

BOTESDALE PARISH COUNCIL

Minutes of the meeting held Monday 4 June 2018
Botesdale Village Hall

Present: Cllr John Abraham
Cllr Ernie Baxter
Cllr David Green
Cllr Caroline Stratford

Cllr Des Bavington-Lowe
Cllr Victoria Curry
Cllr William Sargeant (Chairman)

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

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

1. **Apologies for absence:** Cllr Chris Lambert.
2. **To confirm the Minutes of the Meeting held 14 May 2018.** The minutes, circulated prior to the meeting, were agreed and signed.
3. **Members Declarations of Interests and Dispensations:** Cllr Bavington-Lowe declared an interest in items 5.1.1 as the owner of Sunnyholme.
4. **Public Forum:** District Cllr Osborne reported that he had a Locality Budget again this year and it would be available to all community groups. Neighbourhood Watch co-ordinator Peter Beck reported that he had received reports of only minor concern in the past month.
5. **Planning:**
 - 5.1 **Planning Applications:**
 - 5.1.1 **Sunnyholme, The Street.** Ref. DC/18/02012. Planning Application - Conversion of and extension to outbuilding to form a new dwelling, using existing access road. Having declared an interest, Cllr Bavington-Lowe left the room during the discussion. It was felt that it was a very sympathetic conversion of an interesting building and there was unlikely to be any overlooking as the next neighbour was quite distant. It was RESOLVED, with all agreed, to have no objection.
 - 5.1.2 **Cedar Lodge, The Drift.** Ref. DC/18/00415. Householder Application - Erection of garden room. It was RESOLVED, with all agreed, to have no objection.
 - 5.2 **Notice of Intent to prune/remove tree(s) in the Conservation Area:** None.
 - 5.3 **Notification of Planning Decisions by Mid Suffolk DC:**
 - 5.4 **Neighbourhood Plan Update:** There had been no meeting of the Neighbourhood Plan Steering Group since the last meeting of the PC.

Cllr Stratford left the meeting.

6. **Progress Reports:**
 - 6.1 **Chairman:** The Chairman reported that Rickinghall Village Hall had offered space for a mobile post office van and the postmaster at Stanton was still interested in running it. He had notified the Post Office and they would be contacting the Stanton postmaster to discuss taking it forward.
Cllr Curry reported that she had received a complaint about the noise from the Beer Festival and it was agreed that the Chairman would pass this on to the organisers. However, it was noted that the Greyhound PH had circulated information about the event in advance asking residents to contact them with any complaints and it was a shame this offer had not been taken up as it could have been dealt with right away.
 - 6.2 **Clerk:** The Clerk reported that the Llanover estate would be looking into the issue of flooding of Bridewell Lane with run-off from Llanover land.
The Clerk had been in contact with the owner of Mill House, The Street who had not yet confirmed permission to mount a new light on the soffit of the building.

The double-yellow lines had been agreed by SCC to be installed at the junction of The Drift and Back Hills, as well as the Co-op entrance and Gardenhouse Lane in Rickinghall, but the PC had been informed that there would be a cost of £698 to paint the lines. However, County Cllr Fleming had agreed to pay for the lines out of her Local Highways budget.

7. **Correspondence:**

- 7.1 **Resident:** The PC noted the complaint about irresponsible cycling at speed down Back Hills. The Clerk would look into publicising the problem.
- 7.2 **Suffolk Police:** The PC noted the information about the new Community Engagement Officer, PC Stefan Henriksen.

8. **General Items:**

- 8.1 **Highways Issues:** The PC noted the information from a recent briefing about Highways matters.
- 8.2 **Safeguarding and DBS Checks:** Cllr Curry had raised the issue of encountering children at the play area in the course of carrying out play inspections and the possible need for DBS checks for councillors. The PC noted SALC's recommendations about safeguarding and agreed to address the issue of DBS checks whilst considering the need for a safeguarding policy. The Clerk would ask SALC for a template policy.
- 8.3 **Communications:** The PC discussed additional options for disseminating information, including Facebook. It was agreed that it would need to add value to existing procedures to justify the time spent but might make council work more accessible. It would need several administrators to allow a reasonable degree of responsiveness and frequency of posts. The Clerk would ask Rickinghall PC if it wished to be involved in a common page.

9. **Finance**

9.1 **Account Balance:** £35,269.08
Income: £ 0.00

9.2 **Accounts for Payment:**

Admin Payments	£ 710.63	Not itemised due to GDPR
Street Sweeping etc.	£ 447.36	St Clean/Play Area/VAS Jun 18
SALC	£ 31.20	Village Hall Briefing (WS)
LCPAS	£ 200.00	Internal Audit Fees

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

- 9.3 **Inspection of the Financial Statement for Year Ending 31st March 2018.** The Clerk presented the Financial Statement and supporting documents for the year ending 31st March 2018. The Council RESOLVED, with all in favour, to approve and sign the accounts submitted, including the Annual Governance Statement.
- 9.4 **To note the Internal Audit Report for Year Ending 31st March 2018.** The PC noted that the internal audit report, prepared by the Local Council Public Advisory Service, was very positive with one minor recommendation.
- 9.5 **To approve the signing of the Annual Return Year Ending 31st March 2018.** The Annual Return for the Year Ending 31st March 2018 was then presented for approval. The Council RESOLVED, with all in favour, to approve the signing of the Accounting Statements noting that although there is no income from the Botesdale Recreation Ground it is a registered charity (details as per the Council's schedule of assets) and it has therefore been declared.
 The Council noted that the accounts were due with the external auditor, PKF Littlejohn, on 11 June 2018 and the period during which the accounts would be open to public inspection was between 06 June – 17 July. A notice to this effect would be posted on the parish notice board by 5 June.
- 9.6 **Annual Review of the Council's Risk Assessment Policy.** The PC noted that this would take place in October along with review of the Standing Orders and Financial Regulations.

10. **Councillors Reports:**

- **Playing Field:** Cllr Bavington-Lowe agreed to look at the damaged basketball goal, put up more bird spikes and investigate companies who might be able to undertake regular cleaning of the play equipment.
- **Village Hall:** An energy check had been undertaken.
- **War Memorial:** The Clerk was waiting for a quote for cleaning from Perfitts.

11. **Highways Issues:** No additional issues.

12. **Welcome Pack:** One to Cllr Green.

13. **Matters to be brought to the attention of the Council:** During the production of the Botesdale Bugle it had been determined that the newsletter needed to be printed in all colour to make certain diagrams readable. This would incur an extra cost of around £400. It was therefore RESOLVED, with all agreed, to confirm the decision to print the Bugle in all colour, at a cost of up to £600.

It was noted that the Newsagent planning application was likely to go to committee at the end of June / early July.

14. **Next Meeting:** 2 July 2018

The Chairman closed the meeting at 9.38 pm.