

Minutes of Bucklesham Parish Council Meeting
Held on 2nd November 2022 at 7:00pm
In Bucklesham and Foxhall Village Hall, IP10 0DZ

Present

Cllr Trevor Bickers

Cllr Evelyn Bloomfield

Cllr David Brinkley (Chair)

Cllr Rhea Gardner

Cllr Clive Lenton

Cllr Lynda Seagroatt

Ruth Johnson (Clerk)

Cllr Mick Richardson (ESC)

1 member of the public was 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 Bloomfield, seconded by Cllr Gardner and all were in agreement.

2. To receive any:

a. Declarations of Pecuniary Interest.

There were none.

b. Declarations of Non-Pecuniary Interest.

Cllr Bloomfield declared an interest in Item 10 as she is related to the land owner.

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:

i. Reports from County and District Councillors:

• Suffolk County Cllr Patti Mulcahy:

Cllr Mulcahy had sent her apologies and a report that morning which had been circulated. Unfortunately, there had not been enough time for some Councillors to read it. Apart from this there had been no communication all at from Cllr Mulcahy since the Highways meeting on 15th August 2022. There continue to be Highways issues in the village that were highlighted in the meeting and the Council agreed it was very disappointing to once again have no feedback or support.

It was noted that in the eighteen months that Cllr Mulcahy had been on the Council she had only sent two other monthly reports; one in June 2022 and one in August 2022, and she had only attended one Parish Council meeting. The Clerk was asked to contact Cllr Mulcahy again to express the Council's concerns with regards to this.

Action: Clerk

Chair's initials:

- East Suffolk District Cllr Mick Richardson and Cllr Richard Kerry:

Cllrs' reports had been received and circulated by the Clerk. Cllr Kerry sent his apologies as he had an ESC meeting, but the Council welcomed Cllr Richardson who represented them both.

Cllr Richardson gave a detailed account of all the work he has been doing representing the Communities in the East of Suffolk. Cllrs Richardson and Kerry send frequent updates to the Clerk which are passed on to all Councillors. The Chair thanked Cllr Richardson for his attendance and interest in Bucklesham.

ii. Questions from any member of the public:

- There were no questions.

4. To agree Minutes of meeting dated 30th September 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. The Clerk had requested that the Probation Service's Community Payback Scheme only undertook work that did not require the Council to provide equipment on a weekly basis, such as petrol, or required the Clerk to dispose of any material, such as removal of garden waste and litter. No response had been received following the request despite several emails, phone calls and messages left.
- ii. The Clerk informed the Council that a lot of work had occurred on the Playing Field in the last two months. The Nest Swing had been installed much to the delight of the village Children. The shipping container had been removed by Sackers and the scrap metal value paid back to the Council would be £420. The poplar trees are due to be felled in the week beginning 21st November 2022 by Tom Lyon, with the chippings being used on the allotments following a request by a resident. The Play Equipment had been inspected by Suffolk Norse with only minor issues being highlighted.
- iii. The defibrillator pads at the Village Hall had been replaced and the old ones disposed of.

- iv. Arslaan Tahir, Program Manager for Novus, had contacted the Clerk to inform the Council that Novus' application for the Solar Farm has been submitted to East Suffolk Council Planning department. It may be several weeks before the Council are contacted as a statutory consultee but there is a possibility that the deadline for comments will fall outside of the next meeting date. If this is the case the Clerk can ask for an extension of the deadline. If this is not granted then the Council will have to hold another full Parish Council meeting. As this is such a large development, if timescales permit, it may be possible to inform residents of the application through the New Year Bugle. If not, a leaflet drop to every home will need to be considered.
- v. Gary Bareham, the site Manager for the Castlemore Homes development on Levington Lane, will be on site on Friday 11th November at 1pm if any residents in the nearby houses want to meet with him and ask questions about the logistics of the works. The Clerk will ensure all residents of the houses most affected will be notified and will also send out a Bugle Bulletin.
- vi. The Clerk informed the Council that she will be attending the third training session in the CiLCA (Certificate in Local Council Administration) qualification which is 'Finance for Local Councils' next week. She had attended further Networking Forums of other Clerks undertaking the qualification, which had been very helpful. These sessions are hosted by SALC and are very informative and enjoyable. Registration to SLCC had been completed and was active from 1st October 2022. 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. Playing Field:

- i. To discuss planting a tree to commemorate the succession of King Charles III:

The Clerk had received an email from a resident requesting that the Council consider planting a tree to commemorate the succession of His Majesty King Charles III following the death of Her Majesty Queen Elizabeth II. The Council agreed this would likely take place next year to mark the Coronation and may be in the form of a tree or bench on the Playing Field.

- ii. To discuss removal of remaining chain link fence and posts:

The work had been carried out to remove the thick ivy and the old broken chain link fence. Mr Burrows had done an excellent job and the neighbours expressed their thanks to the Council for agreeing for the work to be done. The cost for this work was £480. A misunderstanding had occurred with the quote as the Clerk had asked that the entire fence be removed, but Mr Burrows had understood, and quoted for, just the removal of the length of fence along the wall. To remove the remainder of the fence along the entirety of the Field View boundary was another £480.

Chair's initials:

A discussion took place as to whether it was necessary to remove all the fence as no other resident had expressed concern. Cllr Brinkley proposed that the Council accept this quote and instruct Mr Burrows to complete the work at the earliest opportunity in order to prevent issues in the future for those residents. This was seconded by Cllr Lenton with all in favour.

Action: Clerk

7. Documentation:

- a. To discuss and agree the publication of the Clerk's 'Quick Guides to...'

The Clerk had produced 4 'Quick Guides' to help the residents of the village understand the work of the Council. These were:

- The New Councillors Guide
- The Role of the Clerk
- Agenda and Minutes
- Conduct at Meetings

The Chair thanked the Clerk for the hard work that had gone into these Quick Guides and said he thought they were an excellent addition to the Council's documents. Cllr Brinkley proposed these be adopted by the Council and published on the website. This was seconded by Cllr Gardner and all were in favour.

Action: Clerk

8. To receive and ask questions of report from Cllr Gardner on Felixstowe Peninsular Partnership on 30/09/22:

Cllr Gardner reported that members of the Community Partnership (CP) attended a 'Cost of Living Workshop' which outlined 12 projects being developed by East Suffolk Council (ESC) to support the community through this winter and the cost of living crisis. ESC have new pages on their website to provide information to residents, advice and links to organisations that offer help to access food and essential household items, ways to manage their money and help with housing issues.

Bucklesham residents have been informed about two locally held Money Roadshows via the Bugle Bulletin and personally targeted correspondence.

The CP is keen to identify new areas of land which could be purchased with Community Infrastructure Levy (CIL) funds and converted into allotments.

Under the 'Low Energy Cooking Kit/Kettle Pack' project, eligible residents can apply for a small slow cooker and/or a 'kettle pack' i.e. items of food which can be prepared with boiling water.

Funding of £15,000 from the CP budget of £25,000 has been allocated to support Ease The Squeeze. Other resources e.g. Churches Together, Citizens Advice, Salvation Army and Community Cafes are being contacted to see what support they can offer. Cllr Gardner informed the Council she would share any further updates received.

9. To discuss the inconsiderate and illegal parking at Buggy's Autos:

The Clerk had been contacted by a resident who wanted to make the Council aware about the nuisance of cars parked on Brightwell Road when visiting Buggy's Autos. Cars are often parked very close to the T-junction at Tenth Road, obscuring the view of vehicles pulling out onto Brightwell Road which has a speed limit of 60mph. It was agreed that this had been a long standing issue and the Parish Council had spoken to the proprietor of Buggy's many times before.

The Clerk reminded the Council that they have no jurisdiction over Highways matters and that Suffolk Highways had stated it was an enforcement issue that needed to be dealt with by Suffolk Police. Cllr Bickers proposed that the Clerk contact the Felixstowe Safer Neighbourhood Team, to see if they could suggest a solution. This was seconded by Cllr Lenton and all were in favour.

Action: Clerk

10. To discuss the project of the proposed Bucklesham Primary School car Park:

Following previous discussions with regards to a request to the land owner for a proportion of the field adjacent to the school being purchased and used as a car park, Cllr Lenton and the Clerk had drawn a rough plan to aid the land owner in his decision making. Rachael Rudge, the Head Teacher, had unfortunately had no success in her request to Suffolk County Council (SCC) for funds for the project. They stated that money would not be forthcoming for a car park and that they do not even provide car parking spaces for newly built schools. The School Governors will be discussing the cost of installing a car park at their next meeting but Rachael was not hopeful of the feasibility of the project without SCC funding.

It was agreed that this was very disappointing as a lot of time had been spent already in conversation with the land owner and he had kindly been willing to consider the proposal. Cllr Brinkley stated that, as with so many good ideas, the project may be unachievable due to a lack of funds.

11. To discuss cross-Parish discussions with particular reference to Innocence Lane:

Cllr Brinkley reminded the Council that he had been a representative on the Cross Boundary Group of Parish Councils a few years ago when there was a large scale planning application for warehousing and a lorry park on Innocence Lane. This Cross Boundary Group had nothing at all to do with the KATCAG organisation.

Councillors agreed that it was important to keep a close eye on any future similar developments and Cllr Gardner would likely hear about them through reading the minutes of neighbouring Parish Councils' meetings. The Clerk can also request an email alert from ESC.

Cllr Brinkley proposed that the Parish Council would once again participate in any Cross Boundary Group discussions should any developments be proposed in the future. This was seconded by Cllr Bickers and all were in favour. Which Councillor would be the representative would be decided at the time.

12. To discuss a Parish Councillor attending the Remembrance Day Service at St Mary’s Church and the laying of the Parish Council Wreath.

In previous years Cllr Owen had attended the Remembrance Service at St Mary’s Church but was unable to go this year due to ill health. Cllr Gardner agreed to lay the wreath and represent the Council this year.

13. Planning: To discuss the following planning applications received:

- a. None received.

14. Finance:

a. To review accounts as at 31st October 2022 and review Bank Statements:

The accounts had been sent to all Councillors and there were no questions. Cllr Brinkley 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 2023-24:

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 as all costs to the Council had increased and the Budget was very tight. Councillors discussed three or four different items on the Budget and whether the amounts were appropriate. The Clerk was asked to amend the figures in light of the discussion. It was agreed to consider this again at the January meeting when the final decision would be made, but Cllr Brinkley proposed the Clerk calculate the costs of increasing the Budget by £1 per household to cover the additional estimated price increases. This was seconded by Cllr Lenton. Five Councillors agreed with one abstention.

Action: Clerk

c. To note payments made since last meeting:

i.	R Johnson (Printer Ink)	£70.52
ii.	D Burrows (Removal of ivy and fence on Playing Field)	£480.00
iii.	Elite Industrial (Hi Viz vests)	£81.29
iv.	NGF Play (Nest Swing deposit)	£1,530.72
v.	Medisave (Defib batteries)	£262.78
vi.	Print 4 U (Autumn Bugles)	£102.00
vii.	R Johnson (Microsoft subscription)	£79.39
viii.	SALC (Payroll Service)	£22.80
ix.	Gallagher (Insurance)	£488.29
x.	Boston Bulbs	£140.00

d. To authorise the following payments:

i.	Royal British Legion	£50.00
ii.	NGF Play (Nest Swing)	£3,571.68

e. To note payments received since last meeting:

i. None £0.00

f. To note bank balances as at 31st October 2022:

i. Current Account (No. 80152285) £13,749.66
ii. Savings Account (No. 00605875) £4,253.65

Cllr Gardner proposed that finance matters 'c' to 'f' were accepted, seconded by Cllr Brinkley with all in favour.

Action: Clerk

15. To agree Parish Council meeting dates for 2023:

The Parish Council agreed that the most convenient day for all Councillors is Wednesday, and that the first Wednesday of the month fitted in with the Village Hall timetable.

The meeting dates for 2023 were agreed as follows:

Wednesday 4th January 2023

Wednesday 1st March 2023

Wednesday 10th May 2023 (likely Local Elections will be on the 1st Thursday)

will include Annual Parish Meeting and Community Council AGM

Wednesday 5th July 2023

Wednesday 6th September 2023

Wednesday 1st November 2023

Action: Clerk

16. To receive agenda items for next meeting on Wednesday 4th January 2023:

There were no other agenda items 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 8:22 pm.

Signed:
Chair

Date:

Ruth Johnson
Clerk to Bucklesham Parish Council

Chair's initials: