E S Planning.**

Unfortunately, despite a follow up email, no response to the Parish Council's letter to a Senior Planning Officer regarding this matter had been received. The Clerk suggested that if no response was received within the next three weeks, then an alternative route would be to log the concern with East Suffolk Planning Enforcement Team online. This automated system would generate a reference number and would then be followed up by an Enforcement Officer.

**Action: Clerk**

**17. Planning:**

- a. To discuss A12 Junction Upgrades and consider the Council's response to Public Consultation.

The Clerk and several other Councillors had all listened to the Planning Meeting with regards to the A12 Junction Upgrades and the Presentation had been forwarded to all Councillors. There had also been several items on the proposals in the local press. Councillors made the following comments:

- Most of the coverage in the press had been negative however it was felt that traffic lights at the Seven Hills Roundabout could alleviate the issues with the dangerous junction at Nacton Lane.

It was agreed that if Councillors wished the Clerk to formally comment they would contact her within the next week.

- b. To discuss the following Planning Applications received:

- i. DC/21/0904/FUL – Double pitched roof on garage, White House Farm, Main Road IP10 ODR

Councillors made the following comments:

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- It was noted that a neighbour had lodged an objection with East Suffolk.
- The pitch of the roof was calculated to be 4 meters high although it was felt this would not block the light due to the fact that it was North facing.
- A comment about concerns as to the access onto Forge Close be registered with ESC directly as plans were unclear.

In conclusion the Clerk was asked to register a comment of 'No Objection' with ESC. However, also to raise concerns that the plans were slightly unclear and that access to the garages must be from the front of the property and not from Forge Close.

**Action: Clerk**

**18. Finance Matters:**

- a. To accept accounts up until 28<sup>th</sup> February 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.

**Action: Clerk**

- b. To discuss the quotes for the printing of the Bugle for the Coming Year

Ruth requested quotes from three printing companies to print the Bugle for the year ahead. These quotes had been previously circulated to Councillors. Print 4 U, who had been printing the Bugle for the last 6 years, asked for the opportunity to match the most competitive price. They had changed their paper supplier and would use a smaller printer which would allow them to reduce the price from £148.00 to £88.00 saving the Council £60 each edition, which would be £240.00 for the year.

Cllr. Owen suggested that Print 4 U be asked to print the Bugles for the coming year. This was seconded by Cllr. Brinkley and all were in favour.

- c. To discuss the purchase of a gift for David Riddleston as retiring Playing Field Manager

As the use of the field by the football teams would soon be coming to an end the Clerk suggested that the Parish Council could consider buying a retirement gift for David Riddleston who had managed the pitch for the last 30 plus years. Cllr. Brinkley suggested a £50 voucher for The Shannon and a small trophy or shield. It was agreed that as David had selflessly spent hours of his time week in week out all through the winter for several years it would be a lovely idea. This was seconded by Cllr. Gardner and all were in favour.

**Action: Clerk**

- d. To discuss the quotes for new village signs to the 'Church' village Hall' and 'Playing Field'

The same family who had suggested the CIL money be used on the Phone Box had also requested the replacement of the old rusty signs pointing towards the Playing Field and the Church, and that perhaps another one could be installed pointing to the Village Hall. Ruth had been asked to investigate the cost and had forwarded three quotes to all Councillors. The quote from Signs For You was proposed by Cllr. Brinkley and seconded by Cllr.

Gardner. 5 Councillors were in favour with 1 vote against. It was agreed that this spending be put on hold until the end of year finances had been reconciled, the VAT refund and the Precept had both been received.

**Action: Clerk**



e. To discuss the purchase of a Grit Bin for the entrance to Field View

The Clerk had received a request for a Grit Bin for the entrance to Field View. Again, this spending was supported but would be on hold until the finances had been reconciled, the VAT refund and the Precept had both been received.

Action: Clerk

f. To discuss the quote to remove the items around the perimeter of the Playing Field

A quote to remove the items around the field had been received at a cost of £450 plus VAT. While the Parish Council agreed this was not excessive it was considered a lot of money to a small Parish Council and Cllr. Lenton offered to undertake the work himself if given a hand by other Councillors. Cllr. Owen, The Clerk and Ruth Johnson all agreed to help. The Clerk agreed to thank the villager who had arranged the quote for the work.

Action: Clerk

g. To authorise the following Invoices for Payment:

i. SALC (Clerk's payroll)	£22.80
ii. J Hallett (Clerk's Salary)	£600.00
iii. HMRC (Clerk's PAYE)	£150.00

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

Action: Clerk

h. To note Payments made since last meeting:

i. Suffolk.Cloud	£110.00
ii. Paul's Tree Services	£1,660.00
iii. Suffolk Norse (Grass Cutting for remainder of 2020)	£872.10
iv. Stocksigns (SID)	£2,880.00
v. A W Goddard Fencing Ltd	£9,300.00
vi. SC Norse (Dog Bin)	£234.00

i. To note Payments received since last meeting:

i. None

j. To note Bank Balances as of 28<sup>th</sup> February 2021:

i. Current Account (No. 80152285)	£6,348.70
ii. Savings Account (No. 00605875)	£4,250.17

The Chair thanked the Clerk for her excellent accounting and thanked Ruth Johnson for shadowing her.

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**19. To agree meeting dates for May, July, September, and November 2021 meetings.**

It was agreed that the next meeting be held on 13<sup>th</sup> May and that this would most probably still be held remotely. Going forward the meetings would be held on the 1<sup>st</sup> Wednesday to aid with the better use of the bookings of the village hall.

**Action: Clerk**

**20. To receive agenda items for next meeting on Thursday 13<sup>th</sup> May 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.

**Action: Clerk**

The meeting closed at 8.59 pm.

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Interim Clerk to Bucklesham Parish Council

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