

GREAT BLAKENHAM PARISH COUNCIL

Members of the public and the press are invited to attend the Parish Council Meeting to be held on Thursday 1st September 2022 in the Parish Room, Stowmarket Road, Great Blakenham at 7.30pm.

AGENDA

1. To receive and approve any apologies for absence.
2. Declaration of any pecuniary and non-pecuniary interests.
 - a. Councillors declaration of interest appropriate to any item on the agenda.
 - b. To receive written requests for dispensations for disclosable pecuniary interest (if any).
 - c. To grant any requests for dispensations as appropriate.
 - d. Co-option of parish councillor(s) / to sign declaration of acceptance

3. Public Forum

- a. To receive the report from the County Councillor (*allow five minutes*).
- b. To receive the report from the District Councillor (*allow five minutes*).
- c. To receive questions from members of the public (*allow fifteen minutes maximum*).

4. To approve the Draft Minutes of the Meeting of the Council held on 14th July 2022

5.
 - a. To confirm the T&C's for our locum clerk whilst looking for a suitable candidate.
 - b. To note the Clerk's update from previous Meetings.

6. Planning

- a. To consider the following planning applications.

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None received.

- b. To note any planning determinations

DC/22/02322	Land At Blackacre Hill, Bramford Road, Great Blakenham, Suffolk	Discharge of Conditions Application for DC/20/03891- Condition 8 (External Lighting), Condition 13 (Sustainability) and Condition 29 (Highway Works) (Part discharge for Phase 8 comprising Units 1 and 2)
DC/22/01437	Land At Blackacre Hill, Bramford Road, Great Blakenham, Suffolk	Discharge of Conditions Application for DC/20/03891- Condition 8 (External Lighting), Condition 13 (Measures to Improve Sustainability) and Condition 29 (Highway Works) (Part discharge for Unit/Phase 6)
DC/22/01933	Land South Of, Chalk Hill Lane, Great Blakenham, Suffolk	Discharge of Conditions Application for DC/20/01927- Condition 6 (Levels), Condition 12 (Provision of Parking and Turning), Condition 13 (Bins and Collection

		Areas) and Condition 15 (Surface Water Drainage Scheme)
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c. Any other planning matters to note.

DC/20/00967	Highway Assurance – Plummers Dell	Complaint from resident on no determination and the application is 2 years old. Mr Isbell Chief Planning Officer has responded offering an update
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7. Growth, Highways and Infrastructure

- a. To note any update on the Council's formal request to Suffolk County Council to change the lights on the Stowmarket Road zebra crossing to halo lights traffic
- b. Three new gateway signs have been delivered. Port One has agreed to install all the gateway signs. The one by Port One will not be erected until Oct 22 due to groundworks
- c. To note any update on the notification to the Council of proposed roadworks by SCC Highways

8. Governance

- a. To receive update on access to parish Council funds from Barclays Bank – Mandate completed, no update on debit card, bank to be contacted again
- b. To review and sign off the 2021 / 2022 Annual Governance and Accountability Return (AGAR). The return and supporting documentation was submitted to PFK Littlejohn LLP on 25th July 2022 but needs official sign off in a meeting
- c. To note the submission of the annual Internal Audit for the period 2021 / 2022 on 22nd July 2022
- d. To note the submission of the annual CIL return for the period of 2021 / 2022 on 25th July 2022
- e. To discuss the new pricing structure from SALC and the membership cost increase.
- f. Completed cleansing grant submission for £1235.00
- g. To agree the renewal of the Parish Council Public Liability Insurance for 1 year beginning 1st Oct 2022 - £262.81 (no price increase)
- h. To discuss Christmas Festival Donation for St Marys Church

9. Allotments.

- a. To update on the ongoing improvement works at the allotments
- b. To confirm delivery of new small notice board for the allotments and to have our contractors erect it
- c. To discuss the estimate to have 2 plots at the allotments cleared (plot 10 for a new tenant and Plot 21 which is no longer worked). To ensure best practice, any allotments which are not worked but cleared will be covered in a suitable plastic to manage weed growth.

10. Village Maintenance

- a. Tree cutting Hackneys Corner – a final letter is to be sent to all residents updating them on the proposed maintenance previously agreed to be carried out on the Council owned trees. Including a note regarding their management of the hedgerow.
- b. Tree Cutting on land behind southern houses on Mulberry Gardens – awaiting tree surgeon
- c. We have approached Barking Forge to discuss the creation of a Platinum Jubilee memorial bench to be situated next to the tree that will be planted on the land outside of Budgens later in the year. Design to be drafted and submitted to Barking Forge for consideration

- d. To consider purchasing “pick up your dog waste” signs for public footpath beside the allotments (and anywhere else required)
- e. To note letter stating De-Fibs may be needing a recall, look at checking process and carry out
- f. To outline the onsite meeting with the Bio-Diversity officer for MSDC a Mr Richard Parmee

11. Churchyard and Cemetery.

- a. To consider any quotes for repairs and maintenance of the shelter in the Cemetery
- b. Email received from the Church Warden of St Mary’s Church with regards to grounds maintenance that is needed. Correspondence has been entered into with the St Edmundsbury and Ipswich Diocesan Board of Finance to establish the responsibilities of Great Blakenham Council and the Parochial Parish Council in the maintenance of St Mary’s Church

12. Training and Development for Councillors and Clerk

- a. To note the following training already booked (if any):
Councillor Training courses x 6 September to November 2022 – Cllr. McNamee
- b. To consider any other training requests

13. Finance

- a. To consider approving and making the following payments:

Steve Plume	Reimbursement of funds used to clear balance on four Three mobile data plans that were supplied to Claydon High School students in 2020 / 2021 Bill number AFP1214025399 £16.56 Bill number AFP1214023191 £16.56 Bill number AFP1214025616 £16.56 Bill number AFP1214023164 £16.56	£66.24	LGA 1972 s.137
Steve Plume	Payment of Chairman’s allowance 2021 – 2022	£600.00	LGA 1972 s214(6) LGA 1972, s.215
Michaela Butcher	Clerk salary July 2022	£434.28	LGA 1972 s.111
Michaela Butcher	Clerk O/T for Audit & AGAR collation carried out in July 2022	£208.80	LGA 1972 s.111
Michaela Butcher	Reimbursement of costs for heavy duty refuse sacks (£21.99) & wheelie bin liners (£6.67)	£28.66	LGA 1972 s214(6) LGA 1972, s.215
HMRC	Quarterly tax and NI contribution Quarter 1 ending 05/07/2022 (to be paid to HMRC by 22/08/22) (Posted agenda had incorrect amount £167.xx)	£160.80	LGA 1972 s.111
Sackers	Skip Hire – allotments Invoice OUT-90616 & OUT-89998	£508.80	Small Holding and Allotments Act 1908. Subsections 23&25

A W Goddard Fencing	Invoice 2414. Supply and installation of internal 1m deer fencing and 14 gates and posts	£13,980.00	Small Holding and Allotments Act 1908. Subsections 23&25
CAS Business Services	Public Liability Insurance commencing 1 st Oct 2022 1 year	£262.81	LGA 1972 s214(6) LGA 1972, s.215
Shades Home Maintenance	Invoice 2217 – Shed dismantling and repainting Hackney Corner bench	£541.60	Small Holding and Allotments Act 1908. Subsections 23&25
Shades Home Maintenance	Invoice 2215 – Hackney Corner Mtce as per contract Dog waste bin installation Chapel Lane Ordering Bin Bags – as per contract	£291.00	LGA 1972 s214(6) LGA 1972, s.215
Shades Home Maintenance	Invoice 2214 – Village maintenance / groundwork as per contract	£507.50	LGA 1972 s214(6) LGA 1972, s.215
Shades Home Maintenance	Invoice 2213 Street cleaning charge as per Tender. Cheque number 102894	£1300.00	LGA 1972 s214(6) LGA 1972, s.215

b. To note the Council's Financial Reports for July 2022 and August 2022 including any payments made out of Meeting and any invoices for Business Direct Debit card payments

The following payments were made out of Meeting:

Sackers	Skip Hire – allotments Invoice OUT-89134 Cheque number 102924	£1093.92	Small Holding and Allotments Act 1908. Subsections 23&25
Sackers	Skip Hire – allotments Invoice OUT-891116 Cheque number 102925	£254.40	Small Holding and Allotments Act 1908. Subsections 23&25
Anglian Water Business (National) Ltd	WAVE water supply to the Great Blakenham allotments Cheque number 102926	£51.16	LGA 1972 s214(6) LGA 1972, s.215
Sackers	Skip Hire – allotments Invoice OUT-89314 £508.80 LESS Credit note CR-4223 £-101.76 Cheque number 102927	£407.04	Small Holding and Allotments Act 1908. Subsections 23&25
Great Blakenham Chequers FC	S137 donation – contribution towards new goals for Great Blakenham Chequers Football Club Cheque number 102928	£1100.00	LGA 1972 s.137

Shades Home Maintenance	Invoice 2199 Gravel Boards for allotment car park extension. Wasp nest killer Wasp killer for nest on path at allotments. Digger hire Digger for works on allotments for one week and extra day inc diesel. Water pipe and fittings Fittings and pipe for taps in allotments. Extra hours Extra hours at allotments (Car park, shed dismantling and water taps) Cheque number 102929	£964.48	Small Holding and Allotments Act 1908. Subsections 23&25
Shades Home Maintenance	Invoice 2200 Allotment Clearance Labour for hours used by four people to remove existing inner and outer fence, level ground on path to top of allotments and work to car park and plot one to extend parking area. Work to be carried out on week commencing 11th of July. Labour 3 people 6hrs a day for 5 days. Labour 1 person 6 hrs a day for 3 days. Cheque number 102930	£1530.00	Small Holding and Allotments Act 1908. Subsections 23&25
Shades Home Maintenance	Invoice 2202 Grounds Maintenance Grounds maintenance charge as per Tender. Cheque number 102936	£507.50	LGA 1972 s214(6) LGA 1972, s.215
Shades Home Maintenance	Invoice 2203 Hackneys Corner maintenance monthly charge as per Tender. Cheque number 102932	£135.00	LGA 1972 s214(6) LGA 1972, s.215
Shades Home Maintenance	Invoice 2204 Street cleaning charge as per Tender. Cheque number 102933	£1300.00	LGA 1972 s214(6) LGA 1972, s.215
MW Sweeper Hire	Invoice 2057 Road sweeping July 2022	£168.00	LGA 1972 s214(6) LGA 1972, s.215
A W Goddard Fencing	Invoice 2404. Supply and installation of external 1.8m steel fencing and gates	£14460.00	Small Holding and Allotments Act 1908. Subsections 23&25
MW Sweeper Hire	Invoice 1944 Road sweeping June 2022 (missed from July meeting)	£168.00	LGA 1972 s214(6) LGA 1972, s.215

14. Reports

To receive reports from Councillors assigned to the following:

- a. Valencia Liaison Committee - Cllr. Plume
- b. Viola Liaison Group - Cllr. Plume

15. Correspondence

To note the following items of correspondence and form a response where appropriate:

- a. A resident contacted the Council asking on behalf of a group if we had any plans to make the village more festive over Christmas, a response asking for what they considered and if they wanted to lead or join us to discuss it so we could consider the cost.

16. Future meetings

- a. To note invitation for items to be considered in the next meeting
- b. To note the date of the next scheduled Meeting on Thursday 13th October and any items for the agenda

Clerk to Great Blakenham Parish Council

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