

Minutes of the BRUISYARD PARISH COUNCIL MEETING held on Tuesday, 18th March 2008, at 7.30 in the Vestry, St Peter's Church, Bruisyard.

Present: The Clerk, Peter Robinson (Chairman), Jeremy Holland-Howes, Shirley Smith, Eleanor Berwick, John McKee and Margaret West,

AGENDA

1) Apologies for absence:- Oliver Hitchcock and County and District Councillor Colin Hart

2) Minutes of the last meeting:- The minutes of the last meeting have already been circulated and read. Eleanor Berwick proposed that the minutes for the meeting held on 22nd January 2008 be accepted and Shirley Smith seconded this proposal. All were in favour.

3) Matters arising:- In item 8 question 10 was misunderstood at the meeting. The charging of a fee would be levied on the authority for which the Standards board is acting for and would not involve a Parish Council being charged.

The chicken wire on the bridge will be replaced in the next few weeks.

John Marten wanted to plant flowers by the signs coming into the village; this was acceptable to the Members.

The suggestion of a seat round the village sign would not be practical as the site slopes but a bench seat could be placed on the Pound. The Members agreed to pursue this when funds permitted.

4) Village Hall:- a) Project Funding:- The secretary of the Village Hall Committee, David Smith received a phone call from the Big Lottery Fund on 5th March informing him that Bruisyard Parish Council has been awarded a grant of £187,218 towards the building of a village hall. This about 85% of the total required. There is a news embargo on this award until 31st March when The Big Lottery will announce the award.

Bruisyard Social Amenities Committee has made an award of £1,000 towards the project and Bruisyard Parish Council will grant a further £300.

Funding applications to Suffolk Coastal District Council Capital Grant Aid Scheme for £10k and to Suffolk County Council's Corporate Regeneration Fund for £20k will be made in the next 2 months.

Colin Hart has been asked for £1000 from his Locality Budget.

If all applications are successful it will make a total of £219,518.

b) The Architect, Robert Smith after consultation with the Village Hall Committee members is in the process of drawing up plans for the landscaping of the development area. Ann Westover, Landscape architect for SCDC requires the planting to be restricted to those trees and shrubs naturally found in the river valley. Robert Rous does not want any trees planting within the car park area but is happy for tree planting on the south boundary.

Tim Kindred, on Thurs 20th March, will dig inspection pits to ascertain the structure of the subsoil for the footings for the hall. An officer from Building Regulation will be on site to inspect the test pits.

c) Susan Bates a solicitor with Marshall Hatchick has been appointed by the Village Hall Committee to carry out all the necessary legal work. David Smith, Secretary to Village Hall Committee and Peter Robinson Chairman of PC have signed on behalf of the Parish

Council accepting the terms and conditions for the solicitors services. A deed of dedication has to be drawn up to cover the project and the lease for the car park has to be agreed and signed. A payment of £200 on account was asked for by the solicitors to cover the initial searches. This has been paid.

The Members will start looking into the forming of the user groups in time for the Parish Meeting in May and it will be discussed at the next meeting.

5) Financial Matters:- Annual audit review. Richard Pawle carried out the Parish Councils internal audit for the last financial year, he has no other function within the Parish Council. The statement of accounts was approved by the Council on 15th May 2007, this and all other relevant documents (bank statements, invoices and receipts, cheque books, paying in books, petty cash book and minutes of meetings) were passed onto the internal auditor. The audit was carried out promptly and efficiently and returned by the date requested. He was able to contact the Clerk (Responsible Financial Officer) with any queries concerning the accounts if necessary; this was not required for the last financial year. The completed internal audit was returned in time for the Council to carry out the annual governance statement on 17th July 2007 in time for the Council to meet the external audit deadline. For the amount of income and expenditure of the Parish Council, Richard Pawles services as internal auditor were agreed to be more than adequate with no evidence of the audit not being carried out ethically, with integrity and objectively. He is happy to carry out the audit for 2007/2008. The Members all agreed to reappoint him as internal auditor.

Review of internal financial control:- All Parish Council financial transactions are voted on by the full Council, if it is necessary to pay an invoice between meetings the item is put before the Council at the next meeting for approval. The Parish Council continues the practice of have two Councillors and the Clerk sign every cheque including the new accounts with Abbey as approved on 17th July 2007 and to identify who signed a cheque they each initial the back of the cheque stubs. The accounts are kept electronically with figures automatically fed into the audit sheet. The Clerk brings the last statements of each account to each meeting and prepares a financial breakdown of expected future expenditure to update the Members on the financial state of the Council. The Clerk prepares the budget for the next financial year for the November meeting to determine the level of precept required for the following year. The level of precept is determined at that meeting or at the January meeting.

The Annual financial statement of accounts is prepared by the Clerk ready for the Parish Meeting and AGM in May for approval by the full Council. The accounts and all relevant documents are then passed onto the internal auditor. The annual governance statement is then completed at the July meeting.

It was agreed the above system of control worked well and minimises the risk of maladministration of Council funds; it highlighted the problem of cash flow at the September meeting which was caused by a large amount of VAT, greater than the Councils reserves, having to be paid on expenditure for the development phase of the village hall project which was then reclaimed. The cash flow was alleviated at the end of September when the precept payment was received and the repayment of VAT. There will not be a cash flow problem associated with the building phase of the project as the VAT will not be reclaimable.

To remove the risk of grant money for the village hall project being used for other purposes during the build phase it was agreed by all that the Abbey accounts will be used solely for the build project and the Barclay accounts to be used for all other Parish Council transactions. The details are set out in 6 h) below.

All members understood the financial procedures of the Council and the importance adhering to them. Any new Member of the Council must be briefed on Council financial procedures.

a) The invoice for the grass cutting for last year has not been received. The amount due is in the region of £260 plus VAT. Margaret West proposed that the invoice from Suffolk Coastal Services be paid when it arrives. John McKee seconded this proposal

b) Peter Robinson proposed that the Clerk, Anne Smith be paid £250 as her salary. Shirley Smith seconded this proposal and all agreed. A cheque was duly written and signed.

c) Charity giving:- Jeremy Holland-Howes proposed the Council supported the Disability Advice Service, Suffolk Accident Rescue Service, Leiston Saxmundham and District Citizens Advice Bureau, East Anglian Air Ambulance and Age Concern with a grant of £15 each. John McKee seconded the proposal and all agreed. Cheques were duly written and signed.

d) John McKee proposed that £25 be paid to Suffolk Acre for their annual subscription. Peter Robinson seconded this proposal and all agreed. A cheque was duly written and signed.

e) Suffolk Wild Life Trust will carry out the water vole and otter survey on the park area. The cost of this will be in the region of £300. Eleanor Berwick proposed that this account be paid when the invoice has been received. Shirley Smith seconded this proposal and all agreed.

f) A grant of £1000 has been received from Bruisyard Social Amenities Committee for the Village hall project and the money deposited in the Abbey savings account.

Peter Robinson proposed that the Parish Council grant £300 to the village hall project from the Abbey accounts comprising of the £50 initial deposit to the Abbey Reserve account opened 26th September 2007, the £200 paid to Marshall Hatchet on 14th April and a further £50 to be allotted to the fund in the Abbey current account. John McKee seconded the proposal and all agreed.

f) Margaret West proposed that it was in order to have paid £200 from the Abbey current account to the solicitors Marshall Hatchick for the searches to be carried out in relationship to the grant from the Big Lottery and the lease for the car park land. Jeremy Holland-Howes seconded this proposal and all agreed.

h) Peter Robinson proposed that the Clerk, Anne Smith should be authorised to move money from one Abbey account to the other, when necessary, either by phone or online. Eleanor Berwick seconded this proposal and all agreed. The Members of the Council all signed a letter addressed to Abbey Business authorising the Clerk to carry out the above transactions.

John McKee proposed that The Big Lottery Fund money and other associated grants be deposited in the Abbey Reserve account and the two Abbey accounts to be used solely for the village hall project and that all other Parish Council financial transactions will be carried out from the Barclays accounts in future. Peter Robinson seconded this proposal and all agreed. 5 cheques a month can be drawn on the Abbey Reserve account and this was thought to be sufficient. Further cheques will be drawn from the current account if necessary.

The Clerk will arrange to transfer any money not associated with the building project from the Abbey account into the Barclays account immediately after 31st March the end of the financial year.

6) Park:- a) The oak tree on the north side of the park by the ditch has a lot of dead wood in it. It will be close to the village hall although not directly overhanging the building. Peter Robinson contacted the Highways Department and met on site with a Council

Officer. He was informed that the tree is the responsibility of the Parish Council as owners of the land and thus the hedge. Robert Rous at an on site meeting offered to remove the dead wood from the tree if he found it necessary to use his teleporter to cut the trees on his adjacent land. Failing this the Council will investigate removing the dead wood before construction commences.

b) Suffolk Coastal Services has quoted £26 per cut for the grass cutting in the Park for 2008, the same cost as 2007. Jeremy Holland-Howes proposed this quote be accepted, Eleanor Berwick seconded this proposal and all agreed. The Clerk will ask for the first cut to be carried out in mid April and then fortnightly until the middle of July with further cuts as necessary by request.

7) Affordable Housing Survey:- The affordable Housing survey was carried out as arranged at the last meeting. About 75% of the surveys were returned which is an excellent response and these were passed onto Nigel Brett of Suffolk ACRE for analysis. The Members thanked Councillor Margaret West for her very generous contribution of carrying out the printing and supplying the stationary for the survey.

8) Potential Location of Strategic Housing Growth consultation:- The Members had studied all the information supplied by Suffolk Coastal on their preferred options for development east of Ipswich where it is proposed to build about 1000 houses on a green field site. Areas 1 and 2 were objected to on the grounds the land in those areas was of a high agricultural grade. Areas 1, 2, 3 and 5 were objected to as they would create more urban sprawl and contribute to more congestion on the roads.

Information was sent to the Council just before the meeting concerning BT's plans for developing 250 acres of land they own in area 4. The Clerk briefed the Members on this proposed development which would be a mixture of high technology industry including an input from a University and 2000 houses with supporting services of schools, shops, doctors and a hotel. The Members agreed this was a good well balanced development which would create a viable community. Other developments are also proposed in area 4 which would destroy woodland. This was not looked on favourably by the Members.

The Clerk will respond online to the consultation supporting development in area 4 if it is of the quality of the BT proposal. She will also put forward developing the area around the old Felixstowe Road south of the A12 and A14 junction where a new railway station could be built to help with transport issues.

It was also suggested that if the building of 2000 houses at the BT site were built then pressure on building around the Felixstowe area could be eased as this area is becoming very crowded and the distinct communities are merging creating urban sprawl. This will be included in the Councils response.

9) Village Litter Pick:- The Members agreed to carry out the litter pick in the first two weeks in April each taking responsibility for the area where they live. Peter Robinson has applied for sacks and gloves and will advise the Refuse Department when the rubbish is ready for collection from the Park

10) Date of Next Meeting:- The AGM will follow the Parish Meeting on 13th May. An additional meeting will be held if required before that date.

11) Miscellaneous Items:- Peter Robinson suggested that sponsorship should be sort for the installation of the stained glass window.

The Council has received fliers to distribute to every household in the parish on the consultation to proposed changes to the airspace in our region. Consultation closes 22nd May.

John McKee will attend the AGM of the Rural Coffee Caravan Information Project. The Caravan will visit Bruisyard on 10th June together with the Recycling Bus.

There being no further business the Chairman closed the meeting at 9:15 and thanked the PCC for the use of Vestry.