

Minutes of Bucklesham Parish Council Meeting

Held on 6th July 2022 at 7:00pm

In Bucklesham and Foxhall Village Hall

Present

Cllr Trevor Bickers
Cllr Rhea Gardner

Cllr Evelyn Bloomfield
Cllr Clive Lenton

Cllr David Brinkley (Chair)
Cllr Lynda Seagroatt

Ruth Johnson (Clerk)

No members of the public were present

1. Apologies for absence:

a. To receive apologies for absence.

Apologies had been received from Cllr Heather Owen (illness).

b. To accept apologies for absence.

Acceptance of the apology of Cllr Owen was proposed by Cllr Brinkley, seconded by Cllr Bloomfield and all were in agreement.

2. To receive any:

a. Declarations of Pecuniary Interest.

There were none.

b. Declarations of Non-Pecuniary Interest.

There were none.

c. Applications for Dispensation on Agenda Items.

There were none.

d. Declarations of Gifts or Hospitality received over the value of £25.00

There were none.

e. Notification of Lobbying with reference to Planning Applications to be discussed.

There were none.

3. Public Participation – To receive:

a) Reports from County and District Councillors:

- Suffolk County Cllr Patti Mulcahy: Cllr Mulcahy's report was received by the Clerk at 3pm and forwarded to all Councillors straight away. Unfortunately, some Councillors had not had time to read it before the meeting.

The issue of the lack of engagement from Cllr Mulcahy was item 7 on the Agenda and would be discussed further then.

- East Suffolk District Cllr Mick Richardson and Cllr Richard Kerry: Reports received and circulated. Cllr Richardson and Cllr Kerry sent their apologies as they were attending meetings elsewhere. Cllr Brinkley asked the Clerk to pass on the Council's thanks for the generous contributions of £1,000 from each of their Enabling Communities Budgets towards the Nest Swing project.

Action: Clerk

Chair's initials:

b) Questions from any member of the public:

- No members of the public were present.

4. To agree Minutes of meeting dated 4th May 2022.

All Councillors agreed that the minutes were an accurate record of the meeting. Cllr Gardner proposed that the minutes should be signed, this was seconded by Cllr Bloomfield 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. Clerk's 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. Two representatives from Novus Renewables, Arslaan Tahir and James Ratcliffe, invited the Parish Council to an informal information-sharing meeting on Monday 20th June 2022. The Clerk and three Councillors attended, meeting in the field where the proposed development will be. Also in attendance were Simon Gamage from Innova, Cllr Richard Kerry and Cllr Mick Richardson from East Suffolk Council.

Councillors asked questions about the construction and technical specifications of the Solar Farm. Novus asked if the Council could facilitate a meeting with the Head Teacher at Bucklesham Primary School in order to involve the older children in a renewable energy project. Expected timescales of the development were discussed, as well as concerns for wildlife and the environmental impact of the project. All information shared was also made available at the public consultation in Newbourne on Tuesday 21st June 2022, which was also attended by Councillors and the Clerk as individual residents of Bucklesham.

The Parish Council will only consider an application once it has been formally logged on the East Suffolk Planning Portal, as is standard practice with all proposed developments. Once the planning application goes live on the Planning Portal, the Parish Council will seek to gauge the opinions of the residents of the village. This will allow the Council to make an informed and representative decision about how they will respond.

- ii. The Parish Council had been invited to meet the Castlemore Homes Site Manager and Health and Safety Officer prior to the start of the works on Levington Lane. The meeting took place on Levington Lane in order for all those present to accurately assess the impact of any vehicles entering and exiting the site. The Site Manager offered to attend a meeting with residents of Levington Lane once all the Discharge of Conditions had been met in order to develop good working relationships with those most closely affected by the site. Any resident wishing to reserve a plot would need a nominal returnable deposit once the Estate Agents were instructed to manage the development.

Chair's initials:

- iii. Cllr Gardner had attended Bucklesham School Fayre and received a ‘thank you’ letter from the children for the grant towards their new play equipment. She was shown the comprehensive plans and all Councillors were invited back again once the equipment has been installed. The Clerk circulated the letter to all Councillors.
- iv. Parking in Field View and the top of Levington Lane towards the Playing Field has caused missed deliveries to homes and missed collection of bins once again. The Clerk reported that she has written to the Felixstowe Safer Neighbourhood Team from Suffolk Police to ask for some advice. Cllr Brinkley suggested that the Council remind villagers of the dangers of inconsiderate parking once again in the next Bugle and send out a Bugle Bulletin as a matter of urgency imploring residents to park responsibly.
- v. The redundant BT Phone box has now been turned into an ‘Information Hub’. There is a map of the area and useful information such as nearest petrol station, cash point, hospital, camping site etc. Cllr Lenton had collected the new signs replacing the word ‘TELEPHONE’ around the top of the box with ‘INFORMATION’, and he committed to installing them at the next opportunity.
- vi. The Clerk informed the Council that she had attended the first training session in the CiLCA (Certificate in Local Council Administration) qualification and it had been very useful. She had also attended a Networking Forum of other Clerks undertaking the qualification which had been very helpful. These sessions are hosted by SALC and are very informative and enjoyable. The course will take a year to complete and the Clerk is currently working on the assignments for 4 hours on a Friday (200 hours for the full yearly course) to complete the necessary work needed.

Action: Clerk

6. To discuss Clerk’s Review and approve recommendations arising from it.

Cllr Brinkley and Cllr Gardner met with the Clerk on 5th July 2022 to review the last six months. The minutes of this meeting had previously been shared with the Council by Cllr Brinkley.

All the work that had been achieved over the last six months was greatly appreciated and Cllr Brinkley thanked the Clerk for this. It was agreed that the Clerk and the Council are an excellent team and work very well together.

It was suggested by Cllr Brinkley that because the Clerk would be focusing on the CiLCA qualification during the next 12 months, village projects would be kept to a minimum.

The Clerk stated she was very happy in her role and was very thankful for the support and encouragement received from Councillors during her first year.

7. To discuss the lack of engagement from Suffolk County Council’s Cllr Mulcahy, and discuss possible ways forward.

The Clerk informed the Council that following the Parish Council meeting on 4th May 2022, she had again tried to contact Cllr Mulcahy on several occasions regarding the request for a contribution to the nest swing project from the Locality Budget and the lack of any Suffolk County Council reports, or indeed any contact at all.

As well as emails, the Clerk had texted and telephoned Cllr Mulcahy leaving several messages. No emails were replied to although Cllr Mulcahy had telephoned the Clerk that afternoon at 3pm.

Cllr Mulcahy informed the Clerk during that phone call that the mobile number listed for her on Suffolk County Council’s website was incorrect and therefore she had not received any texts or telephone calls. Cllr Mulcahy reported that she had happily supported Bucklesham Primary School’s project to replace their outdoor play equipment with £2,500 from the Locality Budget. The Clerk thanked Cllr Mulchay for this on behalf of the Parish Council and agreed that no further request would be made for the Nest Swing Project. Cllr Mulcahy committed to sending monthly reports in future.

After much discussion it was agreed that the Parish Council had a duty to all residents to continue to request support and engagement as well as a contribution from the Locality Budget for any village projects in future years allocations. Cllr Brinkly proposed that no further action would be taken with regards to Cllr Mulcahy’s lack of engagement at present but that the council would review this decision at the next meeting. This was seconded by Cllr Bickers and all were in favour.

8. To approve the draft copy of the ‘Welcome to Bucklesham’ postcard for new residents and accept the printing quote.

The Clerk had shown the Council a draft version of a ‘Welcome to Bucklesham’ postcard. This postcard could be posted through the door of any new residents and would point them in the direction of the ‘New Villagers’ page on the website. This page is full of helpful information for anyone new to the village as well as a welcome letter from the Chair. The cost of printing the postcards was as follows:

Quantity	Cost
10	£28.00
20	£30.00
30	£32.00

It was agreed that this was an excellent idea and a very welcome addition to the Parish Council’s resources. Cllr Gardner proposed that the Council order 50 postcards as there would soon be 33 new houses in the Castlemore Homes development. This was seconded by Cllr Brinkley. Five Councillors were in favour with one abstention. The Welcome postcard would be advertised in the Bugle and villagers asked to inform the Parish Council if someone new moves into the village.

Action: Clerk

9. To discuss the reports on the Poplar Trees around the edge of the Playing field.

The Clerk had received two reports from trusted local tree surgeons with regards to the 11 remaining poplar trees on the edge of the Playing Field.

Chair’s initials:

Paul's Tree Services had advised the Council that the trees should be felled as soon as possible. In a meeting with the Clerk and Cllr Lenton on the day that 4 trees had fallen due to a storm, Paul had explained that several trees were dangerous and rotten on the inside, and should come down at the earliest opportunity. The quote to remove all 11 remaining trees including the stumps was £5,810.

Seth Lord had advised the Clerk following a meeting on the Playing Field that only 3 of the 11 trees may possibly need removal. His opinion was that none of them were particularly dangerous and they could be left in situ as felling was unnecessary. He quoted the Council £9,600 if the trees were to be removed against his recommendations.

After considerable discussion Cllr Brinkley proposed that a third quote be sought and further expert advice be considered at the next Parish Council Meeting on 4th September. This was seconded by Cllr Bickers and all were in favour.

Action: Clerk

10. Documentation:

- a. To approve new wording of Standing Orders (as sent to Councillors on 06/05/22).

The amendments to this document were suggested by NALC.

- b. To adopt the Code of Conduct (as sent to Councillors on 06/05/22).

Councillors had all read the Code of Conduct and informed the Clerk that they had understood the requirements.

- c. To discuss and comment on the Community Governance Review (as available to Councillors from 30th May 2022).

After discussion it was suggested that none of the draft recommendations affected Bucklesham and so there was no requirement to send a formal comment but that the Clerk should acknowledge receipt of the document.

Cllr Bloomfield proposed that all the documentation be adopted. This was seconded by Cllr Seagroatt and all were in favour.

Action: Clerk

11. Planning:

- a. To discuss the following Planning Applications received:

- i. DC/22/2171/FUL – 29 Levington Lane, IP10 0DZ , rear/side extension

Councillors made the following comments:

- No comments.

Conclusion: '**No Objection**' sent directly to ESC.

Action: Clerk

Chair's initials:

12. Finance Matters:

- a. To review accounts as at 30th June 2022 and review bank statements.

The accounts had been sent to all Councillors and there were no questions. Cllr Bickers proposed they be adopted. This was seconded by Cllr Seagroatt and all Councillors were in agreement.

- b. To discuss and approve purchase of village signs (30 MPH, Information and Playing Field).

The Clerk had received a quote from Signs 4 U for the new signs.

The replacement 30 MPH signs were deemed necessary as many in the village were worn or faded. Purchasing them from Signs for U and not involving Suffolk Highways was a considerably cheaper option. It was agreed to purchase five signs as Cllr Lenton offered to attempt to repaint some of the less faded ones. The quote by Signs 4 U for 10 signs was £164.10.

The INFORMATION sign replaced the TELEPHONE sign around the top of the old BT phone box indicating the change of use at a cost of £48.30.

The Playing Field sign was to inform visitors of the Parish Council's role in managing the Field and that the Field was Held in Trust by the Council. Over the recent summer months more visitors from outside of the village were once again using the Field and the facilities, and again litter and anti-social behaviour had started to become an issue. It was hoped that a permanent sign would look more professional and last considerably longer than the homemade printed and laminated paper notices that were in place. The quote for an aluminium composite sign with posts was £134.68. A discussion took place as to whether it would be beneficial to purchase two identical signs; one for the vehicular entrance gate which remained closed, and one for those who enter through the pedestrian gate. This would ensure all those who entered the Field from either entrance could see the information. Cllr Seagroatt proposed the purchase of all signs quoted for. This was seconded by Cllr Lenton and all were in favour.

- c. To discuss the move to Co-operative Bank from HSBC.

The Clerk informed the Council that she had been to the Co-operative Bank in Ipswich to enquire about switching the Parish Council bank account from HSBC. Initial forms had been completed but after no further progress was made the Clerk had contacted the Co-operative Bank to ask as to how long the process would take. There was no record of the request to open the account and the ID documents that the Clerk had also completed appeared to have been lost. The Clerk agreed that she would start the process once again in the next few weeks.

- d. To authorise the following Invoices for Payment:
 - i. Print 4 U (Summer Bugles) £102.00
- e. To note Payments made since last meeting:
 - i. Bucklesham School Association (Grant) £1,000.00
 - ii. AW Goddard Fencing (Playing Field fence) £1,320.00
 - iii. R Johnson (Clerk’s salary and expenses Apr/May/June) £957.30
 - iv. HMRC (Clerk’s PAYE) £219.60
- f. To note Payments received since last meeting:
 - i. None £0.00
- g. To note Bank Balances as at 30th June 2022:
 - i. Current Account (No. 80152285) £19,988.52
 - ii. Savings Account (No. 00605875) £4,251.21

CLlr Bickers proposed that all finance matters were accepted, seconded by CLlr Gardner with all in favour.

Action: Clerk

13. To receive agenda items for next meeting on Wednesday 7th September 2022:

CLlr Bickers expressed his concern about the increasing number of vehicles that speed through the village. CLlr Seagroatt agreed and highlighted a particular problem with Nacton Lane (opposite Bob Nichols). The Clerk was asked to put this issue on the Agenda for the September meeting and to contact Suffolk Highways for some advice. The Clerk agreed to research some possible solutions.

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.

Action: Clerk

The meeting closed at 8:10pm.

Signed:
Chair

Date:

Ruth Johnson
Clerk to Bucklesham Parish Council

Chair’s initials: