

BADINGHAM PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING Held on Wednesday 22nd January 2013 at 7.30pm at Badingham Village Hall

Reports from District & County Councillors, Police and Enterprise Badingham, and questions from members of public: -

County Cllr – S Burroughs: report attached.

Meeting opened at 7.45pm

1	PRESENT	APOLOGIES
	Cllr S Frost-Chair	None
	Cllr G Upton	
	Cllr D D McQuade	
	Cllr L McQuade	
	Cllr S Osborne	
	Cllr R Welham	
	Cllr J Bellefontaine	
	Mrs Sue Piggott – Clerk	

A letter has been received from Cllr J Porter-Hardy giving her resignation of immediate effect. Council voiced their appreciation of Cllr Porter Hardy's time as councillor and will include a presentation to recognise the time served for the Parish Council at the Village Hall event on March 7th. The Clerk was requested to send a letter to Cllr Porter-Hardy .

- 2** **DECLARATION OF INTERESTS**
Cllrs D McQuade, Cllr Frost, Cllr Welham, Cllr Bellefontaine and Cllr Upton - Members of the Village Hall Management Committee

- 3** **MINUTES OF MEETING 17.10.13 & 11.11.13- Approve & Sign**
Council approved and signed the Minutes for 17.10.13 and 11.11.13

- 4** **MATTERS TO REPORT FROM ACTIONS OF LAST MEETING**
Clerks Report

The Clerk attended a meeting on 25th November with the Chair and the Footpaths officer Mr D Falk to discuss the walks that are to be printed in the brochure.

The Clerk also attended the village hall car park to observe the progress of works. The Clerk made contact with Mr Greg Young manager of Brooks and Wood to ascertain the reason for the changed route of drain from the French drain, the contractors had found that the route parallel to the hedge was as efficient and did not compromise the complications of the existing foul water pipe work across the car park area.

Whilst on site, having received a letter of concern from a Mr N Newton with regard to the Lime Tree in the car park and one situated on the

neighbouring land, the Clerk observed the situation and then made contact with Mr Young about the concerns raised. Mr Young immediately contacted the men involved in the works and rang the Clerk back to assure her that having questioned the workmen who had carried out the trench works on site that they were confident that there was no resulting threat of damage to either tree, he is instructing the advice of an *arborist* and will provide the Clerk with this qualified advice, this advice confirms that the works that took place should not have had any effect on these Trees, and that the Tree within the grounds of the car park has pre-existing structural problems and damage. The contractor has Public Liability and had been appointed as experts to carry out the works in a proper manner, the Parish Council have done all that they could by ensuring they appointed an experienced contractor, one that is used by SCC and with the proper indemnities.

The Clerk received the licence from the contractor to sign to authorise the permission for the works to connect the pipework running under the car park and village hall land to under Highways land and returned it as requested by return of post.

The Clerk has sourced suppliers and costs of commemorative shields for the Village Hall and individual small presentation shields to support the Youth Community Spirit Annual Award for the village in commemoration of Bob Foster's long service as a Parish Cllr.

The Clerk wrote a letter of formal application for the co-option of four members of the Parish Council to become members of the Village Hall Management committee.

The Clerk attended an extra ordinary meeting to finalise arrangements for the Parish Plan Event on November 11th.

The Clerk submitted a piece for the Echo before the Nov 15th deadline which included a notice advertising the Co-Option vacancy for a Parish Councillor.

The Clerk has written to Dr Dan Poulter MP and County Cllr Stephen Burroughs to invite them to write an introductory piece for the new Parish Plan document.

5 FINANCE

5.1 Council Approved the Financial Statement.

5.2 The Clerk handed over the returned paperwork from Barclays to change the signatories, the Cllrs nominated will visit the Bank in person, and all proposed signatories will complete the extra forms. **DM/SF/LM/RW**

5.3 Council considered and agreed the Budget in principal and agreed that the Precept remains frozen at £8,000. The Clerk will forward the necessary paperwork to SCDC to register this precept requirement for the 2014/2015. **SP**

5.4 Council agreed to approach Grass Cutting services to obtain competitive quotes. Council agreed that all Parish Council land should be included. Council agreed that a search on Land Registry should be made to ascertain the ownership of the roadside grassland along Low Road. Cllr Upton agreed to carry out this research. **GU**

5.5 Cllr Welham will contact SCDC for official advice on how to manage the flora, fauna and vegetation. **RW**

6 FOOTPATHS BROCHURE

Cllr Frost reported that the condition of the footpaths to be included in the brochure, are being monitored. Once it can be confirmed that they are in good order, with issues resolved the brochure can be given the go ahead.

7 PLANNING

- 7.1 The Clerk reported that a member of public made contact to comment on the plots of land logged at SCDC to be considered for inclusion in the physical boundary of the village. The Clerk explained that in 2010 a document was compiled following submissions from land-owners to consider plots of land to be placed within the physical boundary of the village. This document is referred to as SHLAA – Strategic Housing Land Availability Assessment. At the time of the formulation of the document, Parish Councils together with members of Public could write in to give views. It appears however that SCDC have not filed responses. It is important that people do not assume that their original responses are on record when the final consultation is conducted. The statement by SCDC is '*Full public consultation on the preferred housing sites will be publicised in the future at which time all comments can be considered*'.
- 7.2 Council agreed that a piece should be included in the next Echo to inform people prior to the SHLAA Consultation taking place. **SP**

8 POCKET PARK

- 8.1 Hedge management - Hastoe Housing has requested the cutting of the hedging that affects the New Lea properties. Council agreed to members meeting on site to assess a management programme
- 8.2 Council considered the points made by the ROSPA report and agreed to assess on the site meeting. The SCDC Play Space monies will be applied for to aid funding the repairs and improvements if necessary.
- 8.3 Council agreed that members should carry out a site visit and agreed to meet on Sunday 26th January. **SF/RW/DM/LM**

9 VILLAGE HALL

- 9.1 **Grit pile to be requested for the winter**
Cllr Bellefontaine reported that he has sited a bin in which to keep grit/salt
- 9.2 **Council to be updated with the status following structural report**
Following the structural report, the insurance cover, in relation to requirements to rectify the structural weaknesses is being explored. Mr J Sullivan an expert in village halls and buildings has agreed to be seconded to manage the ongoing project to stabilise the structural problems within the hall.
- 9.3 **Council to be updated with the status following fire safety report**
The hall does not hold a Fire Safety Certificate, this is being pursued. A smoke detector is being installed also servicing of the fire extinguishers.
- 9.4 **Council to be updated with Management Committee Constitution.**
Cllr D McQuade is now Acting Chair of the Village Hall Management Committee. Cllr McQuade and Cllr Frost are meeting with Suffolk Acre Village Hall Advisors to address necessary constitutional requirements..
- 9.5 **Drainage project and progress**
The Clerk reported that the Drainage works are now complete, however the grilled drain at the front boundary of the car park area has not been installed,

it was the understanding according to the spec of works that this would be installed. Cllr D McQuade will speak to Mr Sullivan to ask that he liase with Brooks and Wood to ascertain the reasons for this. **DM**

- 9.6** A letter sent by Mr N Newton expressing concern for the Lime Tree at the edge of the car park within the Village Hall boundary, and a Lime Tree situated a distance from the works on neighbouring land was read out. Council agree that a response should be sent explaining that expert legal advice together with advice from 2 arborist's had been sought and to give assurances that neither of the trees of concern have been damaged. The Clerk was requested to write accordingly. **SP**

10 TREE MANAGEMENT AND SAFETY ON LAND OWNED BY THE PARISH COUNCIL

Council agreed that following advice of two arborist's, that the Lime Tree within the Village Hall Car Park should be reduced by 30% to ensure stability. Cllr Upton will pursue quotes for this work.

11 PARISH PLAN EVENT

The Parish Plan Event which is scheduled for March 7th at the Village Hall will start at 7pm. Council agreed to deliver a Flyer advertising and reminding residents. Cllr D McQuade will organise the production of the Flyer. The presentations to Bob Foster and Jill Porter-Hardy will take place as part of the evening. John Sullivan has agreed to give a presentation. Victor Warne will exhibit historical photographs. Hard copies of the Parish Plan will be available.

12 VILLAGE TELEPHONE BOX

Council considered the offer of the Gardening Club to manage the Telephone Box. Council agreed that the offer should be accepted and that Meg Knott should be written to explaining that the Council are happy for the Gardening Club to maintain and manage the Telephone Box. **SP**

13 CORRESPONDENCE

The Project Manager of the Water Booster station has written to inform the council that following comments made on the type of planting for the boundaries that they have changed the laurel planting to indigenous planting or blackthorn, and thick thorn mix.

14 ITEMS FOR NEXT AGENDA

- **Charities donation**
- **Parish Plan Event inc. Decision on Shields.**

15 DATE OF NEXT MEETING

Wed 19th February – 7.30pm

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Chair

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Date