

Bressingham and Fersfield Parish Council

Clerk: Mike Mortimer, 1 Sycamore Close, Palgrave, Suffolk, IP22 1PF

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**Monday the 24th of May 2021 at 7.15
Annual Meeting of the Parish Council
at the Village Hall**

**SOCIAL DISTANCING WILL APPLY
MASKS TO BE WORN EXCEPT WHEN SPEAKING
Public Participation by sound on Zoom**

Topic: Parish Council Meeting

Time: May 24, 2021 07:15 PM London

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AGENDA

- 1 Election of Chair
 - 2 Apologies
 - 3 Declaration of Interests
 - 4 To Agree the Minutes of the 12th of April 2021
 - 5 Matters Arising
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10 Minutes Public Speaking Time

- 6 Report from District Councillor
- 7 Report from County Councillor
- 8 Planning - 2021/0283 Anvil House, Bressingham
- 9 Motion to adopt health and safety and volunteer policies.
- 10 Motion to create the Voluntary role of Tree Warden
- 11 Flooding - Common Road, Bates Lane, Ditch ownership
- 12 Website - Development
- 13 Communications
- 14 Traffic and Speed Limits
- 15 Resilience
- 16 Allotment Land
- 17 Finance – burial ground maintenance, audit exemption,
- 18 Village Hall Request
- 19 Any Other Matters



Parish Clerk

Bressingham and Fersfield Parish Council

Minutes of the Annual Meeting held on the 24th of May 2021

The meeting opened at 7.15 p.m.

Present Councillors – Chair, Dr A McMurray, Mr R Hewitt, Mr K Traynier, Mr John Kemp, Mr M Wickenden and Mr M Wakefield. Also present were District Councillor Mr J Easter and the clerk Mr M Mortimer.

- 1 Election of Chair**
Mr Traynier was elected. Dr McMurray was elected Vice-Chair.
- 2 Apologies**
None
- 3 Declaration of Interests**
None
- 4 To agree the minutes of the meeting of the 12th of April 2021**
The minutes were agreed
- 5 Matters and Actions arising from the minutes**
None

10 minutes public speaking time

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The video link which was making the proceedings available to the public failed. Written comments were later forwarded to councillors.

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- 6 Report from the District Councillor**
Mr Easter provided a link to the Village Clusters Consultation Document which will shortly be made public.. He explained that there were two sites being recommended and a third considered in Bressingham. Mr Traynier said it was essential that the public be made aware. Mr Traynier thanked the District Councillor for his help with the flooding issue and for the sandbags.
- 7 Report from County Councillor**
The County Councillor was unable to attend.
- 8 Planning**
Approval for 2021/0283, Anvil House was approved.
- 9 Motion to Adopt Health and Safety and Volunteer Policies**
Both policies were adopted.
- 10 Motion to Create the Voluntary Role of Tree Warden**
Mr Traynier had not received the document establishing the remit of Tree Warden. The clerk agreed to supply him with a copy.

- 11 Flooding**
Common Road – Dr McMurray believed the issue to be the responsibility of the county and wished to put the case to the new regional engineer. Mr Traynier suggested creating a new drain and pipe. He agreed to pursue costs and feasibility.
Fersfield – The clerk to arrange a meeting between Mr Parke, the surveyor, Mr Traynier and Mr Wakefield.
- 12 Website**
Mr Traynier explained that a preview of the site had been made available to councillors and the reception was mostly positive. Mr Traynier stressed the importance of publicising the launch. Mr Hewitt agreed to sort out ongoing payment and responsibility but Dr McMurray insisted the maintenance be put out to tender. Mr Wickenden agreed to talk to the current Webmaster. Payment of an expense claim would be paid in part only. Dr McMurray felt a hosting contract was essential. Mr Wickenden agreed to talk to his contact.
- 13 Communications**
The clerk had received an email from residents in Common Road requesting action to deal with flooding. Copies were available. A copy will be included in the minute book.
- 14 Traffic and Speed Limits**
Dr McMurray said she would continue as the lead. It was agreed that it was time for another leaflet drop.
- 15 Resilience**
Mr Traynier agreed to continue establishing what action and equipment was required.
- 16 Allotment Land**
Public response had been mostly positive to the proposal to create a wooded area though there was opposition. It was agreed that a more detailed plan be drawn up so real reaction could be seen. Mr Traynier pointed out that lack of security was an issue at the moment and he was asked to establish costs for a substantial gate.
- 17 Finance**
A report was made available. The Audit Certificate of Exemption was signed. The clerk was asked to approach the diocese to establish actual burial ground maintenance costs for 2020/2021.
- 18 Village Hall Request**
Dr McMurray pointed out that the council's concerns had been met and it was agreed that a donation of £5000 be made.
- 19 AOM**
Mr Kemp explained he had been approached about the condition of some gardens in Fersfield Road. The clerk was asked to write to Saffron Housing who manage the properties.
- 20 Date of Next Meeting**
5th of July at the Village Hall