

Bradfield Combust with Stanningfield Parish Council

Minutes of the Parish Council Meeting held on Monday 17th March 2014
in the Village Hall, Church Road, Stanningfield

Members present: Councillor D Staff in the Chair, Councillors M Bluett, M Duchesne, D Green, T Langan, R McKenna, C Mears, A Tucker and C Walters. Also present was PCSO Jade Morton and Mrs V Waples (Clerk)

1.	<u>Chairman's Welcome & Apologies for Absence:</u> there were no apologies applicable.	
2.	<u>Declaration of Members Interests:</u> i. There were no declarations of interest for the agenda under discussion. ii. There were no requests for dispensations.	
3.	<u>Minutes of the Parish Council Meeting held on 20th January 2014:</u> The previously circulated minutes, following an amendment to Agenda Item 6ix were agreed and signed as a correct record of the meeting.	
4.	<u>Public Forum:</u> i. County Councillor - no report had been received from County Cllr. Mr. Terry Clements but he had been kept abreast of matters requiring his attention. ii. Borough Councillor - no report had been received from Mrs. Mildmay-White but she had been kept abreast of matters requiring her attention. iii. St Edmundsbury Bury SNT - PCSO Jade Morton in which she confirmed that there had been 0 crimes of interest in the Parish since the last meeting. It was confirmed that the current priorities for the SNT were all as previously detailed. The SNT was still receiving complaints and concerns relating to parking around schools and confirmed that a leaflet that had been produced which was being handed out to all schools and parents. It was confirmed that the dedicated PCSO and PC were Hollie Cogman and Andre DeJongh respectively. iv. Comments/questions that had been passed to the Council from residents: a. Parking at The Green - a request had been received from a resident on The Green for permission to put a new pathway in to their front gate over the grassed area from the track around The Green. A further request had also been submitted for the widening of The Green on the corner and in front of the four cottages so that all could park without making the Green even muddier. This would be discuss further under Agenda Item 5x. b. Neighbourhood Watch - Bradfield Combust - it was confirmed that the current co-ordinator was retiring from the post. Agreement was forthcoming that Cllr. Langan would cover BC for Ixer Lane and Cllr. Tucker the remainder of the Village. It was noted that they had inherited a very coherent email list and that Cllr. Tucker would use this to circulate the points that were relevant to the village and provide a précis to be attached to the Noticeboard. It was agreed that a similar project should be undertaken in Stanningfield and volunteers for areas within the village would be requested in the next Newsletter.	

5.	<p><u>To receive the Clerk's report:</u></p> <p>i. The financial report was presented to the Council. Current funds stood at £4,531.85. Income in the sum of £200.00 had been received since the last meeting: Donations (x3) towards for the WW1 Memorial. The following payments had been raised since the last meeting: BT £30.74 ddr (LGA 1972 s111) (Feb) and BT £29.82 ddr (LGA 1972 s111) (March). Cllr. Tucker handed the Clerk two further cheques to the sum of £45 as donations towards the WW1 Memorial.</p> <p>ii. The following items were approved and presented for payment: Action Play and Leisure £1152.00 cheque 658 (LG (Misc Prov.) Act 1976 s19; V Waples £105.86 cheque 659 (LGA 1972 s111); V. Waples £433.72 cheque 660 (LGA 1972 s112); HMRC £151.20 cheque 661 (Inc & Corp Taxes Act 1988); SALC £6.00 cheque 662 (LGA 1972 s111) and D Staff £76.80 cheque 663 (Open Spaces Act 1906 s9&10).</p> <p>iii. To consider projects to be supported from the balance of monies within the NIP account: Cllrs. Mears and Staff confirmed that they had received the NIP Funding Application form from Havebury but had been advised to wait until June prior to submitting it as, at present, there were no funds available. Costs for a BBQ shelter were discussed and were in the region of £2-£2.5k using local labour f.o.c. It was also noted that a meeting had been held with Community Action Suffolk to discuss possible updates to the Village Hall and it had been agreed that CAS would assist by putting them in touch with possible funders/recommend other sources of funding.</p> <p>iv. To receive an update on the project to erect a memorial to recognise those who had died during WW1 and WW2 in Bradfield Combust and to commemorate the 100th Anniversary of WW1: it was noted that three quotes for the proposed works had now been received. These were duly discussed and it was recommended that the price submitted by Saxham Monumental Craft in the sum of £1490.00 with an extra over cost of £200.00 to clean the War Memorial in Stanningfield should be accepted, subject to confirmation that all items requested had been taken into account. It was further discussed as to whether it would be appropriate for the Parish Council to purchase and lay two wreaths at each memorial. Following further discussion it was proposed and agreed by all present that the Parish Council would agree to spend the sum of £1900.00 (ex VAT) on the erection of the War Memorial in Bradfield Combust; the cleaning of the War Memorial in Stanningfield, the purchase of 2 wreaths and associated costs in clearing/cleaning both areas in preparation for the actual date of the commemoration, provisionally fixed for Saturday 2nd August. Once confirmation had been obtained the Clerk would raise the necessary orders. It was noted that, to date funds and donations to cover the costs totalled £1,245.00. Cllr. Langan made the meeting aware that he had submitted an application to Waitrose for a donation from its Community Matters fund. Cllr. Tucker made the meeting aware that he had been in discussion with the Bury Free Press who would be printing an article on Bradfield Combust's WW1 interests which would include the parish's efforts in fundraising for the War Memorial and story of those who had served and died. He was hopeful that it might lead to a donation.</p> <p>v. To consider and review the Council's Standing Orders - with reference to the new Model Standing Orders of 2013, Council proposed and agreed the adoption of the previously circulated orders that had been</p>	AL/AT/ Clerk
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	<p>adapted to meet the needs of the Parish Council.</p> <p>vi. To receive the internal audit report on the Council's internal controls - it was noted that the Vice-Chairman and the Clerk had met to carry out an audit on the council's internal controls and that all were found to be satisfactory. It was agreed that the report be tabled as accepted.</p> <p>vii. To review the Council's risk assessment for 2013/14 inc. the Council's Asset Register - it was noted and agreed that the Asset Register was accurate and up to date and that the Council had met the requirements and where appropriate had taken steps to minimise the Council's risks. It was proposed and agreed that the Risk Assessment and Financial Management Report and the Asset Register as circulated be accepted.</p> <p>viii. Effectiveness of the internal control and the scope of internal audit - as required by the Council's External Auditors, BDO LLP, Council reviewed the effectiveness of its internal control and scope of internal audit and found them to be appropriate and adequate for a parish the size of Bradfield Combust with Stanningfield.</p> <p>ix. Appointment of the Council's Independent Internal Auditor - as required by the Council's External Auditors, Council reviewed the effectiveness of the internal audit in terms of independence, competence, proportionate and scope and found it to be appropriate and adequate for a Parish the size of Bradfield Combust with Stanningfield. Council confirmed that it would appoint Mr. J. Mayhew as the Council's Independent Auditor. He would be asked to complete the Audit prior to the given date for the submission of the Annual Return, once details had been completed by the Clerk/RFO to the Council.</p> <p>x. New footpath to 1 & 2 The Green - Council was in agreement in principle that permission for footpaths could be granted over the grass frontage to the front gates from the track around The Green for these properties. It was further debated and agreed that, subject to SALC's view on this matter, that the residents of Nos. 1 - 2 be given the option to use the grassed area outside of their property as a parking area on the understanding that it did not confer any right of ownership, subject to them being responsible for its upkeep and maintenance. This would provide the option of a parking area similar to that of their neighbour. It was reiterated that the Green was not to be used for parking and that once the Parish Council had paid for the damaged area to be reinstated it must be kept in that condition and that the road must be kept clear at all times. This matter would be revisited at the next meeting for a formal decision.</p> <p>xi. Milestone on A134 - the Clerk confirmed that she was still chasing this and would copy the County Councillor in on any correspondence.</p> <p>xii. Repeal of s150(5) of the LGA 1972 - Council was informed that a legislative reform order had now been passed that repealed the statutory requirement for 2 elected members to sign cheques and other orders for payment and gave councils the opportunity to review how they controlled their money. It was proposed and agreed however that, until further guidelines were in place as to safe and efficient arrangements for other means of payment, the Council would continue to use the two member signature control over cheques and orders for payment.</p> <p>xiii. Bridleway No 6 - it was noted that as soon as the conditions were right hard core would be laid and topping at the entrance to the bridleway which should ensure that the route was passable for all users.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
6.	<p><u>To receive reports from the Councillors:</u></p> <p>i. Cllr. Langan made the meeting aware that the turning circle in</p>	

	<p>Bradfield Combust had a number of large potholes that were in urgent need of attention.</p> <p>ii. The following areas with regards to potholes were brought to the Clerk's attention:</p> <ul style="list-style-type: none"> • within Smithy Close • entrance to Old Lane • opposite Fox Cottages • large one past County Cllr Clements house. 	<p>Clerk/ SCC</p> <p>Clerk/ SCC</p>
7.	<p><u>Planning Issues:</u></p> <p>i. Land East of Bury Road - the Clerk informed the meeting that following contacts made by the owner of this land, she had investigated the matter at St Edmundsbury who had confirmed that prior to any discussion between St Edmundsbury and a developer regarding affordable housing, a rural profile would need to be conducted on Stanningfield and the surrounding area. This would involve discussions with the Parish Council. Should the profile indicate that there was a further housing need then the Parish Council would be approached to see if it was aware if any potential land development areas. The first stage in any development outside of the BUAB would be to involve the Parish Council.</p> <p>ii. West Suffolk - Development Management Shared Service - a report had been submitted at the last meeting and no further updates were available.</p>	
8.	<p><u>Correspondence:</u> General correspondence was available from the Clerk. The following items were discussed further:</p> <p>i. West Suffolk - Statement of Community Involvement - improving community involvement in helping shape long-term planning of the area and having an improved say in the day to day running of the planning application process</p> <p>ii. SALC - LAIS1363 Local Audit and Accountability Act 2014 - new legislative act which contains changes to external audit arrangements; information provision and meetings. Further advice and information on the financial matters was awaited to ensure that the system would work well in practise.</p> <p>iii. SALC - LAIS1364 VAT Consultation - EC consultation on VAT rules which could affect local councils ability to reclaim VAT</p> <p>iv. Ministerial statement by Local Government Minister Brandon Lewis MP on the final local government finance settlement 2014/2015 - letter to all Local Authorities urging them to pass over the funding in full in respect of the localised council tax support.</p> <p>v. SALC - LAIS1365 Access to Local Council Meetings and Documents - new legislative framework which could support public use of social media and filming at local council meetings.</p> <p>vi. Village of the Year Competition 2014 - Council was in agreement that it did not wish to enter the competition this year.</p>	
9.	<p><u>Closing Comments from the public:</u> There were no members of the public present.</p> <p>The meeting closed at 9.15pm</p>	

Date of next meeting Annual Parish Council Meeting on 12th May 2014 commencing at 7.00pm followed by the Annual Parish Meeting commencing at 8.00pm in the Village Hall, Stanningfield.