GREAT BLAKENHAM PARISH COUNCIL

Minutes of the Gt Blakenham Parish Council meeting held on Thursday 1st September 2022 in the Parish Room, Stowmarket Road, Great Blakenham, at 7.30pm.

Present: Cllr. Steve Plume (Chairman), Cllr. Will Durrant, District Cllr. John Field (represent as a Parish Councillor in the absence of Cllr Eoin McNamee), Melanie Thurston (Locum Clerk), Suffolk County Councillor Chris Chambers and 1 member of the public.

The Chairman welcomed all and opened the meeting at 7.30pm.

MINUTES

1. To receive and approve any apologies for absence.
None.

2. Declaration of any pecuniary and non-pecuniary interests.
a. Councillors declaration of interest appropriate to any item on the agenda. None
b. To receive written requests for dispensations for disclosable pecuniary interest (if any). None
c. To grant any requests for dispensations as appropriate. None
d. Co-option of parish councillor(s) / to sign declaration of acceptance to office. Member of the public present would like to be considered for Co-option onto the Parish Council. She outlined her background, community interests and involvements within the village. It was agreed by all to co-opt Ms Deborah Kemp onto the Parish Council, proposed the Chairman seconded Cllr Durrant. The declaration of acceptance to office form was signed and interests must be declared to the district council within 28 days.

3. Public Forum
a. To receive the report from the County Councillor Chris Chambers, who reported on the cost of living crisis and how to get help with financial hardship. Encourage group buying of solar panels, registration is now open. Investing to boost vehicle charging points across Suffolk, with ultra-rapid chargers.
The Chairman asked why planning teams are not enforcing solar panels on new builds. Cllr Chambers suggests that the new prime minister will look to make it a requirement and that all new builds to have an element of solar installed. Planning regulations to be changed, to make homes more energy efficient.
b. To receive the report from the District Councillor John Field, who reported that £39 million will be given to support local businesses. April to June performance figures show that costs are up, however adequate reserves are held which will support the increased costs. The performance report for Q1 is available to view online. 11% of recycling is contaminated and rejected therefore not able to sell for recycling. Biodiversity and tree surveys are taking place, results will be online.
The Chairman expressed concern at the 244% increase in budgets for electricity, does this include EV's? Cllr Field advised that more charging points to be installed in Suffolk, Gateway 14 will be installing solar panels for car charging.
c. To receive questions from members of the public. None.

4. To approve the Draft Minutes of the Meeting of the Council held on the 14th July 2022.
Approved and signed by the Chairman.

5. a. To confirm the T&C's for the locum clerk whilst looking for a suitable candidate.
The locum Clerk is able to help with meetings and minutes until November. Hourly rate of £15.00 plus mileage @ 45p per mile.

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b. To note the Clerk's update from previous Meetings.
The Chairman reported that Royal Mail will not install an additional new post box at the Budgens corner, as the village has its quota. However, will move an existing post box from its current location to Budgens corner. Parish Council is not happy for this to be done.
The Chairman has put in a request for water butts to be installed at the allotments. Hopeful that Cllr Field will give some Locality Budget towards the cost. Along with funding towards materials to supply new sheds.
A new dog bin has been installed at Chapel Lane and a new noticeboard at the allotments.
An incorrect amount for the previous Clerks P30 had been given, the correct amount is £160.80.

6. Planning
a. To consider the following planning applications. 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)

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 (however the resident would have appreciated an update sooner).

7. Growth, Highways and Infrastructure
a. To note any update on the Council's formal request to Suffolk County Council to change the current lights on the Stowmarket Road zebra crossing to halo lights. SCC Chambers informed that Highways are not keen to change the lights to halo as they are not standard for zebra crossings and are more costly to run. He will get an exact cost for the Parish Council to consider and will also advice on an alternative light. Cllr Chambers suggests build outs could be considered on the Stowmarket Rd to help slow down speeding traffic. He would recommend that the Parish Council looks at all of its Highways problems and to then prioritise and budget.
The Chairman is not happy to have build outs installed. He is keen to have an online meeting with Cllr Chambers and the Highways rep to discuss all Highways issues. Cllr Chambers will organise a meeting.

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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.
SCC Chambers informed that there is no update, but will ask for one when attending the online meeting.
The Chairman informed that he is to attend a road side maintenance cleaning course.
Cllr Chambers left the meeting at 8.20pm.

8. Governance
a. To receive update on access to parish Council funds from Barclays Bank – Mandate completed to include the previous Clerk, however the mandate will need to be updated again when a new Clerk is recruited. 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. The Annual Governance was approved by the Parish Council and signed by the Chairman and Locum Clerk. The Accounting Statement was approved by the Parish Council and signed by the Chairman (as responsible finance officer).
The public rights notification will be advertised on the noticeboard.
c. To note the submission of the annual Internal Audit for the period 2021/2022 on 22nd July 2022. Done.
d. To note the submission of the annual CIL return for the period of 2021/2022 on 25th July 2022. Done.
e. To discuss the new pricing structure from SALC and the membership cost increase. Gt Blakenham has 1800 on the electoral roll. The annual subscription will increase by 20%. All agreed to renew the subscription.
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 October 2022 - £262.81 (no price increase). Agreed by all.
h. To discuss Christmas Festival Donation for St Marys Church. The Parish Council usually gives £100, all agreed to increase the donation to £150 this year.

9. Allotments.
a. To update on the ongoing improvement works at the allotments. The Chairman reported that the outer and inner fencing has now been installed. The gates and locks are all in good order and a new combination code has been given. Bases have been installed and are now ready for the new sheds.
As per the maintenance agreement we agreed that the Parish Council will maintain the sheds and outer fencing. Happy to inform that there is currently just one spare plot.
b. To confirm delivery of new small notice board for the allotments and to have contractors erect it. All agreed that the new noticeboard will be much easier to keep allotment holders updated.
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. Cost to clear is £120, all agreed.

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. Cllr Durrant to do.
b. Tree Cutting on land behind southern houses on Mulberry Gardens. Cllr Durrant to make contact with the tree surgeon.
c. 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 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). All agreed, Chairman to look into.

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e. To note letter stating De-Fibs may need to be recalled, look at checking process and carry out. Chairman to do.
f. To outline the onsite meeting with the Bio-Diversity officer for MSDC a Mr Richard Parmee.
The Chairman reported that various locations including Hackneys Corner, Chapel Lane & Bramford Rd will be considered for planting wild flowers.
Poor visibility by the Bus Shelter on Bramford Rd, hedgerow needs to be cut back. Parish Council to install a 2nd bus shelter the opposite side of the road.

11. Churchyard and Cemetery.
a. To consider any quotes for repairs and maintenance of the shelter in the Cemetery. No quotes received yet. A Heritage contractor will be required to carry out any works.
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 Parish Council and the Parochial Church 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. The newly co-opted Cllr Kemp was encouraged to partake in a SALC training course for new Councillors. She will get back to the Chairman and confirm a training course.

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

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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 1st 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

The Chairman advised that he is not permitted to sign the 2 cheques for himself, so these to be carried over. The overtime payment for the Clerk was approved along with all of the above payments.

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

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

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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

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All of the above payments were approved.
Bank balances as at 29/08/22 – Business Premium Account £15,802.95. Community Current Account £230,388.34.

14. Reports
To receive reports from Councillors assigned to the following:
a. Valencia Liaison Committee – The Chairman.
b. Viola Liaison Group - The Chairman.

15. Correspondence
To note the following items of correspondence and form a response where appropriate:
A resident contacted the Council asking on behalf of a group if the Parish Council has any plans to make the village more festive over Christmas. The resident has been asked for suggestions/proposals and if they wanted to lead or join the meeting to discuss and for costs to be considered. Resident has not made any further contact. The Chairman suggested that it would be nice to have a tree with Christmas lights on at the front of the church, however health & safety would need to be considered.

16. Future meetings
a. To note invitation for items to be considered in the next meeting. Any suggestions welcome.
b. To note the date of the next scheduled Meeting on Thursday 13th October 2022 and any items for the agenda. The Locum Clerk is unable to attend on 13th, therefore the date of the next meeting will take place on Wednesday 26th October 2022.

Meeting closed at 8.55pm

Clerk to Great Blakenham Parish Council
Email:pc@greatblakenham.suffolk.gov.uk
Phone: 07508830777
Parish Council website: www.greatblakenham.suffolk.cloud

Signed by the Chairman..... ***Date.....26/10/22.....***