

# BROME and OAKLEY PARISH COUNCIL

Minutes of Meeting of Brome and Oakley Parish Council held at 7.30 pm on Monday 13 March 2023 at Brome and Oakley Village Hall.

PRESENT: Councillors Isobel Demanget (Chairperson), Charles Doe, Kelly Keeley, Tom Pace, John Parry and Mark Prior. Also in attendance the Clerk, County Councillor Jessica Fleming and District Councillor David Burn.

1. Apologies for absence – Apologies were received from Cllrs Halton and Broughton.
2. Declarations of pecuniary and other interests from members on any item to be discussed and requests for dispensations

Cllrs Keeley, Pace, Parry and Prior declared an interest in matters relating to the Village Hall.

### 3. Public Forum

County Councillor Jessica Fleming reported on the award of the highway's contract to a new provider. The County Council had agreed a 4% increase in council tax; 2% general funds, 2% adult social care. District Councillor David Burn commented on the local water supply and how the Hartismere area was approaching limitations and planning restrictions had been put on high use developments until 2030. Cllr Burn also provided an update on the Diss and District NDP and how the examiner appointed was currently seeking additional information prior to finalising their report (which would be circulated to DDNP members for factual checking). Cllr Burn was hopeful that a report would be available by the end of May. If a hearing was not deemed necessary the plan would then proceed to referendum.

### 4. Minutes of the last meetings

- a. The minutes of the meeting of 13 February 2023 were approved.
- b. There were no matters arising from the minutes of the meeting of 13 February 2023.

### 5. Planning

- a. The following planning applications were considered:

Ref	Location	Application
DC/23/00993	Poplar Farm, Low Street, Oakley	Listed Building Consent - Internal amendments to previously approved applications DC/17/04709 and DC/17/04762 as detailed within the Design and Access and Heritage Statement and supporting plans.
It was unanimously agreed to recommend approval of the application.		
DC/23/00782	5 The Crossroads, Brome	Erection of single-storey rear extension to detached garage to provide home gym and hobby workshop/craft room.
It was unanimously agreed to recommend approval of the application.		
DC/23/00952	Waveney Vale, Norwich Road, Brome	Erection of one dwelling
It was unanimously agreed to recommend approval of the application.		

- b. Other planning matters – none.

### 6. Finance and Governance

- a. The current financial position was noted as £18,709 (of which £13,381 was CIL funds) in the current account and £3,957 in the business saver account.
- b. Receipt of £1,875 of District Council Locality Funding to be used towards the purchase of a defibrillator was noted.
- c. It was agreed to make the following payments.

Amount	Payee	Details
£200.00	Diss Town Council	Contribution to Diss and District NDP
£5.40	Sword and Trowel	Payroll Service

Signed Isobel Demanget Chairperson ..... Clerk Isobel Demanget  
 Date 15 May 2023

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£10.99	Screwfix	Village Hall project
£124.92	Hughs Gray	Village Hall project
£101.00	Society of Local Council Clerks	Annual subscription (shared)

- c. The Standing Orders were reviewed and adopted.  
 d. The Statement of Internal Control was reviewed and adopted.  
 e. The Council's risk assessment was reviewed and adopted.  
 f. It was agreed to appoint Trevor Brown as internal auditor for the year ending 31 March 2023.  
 g. It was agreed to disposal of defunct lap top by returning to a computer supplier for cleaning and repurposing. The hard drive would be destroyed.

## 7. Highways

- a. The Suffolk County Council (Parishes of Oakley and Hoxne) (B1118 Low Street) (40 mph speed limit) Order 202 was noted.  
 b. The Parish Council's financial contribution to the above scheme was reconsidered earlier in the meeting. It was agreed to increase the Parish Council's financial contribution to the scheme is £5875. This was due to Councillor Burn's District Locality Funding being received to support another project the Parish Council wished to deliver (defibrillator). Earlier in the meeting, County Councillor Fleming had offered reassurances that she would be able to contribute to remainder of the total cost of the project less the Parish Council contribution.

## 8. Asset Management

- a. The licence for tenancy of part of the allotment land had been drafted in line with the legal framework supplied by the National Association of Local Councils. The maximum term of the licence was for 729 days, with the option to renew, but with ultimate provision to the Parish Council to give 90 days' notice if any of the land was required to fulfil the Council's legal duty to provide allotment land.  
 b. The tenancy agreement for plot one allotment was noted. It was agreed to permit the tenant to plant two ornamental fruit trees on the plot and to site a beehive subject to this being located as far away from residential properties as possible and that the tenant would be required to trees at his expense if the plot was vacated.  
 c. The purchase and installation of defibrillator in Brome (west) was still be considered. It was agreed to approach Renvale about an external cased defibrillator being located on their perimeter fence.

## 9. Correspondence

The following items of correspondence were noted:

Date	From	Subject
14.02.2023	Mid Suffolk District Council	Consultation on Regulation 16 Hoxne Neighbourhood Development Plan
17.02.2023	Stowmarket District Scouts	Stowmarket District Scouts - looking for advice
27.02.2023	Suffolk County Council	Updated Parish Rights of Way Maps
22.02.2023	Mid Suffolk District Council	Spring Litter Picks 2023
04.03.2023	Progress Power Ltd	Piling Load Tests on Site: March 2023
02.03.2023	Mid Suffolk District Council	NSIP and large-scale energy developments update March 2023

10. Urgent Matters and matters for report – Cllr Parry reported on progress with the Village Hall repairs; £3,000 net of VAT for sheds and storage had been fully spent and the project was completed. The project to repair the main wall was about to be started and this would use the £2,000 allocated by the Parish Council CIL fund. An allowance for plastering had not so far been requested and a new application would be submitted to the Parish Council next month.

11. Date of next meeting – Monday 17 April 2023.

Meeting closed: 20.45

Signed Jan Parry Chairperson ..... Signed Luvale Clerk .....  
 Date 15 May 2023