Bradfield Combust with Stanningfield Parish Council

Nicola Glading, Clerk, 6, Albert Rolph Drive Lakenheath, Suffolk IP27 9DA

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MINUTES OF THE BRADFIELD COMBUST with STANNINGFIELD PARISH COUNCIL MEETING MONDAY 29th JULY 2019

Present: Cllr D. Staff (Chairman)
Cllr C. Walters
Cllr C. Mears
Cllr M. Grimmer
Cllr C. Northcott
In attendance: Nicola Glading, Parish clerk

34. RECORDING OF MEETING

Clerk to record for minutes only.

35. APOLOGIES FOR ABSENCE

a) Apologies were received from D/Cllr S Mildmay- White and Cllr A. Langan (Vice - Chair)
b) The Council consented to accept the apologies received

36. DECLARATIONS OF INTEREST

None

37. PUBLIC PARTICIPATION

None

38. RESIGNATION and CO-OPTION OF PARISH COUNCILLOR

a) The resignation letter from Cllr S. Jordan was read out by the clerk. Councillors are saddened to lose Cllr Jordan and wish him well in the future.

b) An application for co-option had been received from Charlotte Northcott. No other applications have been received. Councillors unanimously **AGREED** to co-opt Charlotte Northcott onto the parish Council. The Declaration of Acceptance was signed, and Cllr Northcott was provided with the Councils Code of Conduct, copy of the Nolan Principles and had been emailed a copy of the Standing Orders.
A Register of Interest form was provided, which will be returned to the clerk within 28 days. The Chairman welcomed Cllr Northcott to Bradfield Combust with Stanningfield Parish Council. Cllr Jordan had been dealing with the provision of a new item of play equipment: Cllr Northcott agreed to take on this task.

39. UPDATES FROM COUNTY and DISTRICT COUNCILLORS

a) Cllr Soons was not present but had previously sent a report which had been circulated by email. The report was **NOTED.**
b) D/Cllr S Mildmay had given her apologies and had previously sent a report which had been circulated by email. The report was **NOTED.**

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40. MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING held on 17th JUNE 2019 (PAPER A)

a) The minutes of the Parish Council meeting held on 17th June 2019 were unanimously **AGREED** as a true and proper record and the Chair authorised to sign the same.
b) There was no business remaining from the meeting.

41. CLERKS REPORT (on the night)

a) The Clerk gave her report:

(i) No actions under delegated powers.

(ii) **Update on new website**/ Clerk to delete photos without specific permission to use; thanks to Cllr C Mears for providing excellent scenic photographs which the clerk has placed on the site. Clerk has no administration rights on the previous website or the Facebook page. Clerk to ask the previous suppliers, (Suffolk Online) to delete their website as this is confusing, and to ask Suffolk Cloud for hit statistics.

It was noted that the SCA feels that they do not receive Council updates. Councillors discussed whether the `Village Matters` one sheet newsletter should be re-instated, or if the Church Yellow Book could be used as a vehicle for information, given that some residents do not use the internet. It was agreed that the Yellow Book will be the most efficient and cost-effective solution. Cllr Grimmer will produce and collate information/ articles for the Yellow book, with help from Cllr Mears. Cllr Staff will send Cllr Grimmer the relevant contact details. A template format for the `parish council update` could be used for each edition.

(iii) The insurance and risk assessments for the Bike event were confirmed.

(iv) **Replacement locks for the taps at the allotments** have had to be purchased. The Councillors and the clerk thanked Mr Graham Clampin for his assistance with the purchase and fitting of the new locks. It was **NOTED** that there is a trickle of leakage from one of the taps, which will bear watching. (The water bill is currently around £18.00) Noted: Mr Graham Rouse does not have water

(v) **Grass cutting contract**: The West Suffolk grass cutting department seem to be in disarray at the moment, as many other parishes have complained of lack of service. Cuts have now been agreed before the Sign ceremony and the Bike Show. The Chair and Vice Chair are meeting with the relevant responsible people at West Suffolk, date to be advised. The meeting is being organised by Karen Verrechia, Customer Liaison Manager, Business Management Officer, West Suffolk Council.

(vi) **The Play area inspection report** was considered: Cllr Walters undertook to rectify the fast closing of the gate. The Chairman has the material needed to correct the play area surface and will look into the repair.

(vii) **Banking generally**: Clerk to obtain a mandate form to add Cllrs Grimmer and Northcott as signatories. Clerk to set up a direct debit for her salary.

42. FINANCE/ AUTHORISATION OF PAYMENTS

a) The Quarter One (April to June 2019) payments and receipts records, and budget/expenditure comparison were **AGREED**, the corresponding Lloyds Bank Statements were **NOTED**. (Appendix 1)

b) Requests for payment were **AGREED** and the signatories authorised to sign the same. (Appendix 2)

c) Payments on the night:
Cllr M Grimmer did not take part in the discussion or vote at 42.c) (i)

(i) It was proposed, seconded and **AGREED** that, in recognition of her work on the Bradfield Combust sign, a cheque to the value of £150.00 would be presented to the artist S. Banfield at the unveiling event on Saturday 3rd August.

d) Cllr A Langan has contributed £150.00 towards the refurbishment of the sign at Bradfield Combust. The councillors thanked Cllr Langan for his generous donation.

43. CHAIRS ITINERARY and REPORTS

a) Chairs report: Chairman and Cllr Mears are about to undertake the task of putting the shingles onto the Pavilion roof. Chairman will assist Cllr Veal in September/ October with the refurbishment of the red phone box on Stanningfield Green. Bradfield Combust Village sign event will be held on 3rd August 2019. The Bike Show is to be held on 31st August.
b) Councillors reports: Cllr Mears reported that Mark Duchesne had served on the Parish Council for 40 years: it was unanimously **AGREED** that Cllr Mears would arrange for a plaque in recognition of this to be placed in the Village Hall.
c) Fencing along the Bury Road- posts are rotted through; councillors will look into the repair.

44. CONSULTATION DOCUMENTS RECEIVED

a) **Rights of Way Improvement Plan** To discuss the Councils response to the Rights of Way Improvement Plan (as previously circulated by email)
b) **Babergh and Mid Suffolk Joint Local Plan Consultation** (July 2019) To discuss the Councils response to the Joint Local Plan (as previously circulated by email)

45. GENERAL DATA PROTECTION REGULATIONS

The clerk gave a presentation to councillors on a) GDPR defined b) Security c)The right of access d) Definition and examples of a breach e) Next steps was **NOTED.** It was **AGREED** that the BC&S GDPR Implementation Plan will be discussed at the next appropriate meeting.

46. EXCHANGE OF INFORMATION

a) To exchange any relevant information at the discretion of the Chairman

47. EXEMPT BUSINESS -None

Meeting closed at 9.35pm

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Appendix 1

BC&S CASHBOOK APRIL 2019 to MARCH 2020										APPENDIX 1 July 2019		
QUARTER ONE APRIL TO JUNE 2019												
RECEIPTS FROM	**Date**	**Paying in number**	**Precept**	**Misc**	**Allotments**	**Other**	**HMRC**					
UKPN	13/05/2019	500128		45.26								
Donation to BC refurb sign	09/07/2019	500127		150.00								
HMRC VTR	15/04/2019	direct payment					839.69					
West Suffolk Council Precept	25/04/2019	diect payment	13,129.00									
RECEIPTS TOTALS TO DATE			**13129**	**195.26**	**0**	**0**	**839.69**					
PAYMENTS TO	**Date**	**cheque number**	**Staff costs**	**HMRC**	**Admin**	**Insurance**	**M`ships**	**Playground**	**Allotments**	**BC Sign Refurb**	**V Hall expend**	
Village Hall emergency lights	16/04/2019	932									299.02	
SALC	02/05/2019	935					250.93					
Tarling Fencing	02/05/2019	936						3909.04				
Allotments (padlocks)	03/05/2019	937							32.00			
Hiscox/Came&Co (PC)	10/06/2019	938				383.55						
Employment costs (May 19)	17/06/2019	939	251.72									
Admin	17/06/2019	940			40.96							
Came& Co Village Hall Inurance	17/06/2019	941				1408.25						
Employment costs (June 19)	17/06/2019	942	251.72									
Village sign refurb	17/06/2019	943								150.00		
HMRC Tax quarter one	26/06/2019	944		125.80								
reserved		945										
reserved		946										
Anglian Water	08/04/2019	DD							14.55			
PAYMENTS TOTALS TO DATE			**503.44**	**125.8**	**40.96**	**1791.8**	**250.93**	**3909.04**	**46.55**	**150**	**299.02**	

2019-2020 BUDGET COMPARISON SHEET												Appendix 1 July 2019			
ITEM	BUDGET 2019/2020	Quarter 1 Apr to June 19	Total	Variance	Quarter 2 July to Sept 19	Total	Variance	Quarter 3 Oct to Dec 19	Total	Variance	Quarter 4 Jan to March 20	Total	Variance	Year end	Variance explanation
Stanningfield Comm Assoc	300	0	0	-300											
Allotment rents	330	0	0	-330											
Bank interest			0	0											
VAT reclaimed			0	0											
Village Hall Car Park			0	0											
Other income			0	0											
Employment costs	£3,774.20	503.44	503.44	-3270.76											
Administrative costs	£800.00		0	-800											
Training / Publications	£400.00		0	-400											
Subscriptions	£550.00	250.93	250.93	-299.07											
Insurance	£900.00	383.55	383.55	-516.45											
Audit	£310.00		0	-310											
Election costs			0	0											
Village Hall refurbishment			0	0											
Village Hall insurance	£1,352.01	1408.25	1408.25	56.24											increase in premium
Village Hall running costs	£700.00	299.02	299.02	-400.98											
Village Hall Car Park			0	0											
Village Projects	£1,000.00	3909.04	3909.04	2909.04											includes playground fencing
War Memorial			0	0											
Environmental/ Other costs	£3,153.00	150	150	-3003											
Allotments	£90.00	32.00	32	-58											
s137 expenditure	£100.00		0	-100											
Other donations			0	0											
Fixed assets			0	0											

Appendix 2 PAYMENTS JULY 2019

(i) ICO renewal of membership **£ 40.00 reduced to £35.00** (Direct debit)
(ii) Additional payment (via Cllr Grimmer) re Village Sign repainting expenses **£ 50.00**
(iii) Clerk salary July 2019 **£ 251.72**
(iv) Clerk tax July **£ 62.80**
(v) Clerk office expenses May, June, July **£54.00**
(vi) Postages £2.62 + £16.80 = **£19.42**
(vii) Allotment taps padlocks – Mr G. Clampin **£38.56**