

Minutes of Bucklesham Parish Council Meeting

Held on 3rd November 2021 at 7:00pm

In Bucklesham and Foxhall Village Hall

Present

Cllr Evelyn Bloomfield

Cllr David Brinkley

Cllr Rhea Gardner

Cllr Heather Owen (Chair)

Cllr Clive Lenton

Cllr Lynda Seagroatt

Cllr Richard Kerry (ESC)

Ruth Johnson (Clerk)

4 members of the public were present

The Chair welcomed everyone to the meeting and informed them that she had received the resignation of Cllr Burgess with immediate effect. Councillors agreed that Cllr Burgess had been a very valuable member of the Council for the past 6 years and would be very much missed.

The Clerk explained that East Suffolk Council had been informed of the resignation which would start the process to find a new Councillor. If ten or more villagers call for an election one will have to be held in due course. If ten or more villagers do not call for an election, the Council may co-opt a Councillor. If more than one villager wishes to stand as a Councillor there must be an election voted on by current Councillors only. The Clerk agreed to advertise the vacancy in the New Year Bugle which will be distributed at the end of December, with a view to electing a new Councillor at the January meeting.

Action: Clerk

1. To receive Apologies for absence:

There were none.

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:

- Suffolk County Cllr Patti Mulcahy: Cllr Mulcahy's report had previously been circulated by the Clerk. Cllr Mulcahy had sent her apologies for not attending the meeting due to ill health.
- East Suffolk District Cllr Richard Kerry: Cllr Kerry was thanked by the Chair for his report which had previously been circulated by the Clerk. Cllr Brinkley asked for details of the policy of reclaiming unoccupied houses in our area. Cllr Kerry gave a detailed update on this policy including the desire to use the New Homes Bonus to fund a dedicated Housing Officer to oversee this.

Chair's initials:

b) Questions from any member of the public:

- A member of the public asked if the Parish Council would consider writing to East Suffolk District Council to request an Environmental Impact Assessment on the proposed Solar Farm in the Parish. The Clerk explained that when the Council had enquired previously about the EIA, East Suffolk District Council had responded that they were not seeking opinions from any consultee at that time. The member of the public understood that this was the advice given then, however other neighbouring Parish Councils have since requested an EIA, as have several villagers. Therefore the omission of such a request from Bucklesham Parish Council could be misinterpreted as the Council not supporting the request for an EIA. In light of this it was agreed that the Clerk would contact the District Council again to clarify the correct procedure.
- A member of the public who had been forwarded details from the Clerk with regards to the availability of free trees for the Churchyard requested that the Parish Council work with the Church on this tree planting project. The Clerk agreed to speak to the relevant Church authorities and to ask the volunteers who had helped with the tree planting on the Playing Field if they would also help in the Churchyard if this was a viable project.

Action: Clerk

4. To agree Minutes of meeting dated 1st September 2021:

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

The minutes had already been published on the website in draft form 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 and much of its contents were on the Agenda, however some specific points were highlighted.

- i. Ipswich Borough Council had finally installed the replacement poles on the Gym Trail which the Council had first asked for in 2018, but the basketball hoop that had been removed following the RoSPA report in December 2020 had still not been replaced. The Clerk had contacted Lisa Stannard, the Head of the Parks Department, for a third time, who promised to look into why this had not been completed. The cleaning and maintenance of the equipment also remains outstanding.

The CEO of the Sicon Foundation, who had helped with the tree planting on the field, offered to source a basketball hoop from a contact at Playdale Playgrounds. This kind offer had been gratefully accepted.

- ii. The Clerk had received an email from Dominic Starkey, Assistant Enforcement Officer at East Suffolk Council with regards to the report of HGVs driving through the village from Valley Farm. A further site visit was completed 24th August 2021 and the various units were inspected. The inspector had located the various planning permissions for the 3 buildings and land to the north of the site and their uses. He was still awaiting some documents for the 'Foskers Fresh' unit which will complete the investigations on those units. However, the building and portacabins to the south of the site did not appear to have planning permission. The use of the land and building, new fencing, hardstanding and structures would require planning permission which had not been submitted and is therefore unauthorised. For that reason the occupiers of the south area, Telec, had been given until 10th November 2021 to cease the use or submit a planning application for that use.
- iii. Chris Phillips from East Suffolk Council Asset Management had contacted the Clerk to inform the Council there had been a change in personnel and that he was now managing the Allotments. In future, a list will be kept of any villagers wishing to take on a plot in order for this to be a fairer system than before. The Clerk will update contact details on the Village Website.
- iv. Ben Heather, from Discovering Suffolk, had sent a map of the footpath signs to the Clerk ready for the Rights of Way plaques. A few villagers along with Cllr Brinkley and Cllr Seagroatt had offered help to the Clerk with the installation. All volunteers had read the Risk Assessment and Installation Instructions.
- v. The Clerk informed the Council that she had been contacted by a gentleman who wished to start up a football team next season and were requesting to use the Playing Field as their home ground. If necessary, in an attempt to fulfil the Council's requirements on new start up teams, they were prepared to call themselves Bucklesham FC.
- vi. The request for an additional village grit bin at the entrance to Field View had been refused by Suffolk County Council with the following statement –

"Your application for a highway grit bin on Field View in Bucklesham has been rejected as it is too close to an existing grit bin on Levington Lane in Bucklesham and consequently, the location does not meet the criteria (i.e., it is not a reasonable distance from an existing grit bin) which is in the Grit Bin guidance and application procedure."

The Chair thanked the Clerk for what had obviously been a very busy two months.

The Chair reminded Councillors of the need to ensure they are replying to emails from the Clerk in a timely fashion. The role of the Clerk is to manage the Parish Council, not to act as a secretary for any Councillors, including the Chair.

If Councillors wish to attend any courses or meetings that the Clerk has informed them of in the Weekly Mail, they must be responsible for all the administrative actions that come with that. The Chair impressed upon Councillors the need to be organised with any Council correspondence in the weeks between Council meetings as a couple of Councillors had asked for documents to be resent before the meeting. This takes up valuable Parish Council time for

Chair's initials:

the Clerk. The Council had previously agreed to receiving correspondence from the Clerk as and when it came into the Council rather than in the week before the meeting but with that decision comes the need to be organised.

Finally, the Chair insisted Councillors must show due diligence when replying to emails ensuring they reply to the intended email address only.

6. To receive and ask questions of report from Cllr Gardner on Felixstowe Peninsular Partnership on 23/09/2021.

Cllr Gardner reported that since its creation Felixstowe Peninsula Community Partnership had allocated a total of £29,560 in funding to local projects which made a difference to the people who live there by addressing local priorities, including isolation and loneliness, mental health & emotional wellbeing, physical health, financial hardship and educational attainment.

An award of £5,000 had been made to Waldringfield Parish Council towards a project to purchase & install 3 pieces of equipment for the Playing Field located opposite the village school. Felixstowe Allotment Association had an urgent need to replace an exceedingly dilapidated meeting hut at 'Cowpasture' on Candlet Road. They have £3,000 of their own funds & hope to obtain a grant of £10,000 from Felixstowe Town Council. It was agreed that the Community Partnership would offer up to a maximum of £3,000 so that the £15,000 project could go ahead.

The Parish Council had been offered two free 'Chat Benches' to help alleviate isolation and loneliness. The stipulation was that the Council must take responsibility for them once installed and have them in place within 3 months. Cllr Brinkley proposed the Council accept the offer of two benches for the field. This was seconded by Cllr Bloomfield and all were in favour.

The next meeting will be on 2nd December 2021 and Cllr Gardner hoped to attend.

7. To receive and ask questions of report from Cllr Owen on Brightwell Lakes Development Update on 15/10/2021.

Cllr Owen reported that Taylor Wimpey will be the developers of Brightwell lakes. There will be two phases - East and West, starting with East. This will comprise of 173 houses with 80 affordable. West will comprise of 22 dwellings. East phase will be more informal than West phase and West phase will consist of the larger family homes.

The Developers will minimise the roadways to get in the maximum houses on the site. The roadways are being called Boulevards. All shared roads will be block paved the same as driveways. There will be three access points - one off of the A12 and two off Ipswich Road.

Bat and bug boxes will be included as well as bird boxes and Hedgehog highways would also be considered. An Environmental Strategy will be shared with the different agencies.

Work on the site will take 17 years starting in August 2023. There will be Climate Change and Nature Targets built into the planning with the Climate Change target taking over 5 years.

Bus routes will be considered before the roads are adopted. There was no details of lighting on the roads as yet. At the moment lighting will only appear at junctions. Bollard lighting will be in the parking lots which will be low level lighting with sensor lights on flats.

8. To receive an update from Cllr Seagroatt on forming a Jubilee Committee for the village celebrations:

Cllr Seagroatt reported that only two villagers had shown an interest in possible Jubilee Celebrations, but that neither were able to help due to other commitments. It was agreed that most funding available for such events would have probably been requested already however if any villagers came forward Cllr Seagroatt would pursue this further.

9. Correspondence - To discuss letter from a villager detailing suggestions for future village projects:

The Council had received an email from a villager with several suggestions as to improvements that could be made in the village.

- i. Fencing in the Children’s Play Equipment on the Playing Field to prevent dog mess in the area.

The Council had investigated the cost of fencing in the Play Equipment during the initial installation in 2007 but due to the very large surface area of equipment the cost was prohibitive. The Clerk had asked for a quote for the area to be fenced retrospectively and the quote had exceeded £60,000. This was considered unfeasible due to the Parish Council Annual Budget of only £9,000. Grants are not available for fencing.

- ii. ‘Grasscrete’ surfacing around the Play Area to prevent it getting muddy in winter.

During the initial installation of the Play Equipment the Council investigated all options of surfacing. The safety surfacing chosen was recommended by the installer, Playdale Playgrounds, and was the best value for money given the expanse of equipment. The surfacing is invisible as it is designed for grass to grow through while still providing protection for the Equipment users. Replacing this with Grasscrete solid surfacing would be extremely expensive and unnecessary.

- iii. Fire-pit/BBQ area on the Playing Field to provide a social space.

The Council agreed this would provide a social space for villagers, however it was thought of as a clear Health and Safety hazard. Without constant supervision of any burning embers there would be a significant fire risk, and given that the field is a children’s play area it was deemed dangerously negligent. It also goes against the Conveyance of the Playing Field which has to be adhered to.

- iv. Investing in a Ground Source Heat Pump to provide heat for multiple homes.

While the Council acknowledged the good intentions behind such an idea it was deemed insurmountably expensive for such a small Parish Council. There would also be a requirement for the pump to be installed on Common Land of which there is none in the village.

- v. Request free solar panels for any village house that would like them from the developers of any future Solar Farm.

Any new development in the village is required to pay the Community Infrastructure Levy (CIL) although it would not be payable by such a development in this instance. It was felt highly unlikely that any future developers would agree to such a costly idea given that the type of solar panels used on housing is considerably different from those on the land. If any future Solar Farm development were to be granted Planning Permission by the Planning Authority (East Suffolk Council) the Parish Council would likely contact the developers in order to ascertain if they had an interest in sponsoring a small village project of some sort.

Cllr Owen proposed that the Clerk should reply to the villager acknowledging all the innovative and imaginative suggestions and thank them very much for their interest, giving answers to each suggestion raised. Cllr Owen wished the Clerk to ensure the villagers were assured that their points had been listened to and discussed at length and that they would be encouraged to bring any further ideas to the Parish Council at any time. This was seconded by Cllr Brinkley and all were in favour.

Action: Clerk

10. Playing Field –

- a. To discuss and approve grant application for outdoor gym equipment for the Playing Field, the quotes received and decide on which company and products will be installed.**

The Council had been successful in the application from East Suffolk Council for £5,000 for outdoor gym equipment. Quotes obtained from three Gym Equipment manufacturers had previously been sent to the Councillors for their consideration. The Clerk recommended Sunshine Gym as they were the best value for money, had been the only company to not increase their prices after the original quotation, and the equipment provided would allow for a maximum of 8 users at one time which was more than the others. Cllr Lenton proposed the Council request a revised quote, omitting some pieces of equipment in favour of others that he felt would be more widely used. The Council would reconsider the new quote in the January meeting.

Action: Clerk

- b. To discuss the Planting of 420 trees with the Sicon Foundation making the woodland walkway.**

There had been a good response from the village with regards to the request for help in preparing for the trees on the Playing Field with several villagers joining the Parish Council and the Sicon Foundation digging 420 holes. Fifteen Year 6 children from the Primary School had also helped, spending the morning learning about the reason behind the project and helping prepare the ground. The Woodland Trust informed the Council that there would be a delay in the delivery of the trees due to the shortage of HGV drivers nationally. The Clerk would inform the Council and the volunteers as soon as the trees arrived as they would need to be planted as soon as possible after delivery.

c. To discuss the removal of the remaining flood lights and the shipping container.

The Chair informed the Council that half of the unwanted items in the Shipping Container had been removed and that this would be completed next week. Sackers Scrap Metal and Recycling informed the Council that the HGV required to remove the Container could not drive on the field once the wet weather arrived as it would get stuck in the mud. Cllr Lenton and David Riddleston had removed one of the flood lights and the two remaining lights to be removed would also be placed in the container. Cllr Lenton suggested that the Container be removed as soon as possible to avoid the wet weather and that he would dispose of the remaining lights once he was able to remove them.

d. To discuss the laying of a path on the entrance to the field.

The Clerk was asked to obtain 3 quotes for this work and request permission from East Suffolk to lay a path on the land entering the Playing Field.

Action: Clerk

e. To discuss the quote for the Nest Swing and provisional grant application.

The quotes for the Nest Swing had previously been sent to Councillors for their consideration. This project would cost in the region of £5,000. The Clerk was asked to source a grant for the project and enquire as to whether East Suffolk Councillor Mick Richardson would consider a grant from his Enabling Communities Budget to add to this.

Action: Clerk

11. Village Maintenance – To discuss

a. Painting the Bus Shelter

This is on the list of items that the Community Payback Scheme were asked to undertake. However, no work can begin until their Covid restrictions have been eased.

b. Installation of new signs

Cllr Lenton agreed he would install the signs at his earliest convenience.

c. Renovation of old BT Phone Box

Cllr Lenton agreed he would renovate the Phone Box at his earliest convenience.

12. Planning:

a. To discuss the following Planning Applications received:

- i. DC/21/4814/FUL – Removal of existing conservatory and construction of replacement single story extension – 3 Church Close, IP10 ODU

Councillors made the following comments:

- No Objection

The Clerk was asked to contact East Suffolk Planning Department with a comment of No Objection.

Action: Clerk

Chair's initials:

- b. To discuss any application coming forth since publication of agenda

There were none.

Action: Clerk

13. Finance Matters:

- a. To accept accounts up until 31st October 2021 and review of Bank Statements.

The accounts had been sent to all Councillors and there were no questions. Cllr Owen was asked to sign and verify that the bank statements reflected the money held at the end of the month.

- b. To discuss and provisionally agree the proposed Budget 2022-23.

The Clerk had previously sent out the proposed budget document for Councillors to consider. A discussion ensued about the best way forward for the year ahead. Councillors discussed three or four different items on the budget and whether the amounts were appropriate. It was agreed to consider this again at the January meeting when the final decision would be made.

- c. To receive update on adding new bank signatories and move to full online banking.

The Chair reported that she had completed the updating of Council records with the bank as the Clerk was not allowed to do this given that she is not a cheque signatory.

In order to move to full online banking, HSBC required that the Council appoint the Clerk as a signatory. There would then need to be only one authoriser overseeing any transactions. The Clerk informed the Council that although SALC and Trevor Brown, the Auditor, had agreed this was acceptable practice if the Standing Orders were amended, she felt uncomfortable at having such authority and felt open to accusations of mismanagement of funds. Barclays Bank would allow a Council account to have an account with one administrator and two authorisers but currently they were not accepting new business. It was agreed to stay with the current system of using a cheque book until HSBC could accommodate the Council's needs.

- d. To discuss request for financial support from SARS

Cllr Brinkley proposed that £50.00 be donated to SARS after they had contacted the Council for support. This was seconded by Cllr Lenton and all were in favour. It was agreed that the Clerk would insert a leaflet into the next Bugle from SARS to advertise their charity to the village in order for individuals to donate if they wished.

The Chair asked the Council if they wished to donate to the Poppy appeal again this year. It was proposed by Cllr Brinkley that a donation of £25.00 go to the Royal British Legion. This was seconded by Cllr Gardner and all were in favour.

Action: Clerk

e.	<u>To authorise the following Invoices for Payment:</u>	
i.	SALC (Payroll Service)	£22.80
f.	<u>To note Payments made since last meeting:</u>	
i.	PKF Littlejohn (External Audit)	£240.00
ii.	Came and Co (Insurance)	£442.53
iii.	Boston Bulbs (daffodils)	£75.00
iv.	R Johnson (Clerk’s Salary Jul/Aug/Sep)	£772.90
v.	HMRC (Clerk’s PAYE)	£173.60
vi.	Boston Bulbs (daffodils)	£75.00
vii.	Print 4 U (Printing of Bugle)	£88.00
viii.	R Johnson (Microsoft Subscription)	£65.57
g.	<u>To note Payments received since last meeting:</u>	
i.	East Suffolk Grant (Gym Equipment on Playing Field)	£5,000.00
ii.	CIL from East Suffolk	£4,272.31
h.	<u>To note Bank Balances as at 31st October 2021:</u>	
i.	Current Account (No. 80152285)	£18,607.57
ii.	Savings Account (No. 00605875)	£4,250.46

Cllr Owen proposed that all finance matters were accepted, seconded by Cllr Bloomfield with all in favour.

Action: Clerk

14. To receive agenda items for next meeting on Wednesday 5th January 2021:

There were no other 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 at least one week before the meeting.

15. To agree Parish Council Meeting Dates for 2022.

The Council agreed that meeting dates for 2022 would be as follows –

- Wednesday 5th January 2022
- Wednesday 2nd March 2022
- Wednesday 4th May 2022
- Wednesday 6th July 2022
- Wednesday 7th September 2022
- Wednesday 2nd November 2022

Action: Clerk

The meeting closed at 8:50 pm.

Signed:
Chair

Date:

Ruth Johnson
Clerk to Bucklesham Parish Council

Chair’s initials: