

# Bradfield Combust with Stanningfield Parish Council

Nicola Glading, Parish clerk, 6, Albert Rolph Drive Lakenheath, Suffolk IP27 9DA  
Tel: 01842 337488 Email: [BradfieldCombustwithStanningfieldpc@outlook.com](mailto:BradfieldCombustwithStanningfieldpc@outlook.com)  
Website: <http://bradfieldcombustwithstanningfield.suffolk.cloud/>

## MINUTES

### of the Bradfield Combust with Stanningfield Parish Council Meeting held on 13<sup>th</sup> November 2023 at Stanningfield Village Hall

Prior to the meeting, Cllr T Langan presented pewter tankards and flowers to outgoing Councillors David Staff and Clive Mears

*Cllr Langan thanked David Staff and Clive Mears for their long service to the Parish Council.*

*This would not have been possible without the support of their wives.*

*Clive Mears replied that he and David spent 12 years working for the Council, he had learned that David is always right! The two had led on the revamping of the village hall, raising around £12,000 in total.*

*The two retiring Councillors said that they felt there were no major projects left to do, and had enjoyed their time on the Council, apart from three major confrontations.*

Present:

Cllr A Langan  
Cllr J Clark  
Cllr A Clarke  
Cllr R Duchesne  
Cllr T Kaciubsky  
Cllr S Mayhew  
Cllr S Tyrell

In attendance: D/ Cllr S Mildmay-White, C/Cllr K Soons, N Glading, parish clerk, and 8 members of the public

2023/60	<b>CHAIRMAN'S WELCOME and RECORDING OF MEETING/ New Chairman</b>	
a.	The Vice Chairman welcomed all to the meeting The appointment of Cllr T Langan (Vice Chairman) as Chairman until the AGM in May 2024 was considered by the Councillors Motion: to elect Cllr Langan as Chairman of Bradfield Combust with Stanningfield Parish Council pro tem. Proposer: Cllr T Kaciubsky Seconder: Cllr A Clarke There were no other nominations <b>Unanimously AGREED</b>	
b.	No recording	
2023/61	<b>APOLOGIES FOR ABSENCE</b>	
	a) Apologies for absence had been received from: Cllr B Austin b) The Councillors consented to accept the apologies received	
2023/62	<b>DECLARATIONS OF INTEREST</b>	
a.	None/ Cllr Duchesne 2023/68 a.	
2023/63	<b>PUBLIC PARTICIPATION</b>	

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	<p>Members of the public may speak about specific items on this agenda, providing that the clerk has been notified of the intention to speak and the subject 24 hours prior to the meeting.</p> <ol style="list-style-type: none"> <li>1. At Hoggards Green there is an ever growing pile of rubbish which it is assumed is the responsibility of a residents. The Chairman commented that there is no reason why the resident should not have arranged the removal of the debris. David Staff will send photos to clerk for Havebury. Cllr A Clarke offered to go and speak to the occupier. The Chairman to write to a letter to tenant - we understand that you may have difficulty in removing the items, on the other hand, it has been pointed out as unsightly.</li> <li>2. The Footpath towards Old Lane has been ploughed over. The Chairman considered this to be weather related and will be re-instated.</li> </ol>	<p>Clerk</p> <p>Cllr T Langan</p>						
2023/64	<b>UPDATES FROM COUNTY and DISTRICT COUNCILLORS</b>							
a.	<p>Update from County Councillor K. Soons: C/Cllr Soons had recently sent a full report which had been distributed to all Councillors It is vitally important to keep reporting issues such as flooding As a matter of record, 70% of complaints are to do with Highways Suffolk County Council are looking for more foster carers</p>							
b.	<p>Update from the District Councillor S Mildmay-White: D/Cllr Soons had recently sent a full report which had been distributed to all Councillors <i>(Cllrs Soons and Mildmay- White left the meeting)</i></p>							
2023/65	<b>MINUTES OF THE PARISH COUNCIL MEETING held 9<sup>th</sup> October 2023</b>							
a.	<p>The Minutes of the Parish Council meeting held on 9<sup>th</sup> October 2023 were <b>unanimously AGREED</b> as an accurate record. The Chairman was to sign the same.</p>							
b.	Business remaining from the meeting not on this agenda: none							
2023/66	<b>COUNCILLOR VACANCIES</b>							
a.	One potential candidate was introduced to the meeting							
2023/67	<b>MATTERS RELATING TO BRADFIELD COMBUST VILLAGE GREEN</b>							
a.	<p>Progress report on safeguarding and ownership of the BC Green: Cllr T Kaciubsky gave an update, he had managed to get a registration number from the Land Registry. County Councillor K. Soons had put him in touch with Matthew Fox, who had introduced him to Open Spaces. Cllr T Kaciubsky is obtaining more information about the transfer which was in 2012 More news at the next meeting</p>	<p>Cllr T Kaciubsky</p>						
2023/68	<b>MATTERS RELATING TO FINANCE</b>							
a.	<p>Cllr R Duchesne declared an interest and did not vote The Accounts Payable October 2023 were <b>AGREED</b></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: left;">Amount</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>Oct 2023</td> <td>£295.46</td> </tr> </tbody> </table>	Payee	Item	Amount	Staff	Oct 2023	£295.46	
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Staff	Oct 2023	£295.46						

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	Staff	Nov 2023	£295.46		
	TOP Garden Services	Invoices - grass cuts 2023	£1,620.00		
b.	The Councillors <b>AGREED</b> that additional bank signatories are to be Cllrs Theo Kaciubsky, Jane Clark and Ruth Duchesne The forms to be completed at the end of the meeting and clerk to send to Lloyds				
c.	The current signatories to sign the relevant cheques				
d.	The email from Cllr Langan re budgets was <b>NOTED</b> : I want to discuss preliminary budget as there are a number of new expenses the PC should be aware of - costs such as control of vermin, maintenance contract for play area, contribution to BC church for upkeep of cemetery, contingency fund. We also need to think about inflation on major expenses, your cost, insurance, etc. Quotes from TOPs garden Services and West Suffolk Council for grass cutting to be obtained by clerk  The clerk distributed copies of her paper describing the Tax base and a draft calculation of BC&S Precept Demand based on a 2% increase in precept, as an example. To be discussed at the January meeting.				clerk Appendix 1
d.	<u>Quarters One and Two Accounts were <b>NOTED</b></u> (i) Payments summary (ii) Income summary (iii) Bank reconciliation (iv) Budget (v) Reserves allocation				Appendix 2
2023/69	<b>APPOINTMENT OF INTERNAL AUDITOR</b>				
a.	Councillors considered the appointment of the 2023-2024 internal auditor and approved the draft appointment letter Clerk to obtain a quotation from SALC				clerk
2023/70	<b>MATTERS RELATING TO STANNINGFIELD PLAYGROUND</b>				
a.	To review and note the latest Report on Stanningfield Play area: Cllr Langan suggested a local handy man <b>Deferred: Next meeting</b>				
b.	To note Cllr Austins comment that he has started to review the Play area and believes it will be prudent to involve all the new Councillors <b>Next meeting</b>				
2023/71	<b>MATTERS RELATING TO STANNINGFIELD ALLOTMENTS</b>				
a.	Councillors reviewed the Allotment charges from October 2024: currently £7.50 half plot/ £15.00 full plot It was <b>unanimously AGREED</b> fees would remain the same				
b.	The communication on vermin control at the ditch adjacent to the Allotments was <b>NOTED</b>				Appendix 3

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2023/72	<b>MATTERS RELATING TO FLOODING AT STANNINGFIELD</b>	
a.	Councillors considered the recent flooding – reported by the clerk as advised by C/Cllr Soons	Appendix 4
2023/73	<b>RECENT COMMUNICATIONS</b>	
a.	Councillors consider eda reply to the email from D/Cllr Ian Shipp on grass cutting and grounds maintenance (sent to all Councillors 3/11/2023) It was resolved to make no comment as main contract is placed privately: when BCS did place with WSC it was not done verywell	
2023/74	<b>CHAIRMAN'S ITINERARY, REPORTS and CONSULTATIONS</b>	
a.	<u>Vice Chairmans report</u> (on the night) None	
b.	<u>Clerk &amp; Councillor` s reports</u> (on the night) and correspondence <ul style="list-style-type: none"> <li>(i) Tree on footpath ( Cllr Austin) now has been cleared and footpath is open</li> <li>(ii) Cllr A Clarke: War graves need attention, make sure stones are clean and upright. Thought to be best to contact Andy Tucker – liaise Cllr Langan: there is a meeting with Canon Potter in late November. Once we know more from this meeting, we can decide as a council if we will donate.</li> <li>(iii) Sudbury man wanted (recent news item): do not approach this man</li> </ul>	
2023/75	<b>CANDIDATES FOR CO-OPTION</b>	
a.	Candidates were invited to express their interest in joining the Parish Council Glynis Broad expressed an interest in joining the Parish Council	
b.	Those candidates wishing to join BCS PC to be proposed and seconded Proposed: Glynis Broad Proposer: Cllr S Mayhew Seconder: Cllr R Duchesne There were no other nominations It was <b>unanimously RESOLVED</b> to co-opt Glynis Broad on to BCS Parish Council	
c.	The Agreement was signed by Cllr Broad at the meeting and the Declaration of Interests form to be completed and returned to clerk within 30 days	
d.	Clerk advised that New Councillor training is available from Suffolk Association Local Councils (online)	
2023/76	<b>EXCHANGE OF INFORMATION</b>	
a.	To exchange any relevant information at the discretion of the meeting Chairman: none	
2023/77	<b>ITEMS TO BE DISCUSSED UNDER EXEMPTION- Public to be excluded- (Private and Confidential matter)</b>	
a.	<b>(Clerk left the meeting)</b> Councillors considered the new National Joint Council clerks pay scales Point 17 on NJC Payscales was <b>AGREED</b> by Councillors Cllr Langan asked for written confirmation 13/12/2023 <b>(Clerk returned to the meeting)</b>	

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	<b>Dates of next meetings</b> <b>15<sup>th</sup> January 2024 (Precept), 11<sup>th</sup> March 2024</b>	
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Meeting closed 9.35pm

Appendix 1

## Calculation of BC&S Precept Demand

**What is the Tax base?** Council tax is the way that an area’s residents contribute towards the cost of local services. There needs to be a mechanism for sharing this cost equitably across residents, in order to determine the level of their council tax bills. This mechanism is the total number of properties in the area, adjusted to reflect:

- relative property values (by allocating each property to one of 8 valuation Bands, A – H); and
- estimates for any exemptions from council tax or discounts that those properties may attract, as well as any Local Council Tax Reduction Support awarded to the occupants. The resultant figure is called the Tax base, and it is expressed in terms of the total number of “Band D Equivalent” properties in each area.

**How the Tax base is calculated:** The way that the Tax base is calculated is set out by legislation, so is the same process for all councils. Billing authorities are statutorily responsible for setting the Tax base in their areas, so this is done by West Suffolk Council. The starting point is the annual government “CTB return” completed by ARP (Anglia Revenues Partnership), who are responsible for raising the bills and collecting the council tax on our behalf. They begin with information on the Valuation List as at 9 September 2023 which lists the actual number of properties in each Parish or Town by valuation band. Subsequent lines on the return adjust these figures for all the various exemptions, discounts and council tax reduction support that apply as at 7 October 2023. The resulting total properties in each valuation band are then converted to a band D equivalent by applying factors that are set to ensure that a band A property will pay 2/3 of a band D property bill, whilst a band H property will pay twice as much as a band D (and 3 times that of a band A). These “band D equivalents” are then added together to give the Tax base for the purpose of the CTB return.

Position	Amount of Precept	%
Remain	£14,559	-1.55%
	£14,939	+ 1.00%
	£15,085	+ 2.00%
	£15,233	+ 3.00%
	£15,380	+ 4.00%

Budget	2022-3 Budget	2023-4 Budget	2023-5 Budget @2%
Staff	£4,000.00	£4,000.00	<b>£4,600.00</b>
HMRC	£1,300.00	£1,300.00	<b>£1,600.00</b>

wage increase NJC

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Payroll	£110.00	£110.00	<b>£110.00</b>	remain
Office expenses	£600.00	£600.00	<b>£400.00</b>	reduced
Clerks mileage	£50.00	£50.00	<b>£25.00</b>	reduced
Hire of Hall	0	£0.00	<b>£0.00</b>	
Website	£120.00	£120.00	<b>£120.00</b>	remain
Training	£100.00	£100.00	<b>£130.00</b>	remain
Environmental/Other / inclusive Grass Cutting/ Trees	£4,000.00	£4,000.00	<b>£5,000.00</b>	increase
Memberships or Subscriptions	£300.00	£300.00	<b>£300.00</b>	remain
Insurance PC	£750.00	£750.00	<b>£730.00</b>	reduced
Audit & Bank charges	£460.00	£460.00	<b>£200.00</b>	no PKF fee (under expenditure/ income limit)
Election cost	£600.00	£600.00	<b>£0.00</b>	no election 2024-5
Water	£300.00	£300.00	<b>£270.00</b>	reduced
Donations/ Grants	£1,000.00	£1,000.00	<b>£800.00</b>	reduced
Village Hall insurance, etc	£909.00	£909.00	<b>£800.00</b>	based recent renewal
	<b>£14,599.00</b>	<b>£14,599.00</b>	<b>£15,085.00</b>	£15,085.00

## Appendix 2

### Payments out quarter 2

08/04/2023	chq	1110	clerk	office expenses		<b>122.07</b>
13/04/2023	chq	1108	HMTC	tax		<b>268.40</b>
25/04/2023	chq	1112	C Mears reimburse	speed signs and posts		<b>282.50</b>
28/04/2023	dd		Anglia water	water allotments		<b>11.27</b>
02/05/2023	chq	1080	Williams & Lumley Fencing	Replace fencing at Norse Avenue		<b>1376.30</b>
01/06/2023	chq	1116	Gallaghers/ Hiscox	PC insurance		<b>528.67</b>
14/06/2023	chq	1114	staff	salary may		<b>295.66</b>
14/06/2023	chq	1113	Staff	salary april		<b>295.66</b>
19/06/2023	chq	1115	salc	subscription		<b>275.42</b>
11/07/2023	chq	1120	A Tucker	wreaths		<b>54.50</b>
18/07/2023	chq	1122	Allied Westminster	Village Hall insurance		<b>793.56</b>
19/07/2023	chq	1121	hmrc	tax		<b>221.60</b>
19/07/2023	chq	1118	first connect	hall inspect fee		<b>175.20</b>
19/07/2023	chq	1117	staff	salary june		<b>295.46</b>
21/07/2023	dd		Anglia Water	water allotments		<b>39.54</b>
21/08/2023	dd		ICO	ico fee		<b>35.00</b>
29/08/2023	chq	1124	clerk reimburse payment for safe	documents fireproof safe		<b>291.60</b>
29/08/2023	chq	1123	staff	salary july aug		<b>670.12</b>

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### Payments in

27/04/2023	bgc	WSC	Precept	£14,559.00
11/07/2023	dep	Wayleave agreement		£48.22

### Bank Reconciliation

<b>BC&amp;S Parish Council</b>					
<b>Bank Reconciliation</b>					
<b>Opening Balance at 31st March 2023</b>					<b>£19,770.82</b>
<b>Cash sheet balances:</b>					
Total Receipts					£14,607.22
Total Payments					£6,032.53
<b>Balance</b>					<b>£28,345.51</b>
<b>Closing Bank Statement Balance 31st March 2023</b>					<b>£19,770.82</b>

### Appendix 3

#### RATS ALONG DITCH BORDERING THE ALLOTMENTS

Tue 17/10/2023 10:05

Thanks for your advice. The PC will not do anything further until we know what happens following the treatment. Tony

Sent: Tuesday, 17 Oct, 23 At 10:52

Subject: Re: Rats

Thanks Tony

The ditch from Bury Road along the side of Smithy Close is the responsibility of the farmer who is Tim Farrow. If further action is required / taken he would need to be involved. If you send a letter to all residents at this stage I suggest the PC will get a negative reaction. I would wait until after the first report.

Regards

Clive

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On 17 Oct 2023, at 10:37, Tony Langan <a.r.langan@btinternet.com> wrote:

Good Morning Clive, Thanks for your email,

I did not realise there was such a long ditch, obviously I will take your advice and wait to see what happens after the treatment has been applied. However, I still think the PC should send a note to all the residents in Smithy Close requesting they desist from feeding the birds near the ditch as this encourages the rats. As you suggest, please keep the PC informed of developments.

On 17 Oct 2023, at 09:06, Clive Mears<clivemears1@btinternet.com> wrote:

Morning Tony

The problem is, as I see it is that there is approximately 300 to 400ing hundred yards of ditch, a good deal of which is over grown, which stretches from Chapel road down the side of Smithy Close, all the way along the side of the allotments at the back of Smithy Close, round the back of the houses facing the Green nearly to Bury road.

In reality there will always be vermin along a stretch like this, the pest control guy said yesterday that he can only control them it is not possible to totally eradicate them.

My suggestion would be to not take any further action at this stage, until this current activity is complete and we can review the results. I would be very happy to report back at the next PC meeting and update on the recommendations from Command.

I will of course follow your instruction below if you prefer. Let me know

Regards

Clive

On 16 Oct 2023, at 19:50, Tony Langan <a.r.langan@btinternet.com> wrote:

Good Evening Clive,

Thanks for your email. I think the PC will have to pay for another treatment further up the ditch given there is another infestation, otherwise, the rats will multiply and return to the current site. Apart from this, there is a public health issue if the PC does not do anything

Nicola, I think we will have to send a note to all residents in Smithy Close not to feed the birds on or near the ditch, as the PC will not bear the cost of another extermination treatment.

Clive would you ask the company to do the necessary treatment in the other area asap , so it can then do the second and third treatments at the same time as the treatment carried out today, and so do the second area at the same cost of £122.00 plus VAT.

On 16 Oct 2023, at 16:29, Clive Mears <clivemears1@btinternet.com> wrote:

Hi Tony and Nicola

Here is an update on the Allotment rat situation:-

The person from Command Pest control came out today.

He has placed three bait boxes in the ditch behind No's 8 and 9 Smithy close. I had cleared this area over the weekend in anticipation of his visit, this area was very over grown as is the rest of the ditch.

He has also placed another bait box behind some compost bins (my father in laws) and another in the garden of No8 (his property.)

Command will make two further visits over the next month to top up the bait boxes and ensure they are placed correctly. The total cost for this service is £120 + VAT.

The invoice is not sent until the final visit is made, I have requested the invoice be made out to the Parish Council and sent care of myself, I will then let you have it for payment, hope this is OK.



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Whilst, I was clearing part of the ditch on Saturday, I spoke with another allotment holder who has a plot at the far end of the allotments, a good 50 yards further along the ditch, and enquired as to whether he was having any issues with Rats. His response was indeed he is, and has taken some measures to try and eradicate the problem, with little effect.

I suspect, and this is only my opinion, that over the last few years most of the “older village folk” who used to keep an allotment took their own measures to control vermin, however, as they have grown older and given up their allotments or lost the ability to set the traps the problem has grown.

Hope this is all OK

Regards

Clive

**From:** Polly Clarke <[Polly@commandpestcontrol.co.uk](mailto:Polly@commandpestcontrol.co.uk)>

**Date:** 12 October 2023 at 09:07:59 BST **To:** Clive Mears **Subject: RE: Rats**

Good Morning,

Many thanks for your email below.

I can confirm the job has been raised and a technician will be in touch to arrange a visit to you.

Kind regards

**Polly Clarke**

Service Administrator

**Command Pest Control Ltd**

Command House, Preston St. Mary

Sudbury, Suffolk, CO10 9NQ

**From:** Clive Mears <[clivemears1@btinternet.com](mailto:clivemears1@btinternet.com)>

**Sent:** Wednesday, October 11, 2023 3:56 PM

**To:** Polly Clarke <[Polly@commandpestcontrol.co.uk](mailto:Polly@commandpestcontrol.co.uk)>

**Cc:** Tony Langan <[a.r.langan@btinternet.com](mailto:a.r.langan@btinternet.com)>; Nicola Glading <[BradfieldCombustwithStanningfieldpc@outlook.com](mailto:BradfieldCombustwithStanningfieldpc@outlook.com)>

**Subject:** Rats

Hi Polly,

Further to my conversation with your colleague please see below my authorisation to act on behalf Bradfield Combust with Stanningfield Parish Council.

My name is Clive Mears

And the address to attend in the first instance is

8 Smithy Close

Stanningfield, Bury St. Edmunds

Suffolk IP29 4RH

I look forward to hearing from you

Many thanks

Clive

**From:** Tony Langan <[a.r.langan@btinternet.com](mailto:a.r.langan@btinternet.com)>

**Date:** 11 October 2023 at 14:50:13 BST

**To:** Clive Mears

**Cc:** Nicola Glading <[BradfieldCombustwithStanningfieldpc@outlook.com](mailto:BradfieldCombustwithStanningfieldpc@outlook.com)>

**Subject: Re: Rats**

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Clive,

You have permission to act on behalf of the PC as Nicola says the PC should employ a rat catcher to deal with the problem. Should you go

ahead, please ask the pest controller to confirm whether the rat nest/s are in the allotments, and if so what he would do to eliminate them and at what cost. If he can do the job whilst on site and he can give you a price please let me know by phone so I can give formal agreement for him to proceed, and ask him to send the Bill to me so I can authorise Nicola to pay it.

Tony

On 11 Oct 2023, at 13:46, Clive Mears <[clivemears1@btinternet.com](mailto:clivemears1@btinternet.com)> wrote:

Tony

Thanks for your quick reply, I'm not concerned about the cost as I will pay this cost myself if necessary. However it is the PC's permission I need to allow a pest control person onto Parish land to find the source please.

I understand your concerns around ownership around the trees and hedge involved in the subsidence, but in the reality is the Parish Council did dig out this ditch some years ago to try and solve some of the village flooding.

I do agree this rat problem we have would qualify as a public health issue which potentially impacts several properties.

Many thanks

Kind Regards

Clive

Sent from my iPad

On 11 Oct 2023, at 12:18, Tony Langan <[a.r.langan@btinternet.com](mailto:a.r.langan@btinternet.com)> wrote:

Good Morning Clive,

I have sympathy with your request, but I am not sure whether this is a PC responsibility, especially given the current dispute about tree roots causing subsidence to a bungalow in Smithy Close.

Perhaps Nicola can advise? I think it might be in order to reimburse you under public health concerns, but as you will be aware the PC has to be cautious when spending money for the benefit of an individual resident.

Tony

Sent from my iPad

On 11 Oct 2023, at 10:07, Clive Mears

Hi Tony

Hope you are well and had a good meeting the other night. I have a problem I need your help with if you could please.

My father in law lives in Smithy Close at Stanningfield and backs onto the allotments, he has a number of rats (some of which he has poisoned) in his garden which are coming in from the ditch that runs along the side of the allotments.

Could I please have the PC's consent to contact "Command" pest control to come and sort this problem. The cost to the Parish will be £140 for three visits. Obviously this needs swift action please

Kind regards

Clive

# Bradfield Combust with Stanningfield Parish Council

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

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## Appendix 4 Flooding at Stanningfield

