

Minutes of the BRUISYARD PARISH COUNCIL MEETING held on Tuesday, 18th November 2008, at 7.30 in the Vestry, St Peter's Church, Bruisyard.

Present: The Clerk, Peter Robinson (Chairman), Shirley Smith, Eleanor Berwick and Oliver Hitchcock.

AGENDA

1) Apologies for absence:- John McKee, Jeremy Holland-Howes, Margaret West and County and District Councillor, Colin Hart

2) Minutes of the last meeting:- The minutes of the last meeting have already been circulated and read. Eleanor Berwick proposed that the minutes for the meeting held on 16th September 2008 be accepted and Shirley Smith seconded this proposal. All were in favour.

3) Matters arising:- There were no matters arising

4) Report from Village Hall Committee:- The committee held meetings on 18th September and 23rd October. The following progress has been made.

a) Building Regulations

These were finally passed on 19th September although there are still some ongoing negotiations with the Environment Agency about the reduction of ground level on the site to compensate for the footprint of the building.

b) Tender results

The tenders were sent out to a number of interested building companies. All the companies responded to the tender and there was a very wide variation in the quotes. It was decided to accept the lowest tender from company A.

c) Funding shortfall

Even the lowest tender meant there is a large funding shortfall. The Big Lottery Fund will not release any funding until we have all funding in place. The build start has been put back to late March to give us time to raise more funds.

To overcome the shortfall the following actions have been implemented:- A number of items in the prime costs can be removed if insufficient funding can be raised to cover them:- the rain water harvesting system, the CCTV system, the completion of car park will be delayed and internal decoration will be carried out by volunteers. The estimated saving would be £24,000.

Review the VAT implications :- on the full cost of building the hall VAT would come to £50,000. The shortfall without the VAT is £37,000. David Smith has sent a letter and the constitution of the Village Hall Committee to HM Revenue and Customs Charities Division to ask for VAT relief on the building of the hall on the grounds of being a small charity (less than £5000 income a year). A reply is expected mid December. As an alternative solution to this, the Clerk has contacted the VAT department responsible for Local Authorities to confirm that if we don't have a hire charge for village clubs and activities and any charge we do make for people outside the village using the hall is below 15% of the hiring time making the hire charge fall into a proportion of the building cost that is insignificant, we can therefore reclaim VAT on the whole build project. We have received confirmation from them. A charge would be made for the electricity used during bookings plus a cleaning charge and fund raising by users would cover the shortfall.

Further funding applications have been sent off:- Suffolk Environmental Trust has been asked for £27,325 to cover all electrical work. We will hear from them in February. The Scottish Power Green Energy Trust has been asked for £10,000 to cover 50% of the cost of the heat pump and solar panels. We will hear from them in December

An application to Garfield Weston Foundation has also been prepared but any application for funding to them has to be made by a local charity as they can only make grants to charities. The Alde Community Council has been asked for help with this. They are willing to receive funds on our behalf and then pass them onto us. The application will be sent off on Friday. They take approximately four months to make a decision.

d) Electricity connection.

EDF energy wanted £14,040 to connect the electricity supply to the hall. The large charge was due to the fact that they are short of capacity on the transformer and wanted to charge a large proportion of the replacement onto us. Negotiations with them have reduced this cost to £2,500 including VAT.

e) Ratification of VHC constitution

A constitution for the Village Hall Committee was required to send to HM Customs and Excise Charity Division for VAT relief on the building costs of the hall on the grounds of being a charitable organisation. Oliver Hitchcock proposed the Parish Council ratify the constitution as drawn up by the committee, Eleanor Berwick seconded this proposal and all agreed.

5) Financial Matters a) Oliver Hitchcock proposed that £38.26 be paid to Suffolk Coastal District Council for the lease on land at Rendham Road for the coming year. Peter Robinson seconded this proposal and all agreed. A cheque was duly written and signed drawing on the Barclays account

b) Shirley Smith proposed that £30.98 be paid to the Clerk, Anne Smith to reimburse her for the purchase of 3 black ink cartridges from Viking Direct. Eleanor Berwick seconded this proposal and all agreed. A cheque was duly written and signed drawing on the Barclays account

c) Peter Robinson proposed that it was in order to have issued a cheque from the Barclays account to pay £22.32 to Essex and Suffolk Water for the water supply in the Park. Eleanor Berwick seconded this proposal and all agreed.

d) Oliver Hitchcock proposed that £458.25 be paid to Suffolk Coastal Services Ltd. for the grass cutting in the Park. Peter Robinson seconded this proposal and all agreed. A cheque was duly written to Norfolk County Services Ltd (Group company head for Suffolk Coastal Services Ltd) and signed drawing on the Barclays account.

e) The members received a full budget breakdown before the meeting. To cover the Council's 2009/2010 commitments the Clerk has estimated a minimum of £1,500 will be required. The Council's reserve is estimated to be £427 at the end of the financial year. Shirley Smith proposed the Precept for the coming financial year be £1600, this works out at an average of £20 per household which is in line with the majority of villages in Suffolk Coastal District Council.

f) The Village Hall Committee has asked the Council to open a named 'Bruisyard Village Hall' account. Peter Robinson proposed opening a Barclays Community account under the name of Bruisyard Village Hall with the 3 signatories being Peter Robinson, John McKee and Margaret West. Oliver Hitchcock seconded this proposal and all agreed. This account will be used for the running of the hall on completion.

6) Park:- a) the Members have been happy with the standard of grass cutting for this year and are especially pleased to have The Pound cut. It was necessary to have 15 cuts this

year due to the exceptionally wet summer. The clerk budgets for 13. The Clerk has contacted Geoff Rogers to ask him to cut the hedges and they will be done shortly.

b) The Clerk initially contacted Suffolk Coastal Services concerning the old oak tree in the Park hedge which also overhangs Rendham Road as there is a large amount of dead wood in it but they were unable to carry out the work and would subcontract it to WJ Berry and Sons. The Clerk decided to obtain two competitive quotes directly for the work on the tree and contacted Greenacre Tree Care Services and WJ Berry for quotes and advice. The advice was to have a crown reduction on the tree taking out all dead wood back to sound wood and removing all ivy from the trunk. This would make it safe and prolong its life. The quote came in at £360 from Greenacre Tree Care Services leaving the wood and the brushwood on site which would be cleared and burnt by members of the Parish. WJ Berry and Sons quoted on the same terms and this came in at £490 plus VAT. Eleanor Berwick proposed that the contract be awarded to Greenacre Tree Care Services. Peter Robinson seconded this proposal and all agreed. The Clerk will contact this company to that effect and arrange a time to carry out the work.

7) Fundraising and Use of Hall:- Peter Robinson proposed that the Parish Council pledge to raise £5150 to cover the cost of the table, chairs and electrical appliances for the kitchen. These items will not be needed until January/February 2010. Eleanor Berwick seconded this proposal and all agreed. If this sum has not been raised in time the Parish Council will ask Suffolk Coastal District Council for a loan to cover the shortfall and continue to fundraise to clear the loan.

The Village Hall Committee agreed to fund raise by a 'Buy a Brick' scheme. Members of the village will be asked to pledge to 'Buy a Brick' for £10 and pay for it in March, April or May. The Clerk will contact Contractor A to ask permission to write names on the side of the bricks which face the cavity. One or two people only would have to write on the bricks for safety reasons.

It was agreed to have a wine tasting evening on 18th or 19th February in Cransford Village Hall using the 'Best Wines in the Supermarkets 2009'. Peter Robinson will make the booking of the Hall. A theme will be chosen – probably a style of red wine eg Cabernet Sauvignons from around the world. It was agreed to serve cheese and pate on the evening. Eleanor Berwick offered to host a meeting in early January to work out details, prepare tickets etc.

The Alde Community Council has offered to help with fund raising. Suggestions were an auction of promises or horse racing. Both these suggestions will be explored as to there practicability.

8) Freedom of Information Act:- A model publication scheme has been prepared and approved by the Information Commission. It may be adopted without modification by any public authority without further approval and will be valid until further notice. The deadline for adoption is 1st January 2009.

The list of information available was studied and it was agreed to put documents on the website wherever practical without making this too much of a burden on the Clerks limited time. Where the Council does not provide the services listed 'Not applicable' will be written against that item eg allotments and cemeteries. Other information would be available from the Clerk on request at a cost to the applicant. The Clerk will contact SALC for advice as to a reasonable charge for copying documents.

The list will go on the website and the change in the publications scheme will be featured in the Newsletter.

Shirley Smith proposed that Bruisyard Parish Council adopt the publication scheme unchanged. Peter Robinson seconded this proposal and all agreed.

9) Date of Next Meeting:- 20th January 2009.

10) Miscellaneous Items:- Suffolk Coastal District council approved the planning application for stables at White house Church Road Bruisyard.

The netting on the bridge by the Church has not been replaced and the wood is very slippery. It has also been brought to the Clerks attention that the wooden bridge over the river opposite Bruisyard Hall is also very slippery. The Clerk will contact Highways to try and get these problems rectified.

There being no further business the Chairman closed the meeting at 9:00 pm and thanked the PCC for the use of Vestry.