

## DRAFT UNTIL SIGNED

### Minutes of Bradfield Combust with Stanningfield Parish Council meeting held on Monday 11<sup>th</sup> November 2024 at 7.30pm

Attendance:

Councillor A Langan	Chair
Councillor R Duchesne	
Councillor S Mayhew	
Councillor S Tyrell	
Councillor J Clark	
Councillor G Broad	
Ms Jane Spenser	Clerk

Members of the electorate and other attendees:

1 member of the electorate.

West Suffolk District Councillor Sara Mildmay-White

The Chair opened the meeting at 7.30pm. A reminder to everyone that the meeting was being recorded for accurate writing of the minutes.

2024/53	<p><b><u>Apologies and acceptance for absence</u></b></p> <p>Apologies received from Councillor A Clarke.</p> <p>The council members consented to accept the apologies received.</p>	
2024/54	<p><b><u>To receive member's declaration of interest and dispensations relating to items on this agenda.</u></b></p> <p>None were received.</p>	
2024/55	<p><b><u>To resolve that the minutes of the meeting of the council held on Monday 9<sup>th</sup> September 2024 are a true and correct record.</u></b></p> <p>It was resolved that the minutes of the meeting on Monday 9<sup>th</sup> September 2024 were a true and correct record. The minutes were signed by the Chair.</p>	
2024/56	<p><b><u>Progress reports for information</u></b></p> <p>a) <b>Chair's report</b></p> <p>An update on the EV Charging installation. Having contacted Suffolk County Council (SCC) they have reported that inspection visits have already taken place, and installation will happen in due course. They will send a detailed report to SCC. It would seem likely that installation will now be in 2025. Once they are up and running, they will provide an income for the Parish Council - £400</p>	

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b)	<p>per site for the first 7 years and 1% on every 100kwh of the units used.</p> <p>Regarding Bradfield Combust Green, Suffolk Highways have gone silent on the matter so currently there is nothing to report and no update from the previous meeting.</p> <p><b>Clerk's progress report on previous agenda items and any urgent matters since the last meeting.</b></p> <p>The Clerk purchased and delivered replacement stones for the war memorial ahead of Remembrance Day for Councillor S Tyrell and at the same time was kindly shown round the allotments by Clive Mears. With a chance to then view the ditch backing on to Smithy Close.</p> <p>Invoices have now been issued to all tenants for the 2024/25 year. There is a new allotment tenant and once again thank you to Clive Mears for meeting with the new tenant. There is much work to be done to bring the allotments into good order. Councillor R Duchesne and the Clerk are discussing plans to improve the allotments.</p> <p>The bank account is now internet banking ready. The Clerk has full access and has been able to reconcile the bank account up to date. This will mean that moving forward payments can be made quicker and at a reduced cost with no need for postage and reduced bank charges. A review of the Parish Council Financial Regulations will take place to ensure all banking changes are included.</p> <p>Having investigated the idea of claiming for the vandalised bench it wouldn't be worth it due to the cost of a replacement.</p> <p>Training has been booked for Councillor A Clarke for the January dates of the Councillor Basic Training sessions.</p> <p>The Clerk has spent significant time preparing a fully costed budget including seeking price changes from suppliers/providers to the council.</p> <p>The Clerk suggests it would be a good idea to have a business plan in place with plans for projects over the next 3 years.</p>	
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2024/57	<p><b><u>Pulbic participation session (15 minutes) followed by reports and updates from Police, District and County Councillors</u></b></p>	
a.	<p><b>Councillor Karen Soons – Suffolk County Council</b> Apologies received. A report received by email was circulated to Council Members prior to the meeting.</p>	
b.	<p><b>Councillor Sara Mildmay-White – West Suffolk Council</b></p> <p>1. Rural Transport Survey 2024: The Suffolk rural transport team will be hosting 2 further drop in events in Stowmarket on 6th November 2pm -3.30pm at Stowmarket Community Centre Hillside IP14 2 BD and at Hadleigh Guildhall IP7 5DN on13th November to promote their 2024 survey which is open until 30th November. <a href="http://www.suffolkonboard.com/news/2024/09/rural-transport-eng">www.suffolkonboard.com/news/2024/09/rural-transport-eng</a></p> <p>2. Keep the Heat thermal imaging project: Cllr Skoyles and myself are attending training sessions to enable us to operate these cameras. We will keep you updated with progress and when we are able to access a camera. Saturday 16th November 10am-1pm there is a community energy event at Ixworth Village Hall. Following a welcome from Peter Prinsley MP there will be a brief presentation. There will be a number of stalls addressing Insulation, heat pumps, solar power and batteries electric vehicles and charging, listed buildings and conservation areas and grants loans and subsidies.</p> <p>3. Community Police Officers: Our local community police officer is PC Emma Macduff <a href="mailto:Emma.Mcduff@suffolk.police.uk">Emma.Mcduff@suffolk.police.uk</a> she has now been joined by PCSO Rachel Darvill <a href="mailto:Rachel.Darvill@suffolk.police.uk">Rachel.Darvill@suffolk.police.uk</a> They hold regular surgeries at various locations in our area.</p> <p>4. Simpler Recycling In order to comply with the Environment Act 2021 by the March 2026 deadline, West Suffolk Council voted to adopt a twin stream recycling collection service whilst maintaining the two weekly refuse collection. This will require two containers, one for paper and card and the other for plastics, metal, cartons including Tetra Pak and glass bottles and jars. This will be in addition to a weekly food waste collection. Once the timing is known a thorough communication strategy will be implemented.</p> <p>5. Rural England Prosperity fund: Grants of between £500 and £5000 are available for capital projects for communities throughout West Suffolk except for the town of Bury St Edmunds. Th closing date for applications I 5.00pm on Friday 29th November 2024. Application forms and guidance forms are available from <a href="mailto:families.communities@westsuffolk.gov.uk">families.communities@westsuffolk.gov.uk</a></p>	

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	<p>6. Suffolk Local Transport Plan: In addition to the rural transport survey SCC are running a consultation on their local transport plan. <a href="http://www.suffolk.gov.uk/LTP">www.suffolk.gov.uk/LTP</a></p> <p>7. Planning Appeals: In the last 18 months WSC has received appeal decisions on 50 appeals. In total 32 (64%) were dismissed and 18 (36%) were allowed. Of these, six applications were made for costs against the Council, five were unsuccessful. One award for costs was made against the council for an appeal which was allowed.</p> <p>8. Locality grants: I have £2500 to allocate in our Rougham Ward. Please contact me with any ideas. <a href="mailto:sara.mildmay-white@westsuffolk.gov.uk">sara.mildmay-white@westsuffolk.gov.uk</a></p>	
2024/58	<p><b><u>Planning matters</u></b></p> <p><b>DC/24/1303/HH – Householder planning application, single storey rear extension. 3 Beechcroft, Stanningfield, IP29 4RT <b>SUPPORT</b></b></p>	
2024/59	<p><b><u>Finance</u></b></p> <p>a. <b>To receive the bank reconciliation APPENDIX A</b></p> <p>The reconciliation of the bank account to 31 October 2024 was circulated to council members ahead of the meeting. A copy was signed by the Chair and will be held with the signed minutes of this meeting.</p> <p>b. <b>To approve and authorise the accounts payable APPENDIX B</b></p> <p>Payments were approved and signatories were authorised to sign the relevant cheques.</p> <p>c. <b>To discuss the draft budget for 2025/26 APPENDIX C</b></p> <p>The draft budget prepared by the Clerk in consultation with the Chair was received by the Council Members for consideration and discussion. Council members will contact the Clerk with question or potential changes to consider. The final budget will be agreed at the January 2025 meeting ahead of the precept application late January.</p>	

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2024/60	<p><b><u>To receive the play area report for October 2024 APPENDIX D</u></b></p> <p>The play area report for October 2024 was circulated to council members ahead of the meeting. The Clerk will monitor these reports for actioning of repairs when necessary. Discussion was had whether it was a good idea to have a maintenance contract for the play area repair but as the report shows very low or low concerns in terms of equipment condition at this time there is no need for continued intervention or spending in that area. Consideration will be given to additional or replacement equipment over the next few years.</p>	
2024/61	<p><b><u>To resolve to adopt the Community Emergency Plan APPENDIX E</u></b></p> <p>The Community Emergency Plan was circulated to council members ahead of the meeting. The plan has been prepared and collaborated on by the Clerk, the Chair and predominantly Mr Andy Tucker.</p> <p>The Chair and the Council Members which to thank Andy for his time and work in preparing this document for the Parish.</p> <p>It was resolved to adopt the Community Emergency Plan.</p> <p>The Clerk will send the plan to Suffolk Prepared for their addition to the website and load the document on to the Parish website for viewing.</p>	
2024/62	<p><b><u>To discuss and resolve the quote from Suffolk Cloud (gov.uk) APPENDIX F</u></b></p> <p>The quote from Suffolk Cloud for registration of a gov.uk website and mailboxes - which is now the government recommendation, was circulated to council members ahead of the meeting for consideration.</p> <p>The council members resolved to proceed with the quote from Suffolk Cloud.</p> <p>The Clerk will contact Suffolk Cloud and make the application for the £120 funding available. If the funding application is successful, it will be deducted from Suffolk Cloud's price quoted. There is limited funding left due to the uptake.</p>	
2024/63	<p><b><u>To discuss the provision of a defibrillator in Stanningfield</u></b></p> <p>Councillor G Broad had prepared a comprehensive document for council members stating many good reasons for having access to a defibrillator in Stanningfield.</p>	

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	<p>There is currently grant funding available which the Clerk will investigate.</p> <p>Council Members were all in complete agreement with the decision to proceed in obtaining grant funding and quotations for a potential of two defibrillators in the village of Stanningfield. Location suggestions given were the Village Hall and the Red House Public House. It is understood there is support at both locations for this proposal.</p> <p>The Parish Council would be responsible for the electrical installation charge and for the upkeep including replacement pads when necessary.</p> <p>The Parish Council would also fund training sessions for use of the equipment if appropriate.</p> <p>The Clerk will proceed in obtaining quotations and potential funding before the next meeting.</p>	
2024/64	<p><b><u>To discuss the restoration of Stanningfield village sign</u></b></p> <p>It was resolved to obtain quotations for the replacement of the village sign. It is believed that it cannot be repainted over again. The Clerk will contact various village sign providers and repairers and report back to Council Members at the next meeting.</p>	
2024/65	<p><b><u>Matters relating to Allotments</u></b></p> <p>a. <b>To discuss clean up and maintenance</b></p> <p>Councillor R Duchesne produced a very comprehensive document including images for Council Members showing the current condition of the allotments. There are some very well looked after plots that are keenly tended to and cared for but there are also many abandoned plots and a lot of rubbish which has been left by previous tenants including chicken wire, garden machinery, a broken bench and the remains of a greenhouse.</p> <p>Councillor R Duchesne can offer the help and support of the local farmer - Richard and Sam Duchesne and their equipment but feels it must be done in consultation with the current allotment holders.</p> <p>Councillor Duchesne proposes the hire of skip initially for the removal of the rubbish and scrap. This would involve volunteers and helpers. Safe working practice would need to be adhered to.</p> <p>Council Members support this proposal. Long term improvements were discussed including parking options and improved plot options. Councillor Duchesne and the Clerk will liaise regarding the next steps.</p>	

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b.	<p><b>To discuss the ditch by Smithy Close</b></p> <p>There is an issue regarding access to the ditch via the allotments. The ditch now requires mechanical intervention. There are too many brambles and invasive weeds to do the job by hand. Further investigation will take place and updates will follow with a plan of action and progress at the next meeting.</p>	
2024/66	<p><b><u>Matters relating to Stanningfield Village Hall</u></b></p> <p>a. <b>Report from the SCA by Cllr J Clark</b></p> <p>Councillor J Clark now has details for two further companies who may offer the required asbestos survey. Details will be emailed to the Clerk.</p> <p>b. <b>To discuss the asbestos survey required by the insurer</b></p> <p>The Clerk will obtain quotes from the contacts provided by Councillor J Clark and as this survey is required by the insurer for the term of insurance that is currently running it was agreed that the Clerk will contact Council Members ahead of the next meeting to decide on a provider for this.</p> <p>c. <b>To discuss finalisation of the Memorandum of Understanding APPENDIX G</b></p> <p>It was resolved by the Council Members to accept the Memorandum of Understanding prepared by the Chair to put forward to Stanningfield Community Association (SCA) for their agreement.</p>	
2024/67	<p><b><u>Confidential business</u></b></p> <p>Under the Public Bodies (Admission to Meetings) Act 1960. The public were excluded from the meeting due to the confidential nature of the business to be discussed.</p> <p>All council members were in support and resolved to accept the decision of the NJC pay award 2024-25.</p>	
2024/68	<p><b><u>Matters for the next meeting</u></b></p> <p>Budget approval  Allotment update  Highways matters – signage and speeding signs  Stanningfield Village Sign – quotes  VE Day 8<sup>th</sup> May 2025 – commemorative bench</p>	

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2024/69	<p><b><u>To confirm date of the next meeting and to schedule dates for all 2025 meetings</u></b></p> <p>To confirm the date of next meeting is Monday 13<sup>th</sup> January 2024.</p> <p>Future proposed meeting dates for 2025 are:</p> <p>Monday 10<sup>th</sup> March  Monday 12<sup>th</sup> May (Annual Parish Meeting followed by Annual Council Meeting)  Monday 14<sup>th</sup> July  Monday 15<sup>th</sup> September  Monday 10<sup>th</sup> November</p>	
2024/70	<p><b><u>Meeting closed</u></b></p> <p>The meeting was closed at 9.46pm</p>	

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BC&S Parish Council**Bi monthly reconciliation:****Sep-Oct 24**

<u>Cash book</u>		
Cash in hand 01.09.24		£38,538.89
<b>ADD</b> receipts 01.09.24 - 31.10.24		£0.00
<b>SUBTRACT</b> payments 01.09.24 - 31.10.24		£1,842.71
<b>A</b> <b>Cash in hand at 31.10.24</b>		<b><u>£36,696.18</u></b>
<u>Current Account</u>		
Balance on 01.09.24		£38,538.89
Money In		£0.00
Money Out		£1,842.71
<b>B</b> <b>Balance on 31.10.24</b>		<b><u>£36,696.18</u></b>
<b>A = B reconciliation complete 31.10.24</b>		

Prepared by: J spenser  
Parish Clerk and RFO

Date: 04.11.24

Approved by: \_\_\_\_\_  
Chair

Date: 11.11.24

following approval at full council meeting by council members.

Minute ref: 2024/59

Parish Council of Bradfield Combust With Stanningfield  
 44 ASPAL LANE  
 BECK ROW  
 BURY ST EDMUNDS  
 SUFFOLK  
 IP28 8AT

**Your Account**

**Sort Code** 30-91-49  
**Account Number** 00334613

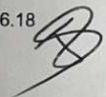
**TREASURERS ACCOUNT**

01 October 2024 to 31 October 2024

<b>Money In</b>	£0.00	<b>Balance on 01 October 2024</b>	£36,991.42
<b>Money Out</b>	£934.21	<b>Balance on 31 October 2024</b>	£36,696.18

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Oct 24	001163	CHQ		638.97 ✓	36,991.42
03 Oct 24	001162	CHQ		284.11 ✓	36,707.31
24 Oct 24	ANGLIAN WATER BUSI 135535276	DD		11.13 ✓	36,696.18



**Transaction types**

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

Nov 2024  
Appendix B

<b>Payments - BC&amp;S Parish Council Nov 2024</b>					
<b>Date</b>	<b>Ref</b>	<b>Details</b>	<b>Gross</b>	<b>VAT</b>	<b>Net</b>
24.10.24	DD	Wave (water)	£11.13	-	£11.13
11.11.24	ch 001148	HMRC PAYE QTR 2	£280.80	£0.00	£280.80
11.11.24	ch 001149	Acorn Air Con. & Ref. Ltd. (AC heatpump service)	£193.49	£32.25	£161.24
11.11.24	ch 001150	First Connect Fire & Security Ltd. (annual extinguisher service)	£64.86	£10.81	£54.05
11.11.24	ch 001151	SCA (Village Hall ins. reinburse)	£1,146.73	£0.00	£1,146.73
11.11.24	ch 001152	Salary Aug-Oct (inc. mileage, exps stamps, war mem. stones)	£988.51	£0.00	£988.51
11.11.24	ch 001153	Top Garden Services Jul-Oct inc.	£972.00	£162.00	£810.00
		<b>Total</b>	<b>£3,657.52</b>	<b>£205.06</b>	<b>£3,452.46</b>
	Signed:				
	Print Name:				
	Date:				
	Signed:				
	Print Name:			Meeting date	11.11.24
	Date:			Minute ref:	2024/59