



## **LITTLE BLAKENHAM PARISH COUNCIL**

Minutes of the Parish Council meeting held at the Church Hall on  
**Tuesday, 19<sup>th</sup> March 2024 at 7.30pm.**

### **Present:**

Councillors: W Binder (Chairman)  
S Wright  
B Palmer  
J Latham  
A Brown  
L Keen

In Attendance J Blackburn – Clerk  
District Cllr A Marriott

### **LB91/23/24 - TO RECEIVE APOLOGIES OF ABSENCE**

Apologies were received from County Cllr Chambers.

### **LB92/23/24 – DECLARATIONS OF INTEREST**

None had been received.

### **LB93/23/24 – TO RECEIVE APPLICATIONS FOR DISPENSATION**

None had been received.

### **LB94/23/24 – TO APPROVE THE MINUTES OF THE MEETING OF 23<sup>RD</sup> JANUARY 2024**

**It was AGREED:** That the minutes of the meeting held on Tuesday, 23<sup>rd</sup> January 2024 be approved as a true record and signed by the Chairman.

### **LB95/23/24 – PUBLIC FORUM**

There were five members of the public present.

An issue with a footpath sign was raised at Sycamore Farm. The footpath sign had been moved and reinstalled facing the incorrect way. The sign was currently pointing towards Sycamore Farm rather than pointing towards the field, which would confuse walkers and users of the footpath. **Clerk to report.**

### **LB96/23/24 - TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR CHRIS CHAMBERS**

Cllr Chambers was not present at the meeting but his report was circulated prior to the meeting and would be published on the village website.

### **LB97/23/24 - TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLR ADRIENNE MARRIOTT**

Cllr Marriott's report was circulated prior to the meeting and would be published on the village website.

She briefly went through her report which included the following topics:

- Aggregated Council Tax Requirement
- MSDC Housing Revenue Account Budget
- Empty Homes and Second Homes – Council Tax Changes
- New Sports Facility in Stowmarket
- Brownfield Sites planning consultation opens
- Consultation opens on changes to various permitted development rights
- Expansion of the Affordable Homes Guarantee Scheme 2020
- Reforms to social housing allocations consultation – reminder
- Biodiversity net gain requirements
- Public health updates
- Upcoming 'No Smoking Day'
- Latest Measles statistics published
- Regulator of Social Housing publishes second fire safety remediation report for English social housing
- Plan to reduce anti-social behavior rolled out nationwide
- Council Leaders warn of 'catastrophic effect' of Suffolk County Council budget plans
- Councils' loft insulation offer for Suffolk Homes

#### **LB98/23/24 – UPDATE ON THE VILLAGE HALL – PORT ONE**

Maxwell Hembry and Ben Shove from Port One were present at the meeting and showed plans of the proposed Village Hall to those present.

They reported that planning permission was still to be obtained. Paperwork was continuing to be put together and hopefully submitted this month. Once planning permission has been obtained, works would begin early 2025.

Funding would be part grant funding and part funded by Port One.

Sarah-Jane Hatt, Community Officer (Grants) at Mid Suffolk District Council (MSDC), confirmed that the part funding would be from the CiL money at the District Council and the Parish Council should apply for that.

In relation to Solicitor fees, Maxwell Hembry reported that they would pay all legal fees to do with the project.

Sarah-Jane Hatt explained that the best way forward would be for a funding meeting to take place in the near future to confirm funding to be applied for. One Parish Councillor and the Clerk should attend the meeting along with someone from Port One.

**It was AGREED:** That a funding meeting be arranged and attended to confirm funding arrangements.  
That the Clerk organise a solicitor for legal works required.

#### **LB99/23/24 – PEOPLE AND PLACE PLAN**

Cllr Keen reported that she had attended a meeting in relation to People and Place Plans. She explained that the Plan was a 'watered down' version of a Neighbourhood Plan and would give the village a Plan which contained reasons and views of how Little Blakenham should stay as it was in relation to development and land.

The Plan would need to be put together by residents alongside the Parish Council and would be evidence based. The Plan, in terms of work, could take approximately 30 hours to put together.

Cllr Keen stated that another meeting was due to be held during April.

Members' views were mixed in terms of what the Plan could provide and it was felt that rounding up volunteers could be difficult.

**It was AGREED:** That Cllr Keen attend the meeting in April and it be brought back to the next meeting for decision.

#### **LB100/23/24 - TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS**

a) **CLERK'S REPORT**

The Clerk reported that the National Living Wage would again be increased as of 1<sup>st</sup> April 2024, which would affect the Village Hall Cleaner.

**It was AGREED:** That the Cleaner's salary be increased automatically each time the National Living Wage was increased, which would keep the Parish Council in line with proper procedures.

b) **TO RECEIVE THE CLERK'S FINANCIAL REPORT**

The Clerk reported on the Council's current financial position and movements since the last meeting. It was reported that the balance in the accounts on 13<sup>th</sup> March 2024 was £7,431.97.

c) **TO AUTHORISE PAYMENTS AND NOTE RECEIPTS**

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay (Feb)	268.13
Jennie Blackburn	Clerk's Office Allowance/Exp (Feb)	26.00
The Village Sign People	Village Sign	5326.00
EON	Village Hall Electricity - January 2024	41.22
CFB IT Solutions	Mailbox Hosting (Feb)	6.00
CFB IT Solutions	Mailbox Hosting (Mar)	6.00
Great Bricett PC	Ink Cartridge Contribution	14.77
MSDC	Grass Cutting 2023	510.26
Jennie Blackburn	Clerk's Pay (Mar)	tbc
Jennie Blackburn	Clerk's Office Allowance/Exp (Mar)	36.74

**It was AGREED:** That payments totaling £6,235.12 be authorised and actioned by the Clerk.

The following receipts were noted:

The Charity Gaming	Hall Hire	£180.00
M Woods	Hall Hire	£10.00
M Whitton	Hall Hire	£10.00
M Woods	Hall Hire	£10.00
P Eden	Hall Hire	£10.00

d) **APPOINTMENT OF INTERNAL AUDITOR – 2023/24**

**It was AGREED:** That Trevor Brown be appointed as Internal Auditor for 2023/24.

e) **EXTERNAL AUDIT ARRANGEMENTS FOR 2023/24**

**It was AGREED:** That an External Audit would not be required for 2023/24

## **LB101/23/24 – POLICIES AND PROCEDURES**

### **a) REVIEW OF INTERNAL AUDIT CONTROL AND RISK MANAGEMENT ARRANGEMENTS**

**It was AGREED:** That the Internal Audit Control and Risk Management Arrangements be reviewed and approved.

### **b) FINANCIAL REGULATIONS AND STANDING ORDERS**

The Clerk reported that the Financial Regulations were currently being reviewed and amended by National Association of Local Councils (NALC) and amendments would be shared with Clerks in due course. The Clerk would bring it to a future meeting for approval,

**It was AGREED:** That the Standing Orders be approved and adopted.

## **LB102/23/24 - PLANNING APPLICATIONS**

None had been received.

## **LB103/23/24 – PLANNING DECISIONS**

The following Planning Decisions were noted:

**Ref: DC/23/04102** - Full Planning Application - Erection of extension including works to roof and internal alterations (following demolition of rear entrance porch and removal of fountain) - Unit 3 and 3A, Broomvale Business Centre, Bramford Road, Little Blakenham – **Granted**

**Ref: DC/23/04103** - Application for Listed Building Consent - Erection of extension including works to roof and internal alterations (following demolition of rear entrance porch and removal of fountain) - Unit 3 and 3A, Broomvale Business Centre, Bramford Road, Little Blakenham - **Granted**

## **LB104/23/24 – SPEEDING THROUGH THE VILLAGE**

Cllr Binder reported that he had received an email from a resident who was very concerned about the driving habits of motorists through the village.

A brief discussion took place and the Clerk was asked to contact the Speed Management Team about any further monitoring that might take place. **Clerk to action.**

## **LB105/23/24 – POTHoles IN THE VILLAGE**

**It was AGREED:** That this item be deferred to the next meeting when County Cllr Chambers would be present.

## **LB106/23/24 – STREET LIGHT OUTSIDE NO.5 THE BEECHES**

It was reported that works to the light had been carried out by the Highways Team.

## **LB107/23/24 - VILLAGE SIGN**

Cllr Palmer reported that the new Village Sign had been delivered and would be erected in the near future once the weather had become drier.

## **LB108/23/24 - PLAY AREA**

There was nothing to report.

**LB109/23/24 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL**

- Triangle of land at the junction – overgrown with brambles

**LB110/23/24 - DATE OF NEXT MEETING**

**It was AGREED:** That the next meeting be held at the Village Hall on Tuesday, 21<sup>ST</sup> May 2024 at 7.30pm.

The meeting finished at 8.40pm.

Chairman: ..... Dated: .....