

**Minutes of the BRUISYARD PARISH COUNCIL MEETING held on Tuesday, 22<sup>nd</sup> January 2008, at 7.30pm in the Vestry, St Peter's Church, Bruisyard.**

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

AGENDA

**1) Apologies for absence:-** There were no apologies

**2) Minutes of the last meeting:-** The minutes of the last meeting have already been circulated and read. John McKee proposed that the minutes for the meeting held on 15<sup>th</sup> November 2007 be accepted and Jeremy Holland-Howes seconded this proposal. All were in favour.

**3) Matters arising:-** there were no matters arising

**4) Village Hall:- a)** David Smith, secretary to the Village Hall Committee and Peter Robinson met with Laura Moore from the Big Lottery Community Buildings Programme in the vestry on 11<sup>th</sup> December 2007. Laura Moore is now the case officer for the Bruisyard PC submission to the Big Lottery Fund. She sent a list of questions to the secretary before the meeting and the following points were covered in the meeting:-

- We had included an equal opportunities statement in the Stage 2 submission but the Big Lottery Fund requires an equal opportunities policy. One was prepared before the meeting and this met their requirements.

- The VAT issue was discussed and it appears that we are the first to identify the problem with HMRC. Our Stage 1 application stated we would be able to recover VAT on the building costs which we now find is incorrect and the Lottery rules are that the grant award cannot be more than 10% higher than the Stage 1 submission. This means we will be £30,000 short of funding. Laura Moore advised us to look for further funding from other sources to make up the shortfall.

- Minor changes were needed to the Project Outcomes to make them suitable for presentation to the Big Lottery Fund. These changes have been made.

- Laura Moore was taken to the Parish Park and shown where the hall and car park would be built and she seemed impressed with the layout and location.

David Smith and Peter Robinson found Laura Moore extremely helpful, she will be a good advocate for us with the Big Lottery Fund committee when they make their decision.

There has been further contact between the technical support at the Big Lottery Fund and the architect Robert Smith concerning the contingency figure put forward in the submission and his costing plans for the foundations. Robert Smith put forward the worst scenario for the design of the foundations based on his experience of building in the area and had included additional contingency into the costing for the foundations.

It was agreed at the last meeting of the Village Hall Committee that members of the committee will dig trial pits at the site to ascertain whether piles will be necessary for the foundations. Suffolk Coastal District Council building regulations department will be asked to inspect the site once the pits have been made.

The Otter and Vole survey needs to be completed and a copy of the report sent to the Big Lottery Fund. Robert Smith has contacted Suffolk Wildlife Trust to arrange for this to be carried out as soon as possible but they cannot proceed until March due to the habits of the voles.

b) The equal opportunities policy to be adopted by the Parish Council was emailed to all members other than John McKee – he received a hard copy. All agreed by email to accept the policy on 17<sup>th</sup> December 2008. The Members confirmed this decision.

c) After the meeting with Laura Moore, Peter Robinson contacted Holger Schiller, external funding officer at Suffolk County Council to enquire about funding from the Corporate Regeneration Fund. Peter Robinson and David Smith managed to put together an application to the Fund by the 14<sup>th</sup> December, the closing date of the next round of funding. We heard on 21<sup>st</sup> January that the application has not been successful but the Parish Council have been invited to submit another application for the next round when we have Lottery funding and matched funding from the District Council. The deadline for the next round is 13<sup>th</sup> June 2008.

Eleanor Berwick expressed thanks on behalf of the other members to David Smith and Peter Robinson for all their hard work on the village hall project.

**5) Financial Matters:-** a) Margaret West proposed that it was in order to have paid £1,762.50 from the Barclays account to C.B.M. Smith and Partners for professional services carried out in respect of the village hall project. Peter Robinson seconded this proposal and all agreed.

b) Peter Robinson proposed that it was in order to have paid Suffolk Coastal District Council £83.20 from the Barclays account for election charges incurred on 3<sup>rd</sup> May 2008. Margaret West seconded this proposal and all agreed.

c) The clerk had prepared a budget for the members for the November meeting showing that the minimum outgoings in the next financial year would be £1,380. This figure did not allow for any capital spending. The Parish Council's estimated reserve at the end of this financial year will be £1,200. Jeremy Holland-Howes proposed that this year's precept be set at £1,300 to adequately cover the Council's costs. Shirley Smith seconded this proposal and all agreed. The clerk will contact Suffolk Coastal District Council to request the agreed level of precept.

d) Oliver Hitchcock proposed that Peter Robinson be reimbursed £23.99 for the gas cylinder for the fire in the vestry. John McKee seconded this proposal and all agreed. A cheque from the Barclays account was duly written and signed.

**6) Highways:-** a) The signs 'Unsuitable for HGVs' have been put in place on Low Road by the junction with Bruisyard Street and at the junction with Badingham Road, B1119.

b) Highways have replaced the wooden support for the Mill Lane sign still in place but there has been no replacement of the missing sign.

**7) Affordable Housing Survey:-** The clerk, Peter Robinson and John McKee had a meeting with Nigel Brett, Rural Housing Enabler for Suffolk Acre for advice on carrying out the local housing needs survey. He suggested that the questionnaires should be delivered and collected by hand by members of the Parish Council in order to maximize the number of returns, giving households 2 weeks to complete it. The facts sheet 'What is Local Housing Needs', to be printed on pink paper, a covering letter from the Parish Council and the questionnaire will be delivered, in an unsealed envelope, to each household in the Parish and the business premises at Bridge Works.

The Clerk has prepared a covering letter from the Council and adapted the questionnaire for Bruisyard. Nigel Brett's telephone number is given as the contact at Suffolk Acre for any queries and John McKee is the local contact named on the questionnaire. The members agreed the delivery date should be 9<sup>th</sup> February and the completed forms, in the sealed envelopes, will be collected between 22<sup>nd</sup> and 25<sup>th</sup> February. The clerk will draw

up the distribution lists for the members. Margaret West will carry out all the printing and the Clerk will give her the final drafts as soon as possible. There are 76 households in the village so 90 copies will be printed to allow for any required by people connection with the village who wish to be included in the survey.

**8) Consultation on Orders and Regulation of the Conduct of Local Authority Members in England:-** In the short period between receiving this document and the meeting the Chairman and Vice Chairman had studied it. They found it a difficult document to comprehend but brought the following points in the consultation document to the notice of the other members:-

For question 8 they strongly agreed that the initial assessment of misconduct allegations and review of a standards committee's decision to take no action should be exempt from the rules on access to information.

In question 10 the 'ability to charge a fee' was of great concern as to the impact this could have on a small council such as Bruisyard.

Question 11 asked for views on joint standards committees and the representation of parish councils, suggesting that any parish representative from the area would suffice. The members felt strongly that a representative of the parish concerned should be present as parishes vary so much in size and nature, with the possibility of the representative not adequately understanding the situation in another parish.

Eleanor Berwick will draft out the Parish Council's response to the consultation document and the Clerk will forwards this online.

**9) Date of Next Meeting:-** 18<sup>th</sup> March 2008

**10) Miscellaneous Items:-** The Council received a list of post office closures from SALC. Unfortunately two of Bruisyard's local post offices, Dennington and Hacheston were on the list.

A letter from SCDC informed the Council that from 6<sup>th</sup> April 2008 the National Planning Application Form (1APP) will replace all existing types of planning application forms within England. This form is designed as an electronic form and will be available online via the Planning Portal, paper copies will be available to be downloaded from the website or for collection from the Council's offices.

The chicken wire on the footbridge by the ford on Church Road requires replacing. The clerk will contact highways and will also request the return of the flood sign held by Peter Robinson.

There has been a request for signs to welcome careful drivers. The Members agreed these signs are ineffective and just add to the number of signs on the roads.

A resident has requested permission to put flowers by the village sign. It wasn't clear whether they meant the sign on the Pound or the signs at the entrance to the village. Peter Robinson will clarify this by the next meeting.

There being no further business the Chairman closed the meeting at 9:00 and thanked the PCC for the use of Vestry.