

# BOTESDALE PARISH COUNCIL

Minutes of the meeting held Monday 14 May 2018  
Botesdale Village Hall

**Present:** Cllr John Abraham  
Cllr Ernie Baxter  
Cllr David Green  
Cllr William Sargeant (Chairman)

Cllr Des Bavington-Lowe  
Cllr Victoria Curry  
Cllr Chris Lambert  
Cllr Caroline Stratford

Parish Clerk – Leeann Jackson-Eve  
County Councillor Jessica Fleming  
District Councillor Derek Osborne  
1 Member of the Public

7.30pm The Chairman welcomed those present and opened the meeting.

1. **To Elect a Chairman for the Year 2018/19.** Cllr Sargeant, proposed by Cllr Lambert, seconded by Cllr Curry and agreed unanimously, was elected as Chairman.
2. **To receive the Chairman's Declaration of Acceptance of Office.** The Council received Cllr Sargeant's Declaration of Acceptance of Office.
3. **Apologies for absence:** Cllr Bishop had regretfully resigned citing pressures of work. The Chairman would write thanking him for contribution to the community on behalf of the Parish Council.
4. **To elect a Vice Chairman.** Cllr Bavington-Lowe, proposed by Cllr Stratford, seconded by Cllr Curry and agreed unanimously, was elected as Vice Chairman.
5. **To elect Council Officers and Representatives to outside bodies:**
  - Assets Register: Cllr Sargeant
  - BARWOODS: Cllr Sargeant
  - Public Rights of Way: Cllr Lambert
  - SALC/Parish Liaison: Cllr Sargeant
  - Tree Warden: Cllr Green
  - Village Hall: Cllr Curry
  - War Memorial: Cllr Baxter
  - Website: Clerk

The PC thanked Cllr Baxter for his many years' service on the Village Hall Committee.

6. **To confirm the Minutes of the Meeting held 9 April 2018.** The minutes, circulated prior to the meeting, were agreed and signed.
7. **Members Declarations of Interests and Dispensations:** Cllr Curry declared an interest in items 9.1.1 and 9.1.2 as the owner of Bell Hill House, adjoining the application site.
8. **Public Forum:** County Cllr Fleming reported that SCC had a new Chief Executive, Nicola Beach, and a new Leader, Matthew Hicks. There would be a follow-up on the local works survey (asking parish councils if they would like to take on work such as verge/path cutting and sign cleaning) in the next few months. On-call firefighters were being recruited. They needed to be over 18 and live within 10 minutes of a station. Two members of the public spoke about the new application at the Newsagent shop premises stating that although it was broadly the same application, the impact was worse as moving the A5 hot food takeaway section further back meant that the fire-safety measures would be reduced. Additionally, there would be less residential space in a largely residential area. There were still concerns about the lack of information about the extraction system, parking and health issues. County Cllr Fleming confirmed that she had applied to call in the application to go before a planning committee. She had requested the same committee who had visited the site for the previous application.

## 9. Planning:

### 9.1 Planning Applications:

9.1.1 **The Newsagent, Bell Hill Cottage, The Street.** Ref. DC/18/01379. Planning Application. Change of use of rear of building to A5 Hot Food Takeaway. Retention of existing front room for retail use, installation of extract equipment internally, flue through roof and internal alterations to provide sound and fire proofing to party wall. Having declared an interest, Cllr Curry left the room during the discussion. It was noted that there was still considerable local opposition to the application as evidenced by the number of individual comments, and they were consistent in raising the issues of the potential for the dispersion of oil fumes and odour if the ventilation system was inadequate, and of the effect of traffic and parking. The Planning Statement referred to a specialist installers diagram for the ventilation system, but that was not provided, only catalogue information of potential components that might be included. Without a process flow diagram, the efficiency of the proposed ventilation system could not be assessed.

The opposing residents all emphasised the traffic and parking issues currently encountered with the existing businesses, and specifically with the previous use as a post office. The fact that the proposed business would generate a comparable level of traffic to the previous use did not make it acceptable. Residents were only too aware of the road safety and pedestrian safety issues which occurred during the use of the premises as a Post Office and considered that a return to those conditions would be unacceptable.

The retention of the front of the shop as "retail" was a transparent workaround which the applicant used to ignore rather than deal with concerns about sound and fire-proofing. The effect on the owners of Bell Hill House of people gathering in the waiting room, below a sleeping space, until 10pm every night would be profound and stud partition sound-proofing along the party wall would have no mitigating effect on the rooms above. Additionally, to say that relocating the A5 use negated the need for other safety measures was to ignore the fact that this was a single structure and all of it – including Bell Hill House – would be vulnerable if the premises were not properly fire-proofed. It was felt that this should be a given when even part of a building was used as a hot food takeaway. Finally, the loss of residential space to allow the applicant to relocate the A5 use was not to be encouraged when there is a shortage of housing. It was therefore RESOLVED, with all agreed, to OBJECT to the application, adding these comments to those for previous application DC/17/04483.

9.1.2 **The Newsagent, Bell Hill Cottage, The Street.** Ref. DC/18/01380. Application for Listed Building Consent. Works to facilitate change of use of rear of building to hot food takeaway, retention of existing front room for retail use, extract equipment internally and flue through roof, internal alterations as per Schedule of Works. It was RESOLVED, with all agreed, to OBJECT to the application, applying the same objections to application DC/18/01379.

9.1.3 **Box Tree Cottage, Cherry Tree Lane.** Ref. DC/18/01821. Planning Application - Erection of extension to dwelling to form additional living accommodation. It was agreed that this was not particularly conspicuous from the street and the applicant had taken care not to overlook neighbouring properties. It was RESOLVED, with all agreed, to have no objection.

9.1.4 **Box Tree Cottage, Cherry Tree Lane.** Ref. DC/18/01822. Application for Listed Building Consent - Erection of an extension to form additional living accommodation. It was RESOLVED, with all agreed, to have no objection.

### 9.2 Notice of Intent to prune/remove tree(s) in the Conservation Area:

9.2.1 **Meadow View, Cherry Tree Lane.** Ref. DC/18/01906. Notification of works to Trees in a Conservation Area - T1 (3x Spruce) - Fell, T2 (7x Leylandii) – Fell. There was no comment as there was insufficient information about the work.

### 9.3 Notification of Planning Decisions by Mid Suffolk DC:

9.3.1 **Greyhound Inn, The Street.** Ref. DC/17/05958. Planning Application. Erection of outbuilding. Planning Permission GRANTED.

9.3.2 **41 Park View.** Ref. DC/18/00945. Householder Planning Application - Erection of two storey rear extension (following removal of existing conservatory). Planning Permission GRANTED.

9.4 **Neighbourhood Plan Update:** The draft plan and supplemental reports were in the review phase. The Steering Group was in contact with Hastoe Housing about managing any affordable housing. From May there would be a monthly report on the progress of the Plan in the parish magazine and local consultation on the draft plan would take place in the summer.

## 10. Progress Reports:

10.1 **Chairman:** The Chairman reported

- that he had removed and burned a fallen tree from the play area.
- He had received requests to investigate who was responsible for drainage at Bridewell Lane after recent flooding and it was noted that the footpath had suffered some erosion which needed to be reported to Suffolk County Council.
- He noted that the General Data Protection Regulations Act had an amendment proposed to exclude town and parish councils from the requirement to appoint a Data Protection Officer.
- The Police Crimes map indicated that one crime had been reported in Botesdale and 6 in Rickinghall.
- The Litter Pick had a good turn out and significant amounts of litter had been picked up, particularly on the outer roads. He thanked all those who had participated.

10.2 **Clerk:** The Clerk reported

- that SCC had written to say that lights 14 & 15 on Bridewell Lane were suitable for newer lightweight streetlights which could be replaced in their present positions. This would significantly reduce the cost to £412 per light. The Clerk would contact the owner of Mill House to get permission to place light 14 on the soffit of the house as before.
- A quote had been received from Wayne Hubbard for £715 to replace the area of rubber surfacing at the youth shelter with a concrete base. Due to the regular fires set there, it was agreed that it was urgently needed, and it was RESOLVED, with all agreed, to accept the quote. Mr Hubbard had also given a quote of £20/hour for two hours plus materials to weather treat the notice board and the walks leaflet board. It was also RESOLVED to accept the quote so that Mr Hubbard could carry out the work at the same time.
- SCC had agreed to move the VAS post in front of Bridewell House further down so that it did not block views.

## 11. Correspondence:

11.1 **Police Commissioner:** The dates of upcoming liaison meetings were noted, the nearest being at Stowmarket on 11 July.

## 12. General Items:

12.1 **Annual Parish Meeting on 9 April 2018:** The DRAFT minutes of the meeting were noted by the Council and acknowledged by those councillors present as a true record.

12.2 **Data Protection Documents:** It was RESOLVED, with all agreed, to adopt the data protection policies and related documents presented by the Clerk, including an Information Protection Policy, an Information Security Incident Policy, an Assessment of Personal Data Held by the Council, a data Risk Assessment and privacy notices.

12.3 **CIL Parish Infrastructure Investment Plan:** The PC noted the need for a Parish Infrastructure Investment Plan (PIIP) to guide spending CIL funds. The Neighbourhood Plan Steering Group were considering incorporating a PIIP into the Plan and Rickinghall Parish Council had suggested forming a PIIP working group. Councillors made suggestions for items for the PIIP.

12.4 **Vehicle Activated Sign Report:** The report for April from the Diss Road location was noted. It was suggested that once more evidence had accrued, residents might be keener to form a Speedwatch group.

## 13. Finance:

13.1 <b>Account Balance:</b>	£41,100.65	
<b>Income:</b>	£14,350.00	MSDC ½ Precept Payment

13.2 **Accounts for Payment:**

Admin Payments	£ 680.63	Not itemised due to new Data Protection Regulations
Street Sweeping etc.	£ 373.15	St Clean/Play Area/VAS May 18
Rickingham PC	£ 2,250.00	Neighbourhood Plan Contribution
MSDC	£ 498.00	Litter/Dog Bin Empty 18-19
SALC	£ 322.20	Subscription Fees 18-19
Suffolk County Council	£ 811.59	Street Lighting Electricity Supply and Maintenance (SCC amended invoice)
Street Sweeping etc.	£ 145.58	St Clean/Play Area/VAS Apr 18 (replacement cheque)

RESOLVED, with all agreed, to approve payment of the accounts above.

13.3 **To approve payment of Grant Funding for 2018/19:** (as agreed under Minute Ref: 9.2, 9 April 2018). Grant for Remembrance Day to be paid at later date

RBR PCC	£ 600	Churchyard Maint s214(6) LGA 1972
Rickingham Day Centre	£ 110	s137 LGA 1972
Suffolk NHW Association (set up)	£ 100	s137 LGA 1972
Barwoods (Millers Orchard Insure)	£ 50	s137 LGA 1972
Botesdale & Rickingham NHW	£ 30	s137 LGA 1972

RESOLVED, with all agreed, to approve payment of the accounts above.

14. **Councillors Reports:**

- **Assets Register:** Cllr Sargeant would review the register. It was noted that a dog walker had reported blue-green algae in the pond at the Marl Pits and a temporary warning sign had been placed there by Cllrs Sargeant and Lambert. The wording for a more permanent sign would be considered.
- **Playing Field:** The Clerk would circulate a list of jobs to be done.
- **Village Hall:** The AGM had been held and there was a new Trustee representing the After School Club.
- **War Memorial:** The Clerk would get a quote for cleaning the memorial and Market Place. Grants might be available for work to the memorial.

15. **Highways Issues:** There was a large pothole on Mill Road North near the play area and a damaged sign at the junction of Mill Road South and the A143. It was noted that non-statutory road signs were unlikely to be replaced by SCC.

16. **Welcome Pack:** One each to JA and EB.

17. **Matters to be brought to the attention of the Council:** Communications and disseminating information would be discussed at the June meeting.

18. **Next Meeting:** 4 June 2018

The Chairman closed the meeting at 9.40 pm.