

**MINUTES OF THE MEETING OF BRENT ELEIGH PARISH COUNCIL  
HELD ON 16 NOVEMBER 2017 IN THE VILLAGE HALL COMMENCING AT 7.30PM**

**Present:**

Cllr Kevin Went (Chairman)  
Cllr Francesca Scoones  
Cllr Natalie Shewring  
Cllr Michael Warner

**Apologies:**

Cllr Karen Marshall

**In Attendance:**

District Councillor Clive Arthey  
William Grosvenor (*Clerk to the Council*)  
2 members of the public

		<b>Action</b>
<b>17.96</b>	<b>CHAIRMAN'S WELCOME</b> Cllr Went welcomed all present to the meeting.	
<b>17.97</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Apologies were received from Councillor Marshall.	
<b>17.98</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>17.98.01</b>	<b>To Receive Amendments to the Register</b> There were no amendments to the Register.	
<b>17.98.02</b>	<b>To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b> There were none.	
<b>17.98.03</b>	<b>To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b> Cllr Warner declared a non pecuniary interest as a member of the Village Hall Committee in respect for a request for grant aid (see Minute 17.104.03 below).	
<b>17.98.04</b>	<b>To Receive Full / Partial Dispensations for Pecuniary Interests Declared</b> It was noted that there had been no requests for dispensations.	
<b>17.99</b>	<b>MINUTES OF THE PREVIOUS MEETINGS</b> Minutes of the Ordinary Parish Council Meeting held on 14 September 2017 were approved and signed as a true and accurate record.	
<b>17.100</b>	<b>TO RECEIVE THE COUNTY COUNCILLOR'S REPORT</b> No report was received.	
<b>17.101</b>	<b>TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT</b> Cllr Arthey reported as follows: <ul style="list-style-type: none"> <li>• Joint working and partnerships – Babergh and Mid Suffolk full merger was rejected by Babergh residents in the 2011 referendum. However with both councils now operating a “cabinet” system where strategic decisions are made by the leader and cabinet without the involvement of any other members, and legally no referendum is required, there is concern that the leadership without full council support will</li> </ul>	

	<p>decide to dissolve the existing council and create a new one for the combined administrative area.</p> <ul style="list-style-type: none"> <li>• Move to Endeavour House – This is now completed. However Cllr Arthey expressed concern about the future use of the Hadleigh buildings and the impact on Hadleigh businesses which benefitted from the presence of such a large employer close to the town centre.</li> <li>• Local Plan – First consultation on the new Joint Local Plan has just finished. Brent Eleigh is categorised as “Hamlets and Countryside” in the Lavenham “Functional Cluster”. All the suggested growth options in the draft Plan for “Hamlets and Countryside” are 5%, but this is a total across the District and does not have to be accommodated proportionately. The call for sites has not resulted in any proposed housing or employment sites in Brent Eleigh. There will be further consultation on the Plan next year before an Examination in Public and adoption in 2019.</li> <li>• District Electoral Review – Babergh asked for a reduction from 43 councillors down to 31. The Boundary Commission has recommended 32 with Brent Eleigh in the proposed Bildeston ward grouped with Preston St Mary, Thorpe Morieux, Brettenham, Hitcham and Bildeston. The consultation period on these proposals ends on 11 December and the new wards will be in place for the 2019 district elections. The process will only cease if the Secretary of State were to confirm a merger between Babergh and Mid Suffolk.</li> <li>• Brent Eleigh Conservation Area appraisal – Cllr Arthey reported that he is assured that work will resume to complete this in the spring of 2018.</li> <li>• Council Tax Base – Brent Eleigh’s Tax Base for 2018/19 has increased only slightly (from 78.88 to 78.94).</li> </ul> <p>In response to a question about Superfast Broadband in the context of all the recent BT activity in the village, Cllr Arthey explained that once the box is installed in the village, and the fibre optic cabling connected to it, a sticker is placed on the box when enabled and users can then apply for better Broadband.</p>	
17.102	<p><b>TO DISCUSS ANY VILLAGE MATTERS</b></p> <p>The Chairman reported that the Milden Road grit bin had been replaced in its correct position adjacent to the old grit pile. However subsequently it was moved further along Milden Road and then pushed into the ditch. After discussion <b>it was RESOLVED</b> to relocate the bin to the bottom end of Hall Road.</p> <p><i>Proposed by:</i> Cllr Shewring      <i>Seconded by:</i> Cllr Went</p>	Cllr Went
17.103	<p><b>TO RECEIVE A REPORT FROM THE VILLAGE NEIGHBOURHOOD WATCH CO-ORDINATOR</b></p> <p>Nothing to report.</p>	
17.104	<p><b>TO RECEIVE AND CONSIDER REPORTS ON FINANCIAL MATTERS</b></p>	
17.104.01	<p><b>Financial update</b></p> <p>The Clerk distributed copies of the Cash Book showing that the balance in the Council’s account with Lloyds Bank stood at £3,608.35.</p>	

17.104.02	<p><b>To consider and approve payments</b>  <b>It was AGREED</b> to make the following payments:</p> <ul style="list-style-type: none"> <li>• £200.00 to Ms Rebecca Barr for restoration of the village sign subject to the presentation of an invoice</li> <li>• £21.98 to Mr Chris Helms for purchase of a convex safety mirror to be erected at the junction of Hall Road and The Street to reduce the risk of accidents arising on the blind bend.</li> </ul>	Clerk
17.104.03	<p><b>Proposal to grant aid the cost of the electrical upgrade to the Village Hall</b>  Following a request from Cllr Warner, and following discussion, <b>it was RESOLVED</b> that the Parish Council will make a contribution of £270.00 to the cost of the upgrade recently carried out (50%) by way of grant aid to the Village Hall Management Committee.  <b>Proposed by:</b> Cllr Went                      <b>Seconded by:</b> Cllr Scoones</p>	Clerk
17.104.04	<p><b>External Audit arrangements 2017/18</b>  The Clerk reported that the Government appointed auditor for Suffolk is P K Littlejohn LLP. An authority with neither income nor expenditure exceeding £25k will normally have the right to certify that it is an exempt authority. However the external auditor will become involved if any third party objections are raised to the accounts and SALC have recommended that the auditor's fee of £200.00 is budgeted for. However the Annual Return will still need to be completed which will still need to be published in line with the Transparency Code.</p>	
17.104.05	<p><b>Community Action Suffolk (CAS) – membership</b>  The Clerk reported confirmation received from CAS that Brent Eleigh PC is a CAS member until 1 November 2018.</p>	
17.104.06	<p><b>Grant requests</b>  These were received from:</p> <ul style="list-style-type: none"> <li>• Civic Voice, a national amenity body – requesting a donation of £50.00 to promote Conservation Area issues to Parliament</li> <li>• The Kernos Centre, Friars Street, Sudbury – requesting a donation to further their counselling work with local people.</li> </ul> <p><b>It was AGREED to NOTE</b> these requests.</p>	
17.104.07	<p><b>General Data Protection Regulation – May 2018</b>  The Clerk referred to his report, previously distributed, relating to the changes to data protection legislation coming into force on 25 May 2018. This set out the implications and new burdens arising from the legislation, and, in particular, the need to appoint a Data Protection Officer (DPO) to advise the Council, who cannot be either a Councillor or the Clerk. Following discussion <b>it was AGREED to:</b></p> <ul style="list-style-type: none"> <li>• Consider all the available options to appoint a DPO</li> <li>• Develop knowledge and training in this area and receive guidance as necessary</li> <li>• The Clerk to review administrative and data systems and seek advice as necessary to ensure compliance</li> <li>• Issues around the processing of personal data be further considered by the Council</li> <li>• Take further reports on this matter</li> <li>• Contact the Council's insurers to determine the scope of any additional cover required, or other additional requirements in connection with the new rules.</li> </ul>	Clerk

<b>17.104.08</b>	<b>Precept 2018/19 – Government consultation issues</b> As in previous years, a consultation exercise ran in the early autumn on the principle of introducing precept referendums for local councils. This consultation exercise ended on 28 October 2017 and it is likely that the Government will state its decision on the matter in the provisional local government finance settlement announcement just before Christmas.	
<b>17.104.09</b>	<b>Budget and Precept 2018/19</b> The Clerk went through the budget review papers previously distributed, which show the budgeted, actual year to date and projected figures for income and expenditure for 2017/18, together with an indicative overall budget figure for 2018/19. These figures will be reviewed and finalised at the meeting in January 2018, when a decision will be required on the precept to be set for 2018/19. The deadline for submission of the precept demand to Babergh DC will be 31 January 2018.	Clerk
<b>17.105</b>	<b>TO RECEIVE THE CHAIRMAN’S REPORT</b> Cllr Went had nothing to add to his earlier report (see Minute 17.102 above) on the Milden Road grit bin.	
<b>17.106</b>	<b>TO RECEIVE REPORTS FROM COUNCILLORS</b> Cllr Warner reported a successful bid to County Councillor Lindsay for £1,600.00 from his Locality Budget for fencing and a gate and other improvements at Town Hill, including an information board, and with the intention of developing a five year plan.	Cllr Warner
<b>17.107</b>	<b>TO RECEIVE THE CLERK’S REPORT</b>	
<b>17.107.01</b>	<b>Beacons of Light 11 November 2018 – update</b> It was <b>AGREED</b> to invite the Church to participate and to ring the bells on the occasion. Cllr Warner to speak to the Rector.	Cllr Warner
<b>17.107.02</b>	<b>Restoration of Village Sign</b> This was now completed with thanks to Ms Barr. See Minute 17.104.02 above as to payment for the work.	
<b>17.107.03</b>	<b>Road Safety – installation of a mirror opposite Corner Farm</b> Safety mirror now purchased. Fixing to be arranged.	
<b>17.107.04</b>	<b>Babergh / Mid Suffolk merger - update</b> The Clerk reported that the Babergh Cabinet agenda for 13 October contained an item to consider a dissolution of both Babergh and Mid-Suffolk District Councils and set up a new combined district council. The link to the report was previously sent to Parish Councillors and can be found at <a href="http://baberghmidsuffolk.moderngov.co.uk/ieListDocuments.aspx?Cld=521&amp;Mid=1017">http://baberghmidsuffolk.moderngov.co.uk/ieListDocuments.aspx?Cld=521&amp;Mid=1017</a>	
<b>17.107.05</b>	<b>New electoral arrangements for Babergh District Council – consultation</b> The Electoral Commission’s draft recommendations on new electoral arrangements for Babergh District Council, published in October 2017, were considered. Councillors felt strongly that the inclusion of Brentleigh in the proposed Bildeston Ward makes no sense in terms of reflection of community identity. It was <b>AGREED</b> to convene as a Full Council Working Party on Monday 4 December at 7.30pm in order to formulate a response before the deadline of 11 December.	All
<b>17.107.06</b>	<b>Suffolk County Council – Minerals and Waste Plan consultation</b> The Clerk reported that consultation was open on the new Minerals and	

	Waste policy until 11 December 2017. On the basis that no sites under consideration are located locally <b>it was AGREED to NOTE</b> the consultation document.	
<b>17.107.07</b>	<b>Proposed new arrangements for local councillor disqualification</b> Consultation is open until 8 December 2017 on updating the criteria disqualifying individuals from standing for, or holding office as, a local authority member (including local councils), if they are on the sex offenders register, subject to a civil injunction or a Criminal Behaviour Order under ss1 & 22 Anti-social Behaviour, Crime and Policing Act 2014. This was <b>NOTED</b> .	
<b>17.107.08</b>	<b>Training on planning</b> A planning training course for local councillors and clerks is being offered at Sudbury Town Hall run by the Local Council Public Advisory Service at 7pm on Thursday 23 November.	
<b>17.107.09</b>	<b>Damaged fencing at the end of The Street</b> The illegal lifting of part of the fence at the end of The Street to enable the passage of a very large agricultural vehicle straight onto the A1141 was reported. The fence was replaced loosely but requires remedial work to make safe and secure. Cllr Warner undertook to report the matter to Highways.	Cllr Warner
<b>17.108</b>	<b>PLANNING ISSUES</b>	
<b>17.108.01</b>	<b>Consultation on Babergh / Mid-Suffolk Joint Local Plan</b> Following the working group meeting of all Councillors held on Thursday 2 November at 7.30pm in the Village Hall to formulate a response to the consultation, a formal response was sent to the Babergh Strategic Planning Team on 7 November. A copy of this was distributed to all Councillors. <b>It was AGREED</b> to ratify the terms of the response to which a reply was awaited. <b>Proposed by:</b> Cllr Went <b>Seconded by:</b> Cllr Warner	
<b>17.108.02</b>	<b>Brent Eleigh Conservation Area – draft appraisal</b> As reported by District Cllr Arthey (see Minute 17.101 above) it is anticipated that work to complete this will resume in the spring of 2018.	
<b>17.108.03</b>	<b>To Consider Planning Applications Received</b> <b>(1) DC/17/05139 – Alder Carr, The Street – Notice of intent to carry out works to trees in a Conservation Area</b> The Clerk reported that the Notice was received on 12 October for comments by 2 November and distributed to Councillors electronically. No comments were received and therefore no objection lodged. A determination has been made (see below). <b>(2) DC/1705325 – Vaiseys Farm, Cock Lane - Application for Prior Approval – agricultural to flexible use of farm building</b> This was considered and councillors had no comments to make.	
<b>17.108.04</b>	<b>To Consider Updates on Planning Applications</b> <b>(3) B/16/01537/FUL – Farm Buildings, Hill Farm, Lavenham Road – Change of use of 2 no. existing barns to 2 no. dwellings and associated building works; erection of single-storey front / side extension and fenestration alterations to existing dwelling (the Coach house) and provision of access and amenity space</b> The Parish Council's comments were sent to Babergh on 13 December 2016. No decision on the application has yet been	

	<p>advised, although there was a recommendation for refusal on 24 January 2017.</p> <p><b>(4) B/16/01538/LBC – Farm Buildings, Hill Farm, Lavenham Road – Application for listed building consent; repairs and alterations to 2 no. Barns in order to convert to 2 no. dwellings and demolition of existing “shed” element of Barn 1. Alterations and extensions to the Coach House</b></p> <p>The Parish Council’s comments were sent to Babergh on 13 December 2016. No decision on the application has yet been advised, although there was a recommendation for refusal on 24 January 2017.</p> <p><b>(5) B/16/01723/FUL – Brent Eleigh Hall, Hall Road, Brent Eleigh – Application for external and internal alterations to house and stable including partial demolition and conversion of part of stable from 1 to 2 no. flats.</b></p> <p>The Parish Council’s comments were sent to Babergh on 2 February 2017. No decision on the application has yet been advised.</p> <p><b>(6) B/16/01724/LBC – Brent Eleigh Hall, Hall Road, Brent Eleigh – Application for external and internal alterations to house and stable including partial demolition and conversion of part of stable from 1 to 2 no. flats.</b></p> <p>The Parish Council’s comments were sent to Babergh on 2 February 2017. No decision on the application has yet been advised.</p>	
17.108.05	<p><b>To Receive Notification of Decisions of Planning Applications as Determined by Babergh DC</b></p> <p><b>(7) DC/17/04251 – Brent Eleigh Hall, Hall Road, Brent Eleigh - Notice of intent to carry out works to trees in a Conservation Area</b></p> <p>Planning consent was granted by letter dated 12 October 2017.</p> <p><b>(8) DC/17/04551 – 2 Brook Cottages - Notice of intent to carry out works to trees in a Conservation Area</b></p> <p>Planning consent was granted by letter dated 12 October 2017.</p> <p><b>(9) DC/17/05139 – Alder Carr, The Street – Notice of intent to carry out works to trees in a Conservation Area</b></p> <p>Planning consent was granted by letter dated 10 November 2017.</p> <p><b>(10) DC/17/04188 – 2 Brent Mill Drive - – Notice of intent to carry out works to trees in a Conservation Area</b></p> <p>Planning consent was granted by letter dated 10 November 2017.</p>	
17.108.06	<p><b>Planning enforcement matter: Grove House, Lavenham Road, Brent Eleigh – Creation of entrances onto A1141 without planning consent</b></p> <p>The Clerk reported that he had supplied the information provided by Cllr Scoones to Babergh Planning Enforcement Officer, Carmel Driscoll, and she had responded saying that the matter was under investigation. The current position is being chased.</p>	Clerk
17.108.07	<p><b>Notification of appeal: Land south of Brent Eleigh Road – Appeal against the refusal by Babergh DC to grant a Certificate of Lawfulness for retention of caravan and storage container</b></p> <p>Following enquiries made by Cllr Warner, the site is considered to lie</p>	

	within the parish of Lavenham. No further action therefore is required.	
<b>17.108.08</b>	<b>Approach from consultancy Planning Direct with assistance in developing a Neighbourhood Plan</b> This was <b>NOTED</b> .	
<b>17.109</b>	<b>DATES OF FUTURE MEETINGS</b> <ul style="list-style-type: none"> <li>• <b>The Ordinary Parish Council meeting planned for 18 January 2018 at 7.30pm will now take place on 25 January at 7.30pm.</b></li> <li>• <b>15 March 2018 Ordinary Parish Council meeting 7.30pm.</b></li> </ul>	
<b>17.110</b>	<b>CHAIRMAN'S CLOSING REMARKS</b> The Chairman thanked everyone for attending the meeting. There being no further business the meeting closed at 9.25pm.	