

Bradfield Combust with Stanningfield Parish Council

Nicola Glading, Parish clerk, 6, Albert Rolph Drive Lakenheath, Suffolk IP27 9DA Tel: 01842 337488

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MINUTES

Of the BRADFIELD COMBUST with STANNINGFIELD PARISH COUNCIL MEETING held on 14th MARCH 2022 at STANNINGFIELD VILLAGE HALL

Present: Cllr D Staff (Chairman)

Cllr C Mears

Cllr C Walters

Cllr J Clark

In attendance:

N Glading, parish clerk and 2 members of the public

2022/94	RECORDING OF MEETING	
a.	None	
2022/95	APOLOGIES FOR ABSENCE	
	a) Councillors received apologies for absence from Cllr B Austin, Cllr K Bell, Cllr A Langan, Cllr V Jackson and C/Cllr K Soons b) Councillors consented to accept the apologies received	
2022/96	DECLARATIONS OF INTEREST	
a.	To receive Members' declarations of Disclosable Pecuniary Interests (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) None	
2022/97	PUBLIC PARTICIPATION	
	Members of the public may speak about specific items on this agenda 1. Slow down signs that Cllr Walters put up were stolen after 2 days	
2022/98	UPDATES FROM COUNTY and DISTRICT COUNCILLORS	
a.	Update from County Councillor K. Soons (Report sent to cllrs 02.03.2022) The Chairman and Councillors thanked County Councillor K Soons for her contribution to the SID (£1,500)	
b.	Update from District Councillor S Mildmay-White (report sent to Cllrs 14.03.2022) Current fuel price rise: Ideas on extra help for households – any resident experiencing difficulties could get in touch with District Councillor S Mildmay-White for expert advice on assistance The government has given £150 pounds rebate (lump sum to direct debit payers) The £200 offer is a loan Refugees are being housed in Best Western Hotel at Bury St Edmunds The Chairman and Councillors thanked District Councillor S Mildmay-White for her contribution to the SID (£1,000)	
2022/99	MINUTES OF THE PARISH COUNCIL MEETINGS held on 31st January 2022	
a.	The Minutes of the Parish Council meeting held on the 31st January 2022 were unanimously AGREED and the Chairman authorised to sign the same.	
b.	Business remaining from the meeting not on this agenda: None	

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2022/100	RESIGNATION OF COUNCILLOR AND VACANCY	
a.	Noted: that Cllr Veal has resigned due to ill health. The Chairman and Councillors thanked Cllr Veal for his help in the past	
a.	Noted: that the West Suffolk Electoral Officer has written to confirm that WSC have received no request from 10 local government electors for the holding of an election to fill the vacancy on Bradfield with Stanningfield Parish Council. As a result, the council is eligible to fill the vacancy by co-option.	
2022/101	MATTERS RELATING TO THE ALLOTMENTS AND VILLAGE GREEN	
a.	To consider matters relating to the allotment access track: (i) Legal matters: report of ongoing progress: as far as we can go with registration of the village Green and piece of land at Hall, will take about a year. Track from village green to allotment is included with village green, both are identified as one lot Total cost of registration about £3,000 Land has now sold, not known if it includes access but PC has written to owner three times specifying that there is no permitted delegated access to the land	
2022/102	MATTERS RELATING TO STANNINGFIELD PLAYGROUND	
	Assessment of the playground 2022. The most recent Inspection Report was emailed to cllrs 02.03.2022. It was AGREED to identify what needs to be done and delegate a weekend to carry out the work, with volunteers. Summary from the Play Inspection Co. to be discussed at next meeting to define what works needs to be done.	
2022/103	MATTERS RELATING TO STREET FURNITURE	
a.	Purchase of Speed Indicator Device: update from Cllr D Staff Cllr Staff told the meeting the Westcotec SID has been ordered BC&S PC has achieved 2.5 k in grants. Another post is perceived as you enter village (opposite first bungalow)	
2022/104	MATTERS RELATING TO FLOODING	
a.	C/Cllr K Soons had obtained the following information update from Highways; I've received your latest enquiry regarding the drainage/flooding issues you originally reported in February 2021 (amongst others received January/February of that year) outside no.1-6 Bury Road in Stanningfield. Since our Contractors attended under LA:218807 to jet and clear the under-road pipework here in late February 2021, there have been no additional drainage reports raised for this location. The only other drainage issue reported on Bury Road Stanningfield was raised on 07/04/21 and this was for an issue on the junction of Old Lane/Bury Road – which is not related to the issues outside no.1-6 Bury Road (caused by blocked outfall from a pond close to the junction). Jetting was ordered here under LA:234317, this was completed in May 2021. In addition to this, our Drainage Contractors are scheduled onsite for their annual cyclical visit in April of this year throughout Stanningfield. I'm afraid that there is little more I can add for this location; we rely heavily on Customers and Members of the Public to alert us to ongoing issues, where none are	

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	<p>raised, we will only visit roads in line with our Statutory Inspection routines. My best piece of advice for residents or the Parish Council is to report these as they occur via our online reporting tool, and we can then visit and inspect site as required. Any works will then be prioritised according to our Highways Maintenance Operational Plan.</p> <p>There has not so far been a commensurate amount of rainfall this year, so we cannot as yet see if the measures have been effective, the councillors RESOLVED to monitor the situation Clerk to inform the residents</p>	Clerk																											
2022/105	FINANCE/ AUTHORISATION OF PAYMENTS																												
a.	The clerks pay award at £1.75% as new NJC agreement advised by SALC: Cllrs advised by email 05.03.2022. It was AGREED to implement the pay award. NJC pay structure to be included on next agenda	Clerk																											
b.	<p>The Accounts Payable March 2022 were unanimously AGREED BC&S ACCOUNTS PAYABLE MARCH 2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Item</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>N Glading</td> <td>Salary March</td> <td style="text-align: right;">£319.60</td> </tr> <tr> <td>N Glading</td> <td>Postages 2021/22</td> <td style="text-align: right;">£53.63</td> </tr> <tr> <td>N Glading</td> <td>Expenses</td> <td style="text-align: right;">£78.00</td> </tr> <tr> <td>N Glading</td> <td>Printer cartridges</td> <td style="text-align: right;">£17.00</td> </tr> <tr> <td>C Mears</td> <td>Purchase of commemorative trees</td> <td style="text-align: right;">£107.93</td> </tr> <tr> <td>P30 PAYE HMRC</td> <td></td> <td style="text-align: right;">£212.20</td> </tr> <tr> <td>Ashtons Legal</td> <td>Invoice in relation to first registration of Village green & allotment track</td> <td style="text-align: right;">£1,130.89</td> </tr> <tr> <td>SALC</td> <td>Payroll service ending 31.03.2022</td> <td style="text-align: right;">£54.00</td> </tr> </tbody> </table>	Payee	Item	Amount	N Glading	Salary March	£319.60	N Glading	Postages 2021/22	£53.63	N Glading	Expenses	£78.00	N Glading	Printer cartridges	£17.00	C Mears	Purchase of commemorative trees	£107.93	P30 PAYE HMRC		£212.20	Ashtons Legal	Invoice in relation to first registration of Village green & allotment track	£1,130.89	SALC	Payroll service ending 31.03.2022	£54.00	
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c.	The signatories were authorised to sign the relevant																												
d.	Update on grant to non UK charity: Advised by SALC that this was not permitted																												
2022/106	QUEENS PLATINUM JUBILEE 2022																												
a.	Platinum Jubilee Commemorative Tree(s) to be planted at Stanningfield																												
b.	<p>Update on Queens Platinum Jubilee party: The working group had identified several activities, which were discussed by the Councillors:</p> <ol style="list-style-type: none"> 1. Balloon twister too expensive 2. 9pm finish seems late 3. Simple afternoon on the Green: suggested that people bring their own picnic 4. Old fashioned games for children to be provided 5. The music cost was not agreed 																												

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	<p>6. Barbeque: would have to be manned throughout and cleaned afterwards, not thought feasible, Pub could make barbeque food and sell it</p> <p>7. Tea & coffee & squash by ladies club/ SCA</p> <p>8. Idea: play National Anthem at a given time</p> <p>9. Clerk to provide black WSDC refuse bags</p> <p>10. Cllr Staff will liaise with the pub</p> <p>11. D/Cllr Mildmay- White offered to donate £500 to the event</p>	
2022/107	GOVERNANCE: REVIEW OF BC&S POLICIES	
a.	Councillors considered writing a Three Year Plan: not carried	
b.	The BC&S Dispensation Policy was reviewed and AGREED	Clerk/ website
c.	The BC&S General Privacy Notice was reviewed and AGREED	Clerk/ website
d.	The BC&S Protocol for Reporting at Meetings was reviewed and AGREED	Clerk/ website
e.	The BC&S Handling Requests for Information Policy was reviewed and AGREED	Clerk/ website
f.	The BC&S Members Code of Conduct was reviewed and AGREED	Clerk/ website
2022/108	CHAIRMANS ITINERARY and REPORTS	
a.	<p>Chairman`s report:</p> <p>The Chairman had received a funding request from the Bradfield Combust red phone box refurbishment group for £275 to implement improvements. This was unanimously AGREED</p>	
b.	<p>Councillor`s reports (on the night)</p> <p>Cllr Clark thanked Cllrs Mears and Staff for planting trees at the front of the village hall</p> <p>30mph Speed limit sign is sitting in the ditch: Cllrs Staff and Mears will investigate</p> <p>Cllr Walters has appropriate brackets and will drop off to Cllr Mears</p> <p>Cllrs Mears reported that the two trees that have been planted replaced the two that had been lost</p> <p>The Ash tree has not moved since it was trimmed</p> <p>The unstable trees at the allotments need to be removed</p> <p>Cllr Staff will ask S Bradley to provide quotation, also to pollard the ash tree</p> <p>Additionally, it was reported that some of the trees on the Green at Smithy Close need attention. Clerk to find out if these are subject to tree protection orders.</p>	<p>Cllrs Staff and Mears Cllr Walters</p> <p>Cllr Staff</p> <p>Clerk</p>
2022/108	EXCHANGE OF INFORMATION	
	<p>1. Cllr Langan had sent comments on the emergency plan to the clerk. However, the original format is in pdf form and cannot be altered. Clerk to send original documents to Cllr Walters as he may be able to convert to a more useable form</p> <p>2. A letter had been written to the Queen informing her Bradfield Combust had planted an Oak tree to commemorate her Platinum Jubilee, and a Lady in Waiting had replied on the Queen`s behalf. Clerk has posted the letter on BC&S website.</p>	Appendix 1

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	8.55pm meeting closed Dates of next meetings: May 9 th 2022, July 11 th 2022, September 12 th 2022, November 14 th 2022	
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Appendix 1

Emergency Plan: Questions from Cllr Langan:

I have a number of observations as follows:

1. Context, second paragraph line 3. substitute than for that; substitute affecting for effecting
2. Local Risk Assessment, item3 line 2 insert Provide...
3. Item 5 Drinking Water, Does the Parish have location of water main sites where stand pipes could be established? **Councillors commented that bottled water is likely to become out of date and is therefore not an option. If linking to hydrants is envisaged, the mechanism must be a must be non return valve that can't return water into the system. It was thought that this was too much detail and likely to be dealt with by another authority: additionally, the hydrant water may be contaminated.**
4. Item 7 Pandemic, should there be alerts to local food banks? I am not sure about privacy, but should the PC arrange to have access to social services to identify the vulnerable in the event of an emergency? **Cllrs thought that the data protection issues here would be insurmountable. In a true emergency, all sorts of people willing to help and the councillors, with their local knowledge, would individually know who the vulnerable were.**
3. Local Skills, Is there a list of phone numbers (only) for individual skills and equipment held by the Clerk and Chair? Under resources should this read "the PC has a database of residents who are known to have . **Councillors would utilise local contacts and knock on doors depending on the nature of requirements. This is a small community and too much drill down is perceived as unnecessary**
4. Places of Safety , should this read the Manger, public house, Bradfield Combust, the Red House, public house and the Village Hall. **Stanningfield? add churches? What permissions/risk assessments/ training are needed?**
5. Emergency Contacts, Should this read any one of the Parish Councillors, whose contact details are on the Parish website (and Parish Council notice boards) who will then contact either the Clerk or Chairman to enlist the help of those residents known to have the required skills and /or equipment to contain the incident until the appropriate emergency service arrives? **Councillors are listed on the Plan**
6. Evacuation, line 1 after door, with those affected in Stanningfield taken to the Village Hall, and in Bradfield Combust to the Manger. In line 2, read, Where for medical reasons residents cannot be assisted to an evacuation centre, they should, if necessary be moved a place of safety until the emergency services arrive.