

CHARSFIELD PARISH COUNCIL

Minutes of Meeting Held on Tuesday, 7th May 2024

Present: Councillors Pedgrift (Chair), Haird, Moor, Laird, Youngman and Pam Hembra (Parish Clerk)

Members of the Public: 2

		Action
A.	To elect a Chair of the Parish Council To receive the Chair's declaration of acceptance of office – Councillor Pedgrift was proposed by Councillor Moor and seconded by Councillor Haird	
B.	To elect a Vice-Chair of the Parish Council To receive Vice Chair's declaration of acceptance of office – Councillor Moor was proposed by Councillor Pedgrift and seconded by Councillor Haird.	
C.	To elect Financial Officer The Parish Clerk was proposed by Councillor Pedgrift and seconded by Councillor Moor.	
D.	To fill any vacancies left unfilled at the election by reason of insufficient nominations/Co-option There were none	
E.	Clerk to receive Councillors' declaration of acceptance of office These were signed and witnessed at the meeting	
1.	Apologies and Approval of Absence Councillors Sharp, McArthur - approved	
2.	Declarations of Interest None	
3.	Approval of Minutes of the Minutes held on 11th March 2024 Minutes were approved and signed by Councillor Pedgrift	
4.	Progress Reports for Information or Matters Arising <ul style="list-style-type: none"> - Re the drainage on the new development there had been no reply from County Council. - Charsfield Together – second event is likely to be incorporated with the opening of the kiosk. 	

	<ul style="list-style-type: none"> - One Tree Warden has been on a course with Suffolk Wildlife - Green Canopy. Councillor Haird had been unable to contact Andrew Fane. Ongoing 	
5.	Points from the public – A chance for the public to raise matters of relevant interest.	
6.	<p>Reports</p> <p>County Council (full report available on request)</p> <p>District Council (full report available on request)</p> <p>Recreation Ground</p> <p>Village Hall</p>	
7.	<p>Charsfield Flood Action Group</p> <p>Report attached below. A meeting with the SCC Leading Flood Authority representatives is scheduled for 9th May when the evidence gathered by the FAG will be analysed and discussions on a way forward for the future will take place.</p>	
8.	<p>Potsford Brook Water Quality Report – Peter Clitheroe</p> <ul style="list-style-type: none"> - Sampling is undertaken across whole the whole Deben catchment area. - The samples taken beyond the garage had the second highest E Coli count. The high rainfall records could make this worse. The full report will be published on the village website. - A phosphate stripping unit has been built recently. - Should the PC wish to contribute towards the costs of the sampling it would be gratefully received. - The E Coli DNA sampled is an antibiotic resistant strain - 	
9.	<p>Road Safety</p> <p>8.1 Road Safety Plan – The results were presented at the parish council meeting on 7th May and further discussions will take place at the July meeting to discuss what future actions can be taken.</p> <p>Firstly, many thanks to Simon Rixon for his hard work on devising the questionnaire and Gary Stratton’s help putting it online and on the website and of course to Jan Pedgrift.</p> <p>Thank you all for taking the time and trouble to complete the Charsfield Traffic Survey. 72 households returned the survey out of a possible 180 and 36% of the village had an issue with road safety.</p> <p>We are one village so the significant areas for one person may not be your priorities and in that I apologise.</p> <p>The main issues identified were:</p>	

	<ul style="list-style-type: none"> · speeding · road maintenance (including potholes, drain and gully clearance and culverts) · the 2 junctions (Magpie Street with Church Road and Church Road with B1078). <p>Some of the issues raised can be alleviated by self help measures: Pedestrian visibility is an issue and the advice would be, please ensure you are visible at all times ie wearing of high vis.</p> <p>Hedges and signs could be improved with some clearing, cleaning and cutting which we can carry out as a community.</p> <p>The following have been grouped together: 30mph, 20mph, traffic calming, policing of speed and 3/2/1 signs because they are linked to speed or the prevention of.</p> <p>With the exception of speed, the following anomalies were identified: road maintenance being high on the list for priorities but lower on specific issues as was feeling unsafe while hedges/visibility and lorries/HGV/commercial vehicles were ranked low on priorities but high on specific issues.</p> <p>After discussion of the findings the suggested initial actions are:</p> <ul style="list-style-type: none"> - Clean signs (Investigate collaboration with SCC) - Purchase some high viz arm bands to give away to walkers and joggers - Put notices under window wipers of people parking outside school to let them know about the Village Hall Car Park - Write to whole village about driving safely - All Councillors to study the report and consider other ideas and suggestions for the next meeting <p>8.2 Partnership Road Safety Forum Meetings</p> <ul style="list-style-type: none"> - Still need a representative for 9th September meeting - SpeedWatch has started up again with additional volunteers 																					
10.	Planning:																					
	<p>Buttons Meadow Update – No enforcement yet as East Suffolk do not feel there are any breaches.</p> <p>DC/24/1149/FUL – Barn East of Vine Cottage, Wickham Market Road - Change of use of agricultural barn to single dwelling, including construction of double garage and upgrading of existing vehicular access. No objections.</p>																					
11.	Finance																					
	<p>11.1 To authorise payments as listed below:</p> <table border="1" data-bbox="344 1785 1336 1900"> <thead> <tr> <th>Date</th> <th>Detail</th> <th>Ref</th> <th>Power</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>14/03/2024</td> <td>Jan Pedgrift (pdf converter)</td> <td>Bank Transfer</td> <td>LA 2011 ss 1-8</td> <td>£49.00</td> </tr> <tr> <td>14/03/2024</td> <td>CAS Business Services</td> <td>Bank Transfer</td> <td>LGA 1972 s 112</td> <td>£1,011.33</td> </tr> <tr> <td>25/03/2024</td> <td>HMRC</td> <td>Bank Transfer</td> <td>LGA 1972 s 112</td> <td>£123.00</td> </tr> </tbody> </table>	Date	Detail	Ref	Power	Amount	14/03/2024	Jan Pedgrift (pdf converter)	Bank Transfer	LA 2011 ss 1-8	£49.00	14/03/2024	CAS Business Services	Bank Transfer	LGA 1972 s 112	£1,011.33	25/03/2024	HMRC	Bank Transfer	LGA 1972 s 112	£123.00	
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	25/03/2024	P Hembra – Services	Bank Transfer	LGA 1972 s.111	£507.68		
	25/03/2024	C Warman (SID Battery)	Bank Transfer	LGRA 1997 S30	£29.34		
	25/03/2024	Suffolk Wildlife Trust	Bank Transfer	LGA 1972 s.111	£20.00		
	27/03/2024	SALC Payroll	Bank Transfer	LGA 1972 s.111	£22.80		
	16/04/2024	Charsfield Village Hall	Bank Transfer	LGA 1972 s.111	£58.50		
	16/04/2024	SALC Membership	Bank Transfer	LGA 1972 s.111	£219.62		
	11.2	To note receipt of income as listed:					
		VAT Return		£347.30			
		CIL Grant		£2,424.67			
		Interest on Premium Account		£22.48			
		Due to a mistake on the VAT Reclaim Form I inadvertently made a claim for more VAT than we had paid. This can only be rectified the next time I made a VAT Claim.					
	11.3	Bank Balances as at 31 st March 2024					
		– current account:		£6,509.06			
		– savings account:		£6,033.58			
	11.4	Bank reconciliations were agreed and signed					
	11.5	SALC were proposed SALC as Internal Auditor – Proposer Pedgrift, Secunder Moor – All in agreement.					
	11.6	To approve end of year Accounts – These were Proposed by Councillor Laird and Seconded by Council Haird – All in agreement.					
	11.7	To approve proposal of Debit Card – Proposer Councillor Youngman, Seconded by Councillor Haird – All in agreement.					
	11.8	Donation to Flower Show £20.00 – Proposer Councillor Pedgrift, Secunder Councillor Moor – All in agreement.					
	12.	Code of Conduct					
		Councillor Pedgrift proposed accepting the Code of Conduct and these were seconded by Councillor Moor – all in agreement.					
	13.	Emergency Plan					
		On Hold until outcome of Flood Committee Meeting with SCC is known.					
	14.	Training and Development Policy					
		Councillor Haird is now booked in for the full course. Need to book the workshops (2 sessions) NOT E learning for the basic training.					
	15.	CIL Funding £7,131					
		Discussion needed to decide whether to build up the pot further then consult village with options for spending within the bounds of CIL Funding Regulations.					
	16.	Internal Control Report					
		Councillor Haird undertook the Internal Control Report which is available to view.					

17.	Devolution Offer to Suffolk	
	Chair reminded everyone to complete the consultation before the deadline of 26 th May 2024.	
18.	Telephone Kiosk	
	We have a grant of £2,700 towards story boards through the UEA and an event is planned September/October in Village Hall.	
19.	Village Historian Update	
20.	Date of Next Meetings	
	<p style="text-align: center;">Monday, 22nd July 2024 (Councillors Moor and Laird unable to attend) Monday, 23rd September Monday, 25th November 2024</p>	
	The meeting closed at 8:50 pm.	

CFAG Report to PC Meeting 07/05/24

Liaison with Agencies and S19 Report Input

Meeting to be held with SCC this Thursday 9th.

The following is a summary of our input.

Summary of Impact of Storm Babet.

Date of Report – 23/4/24

- There are 193 households in Charsfield of which 43 (>22%) suffered flooding on their property of which 24 (>12%) were flooded internally.
- 7 properties were flooded in May and October 2023.
- 12 properties have had to be vacated as they were rendered uninhabitable by the flood water internally and very few properties are yet fit to be re occupied.
- Protracted ‘complex’ insurance claims are ongoing for at least 15 of flooded homes.
- Considerable loss of amenity to occupiers of impacted properties
- Little of no warning of severity of rainfall likely to cause flooding hence local emergency plan was not invoked.
- Flood water came from many directions and not just caused by the Brook overflowing.
- During the flood only a handful of properties offered any help by emergency services. Some properties had some sandbags delivered to them by local help
- Since the flood getting advice with funding and flood prevention measures problematic

- Significant emotional and stress impact on people. People were genuinely frightened during the flood. Calls to emergency services were rejected as 'Not an emergency'.

Flood Watch and Web Site

Web site improvements have been made and there is now a live link to latest Charsfield weather data including rainfall history and prediction.

Steve Moor 07/05/24