

# BOTESDALE PARISH COUNCIL

Minutes of the meeting held Monday 10 October 2016  
Botesdale Village Hall

**Present:** Cllr John Abraham  
Cllr Ernie Baxter  
Cllr William Sargeant (Chairman)  
Cllr Desmond Bavington-Lowe  
Cllr Ken Liddle  
Cllr Caroline Stratford  
  
District Councillor Derek Osborne  
County Councillor Jessica Fleming  
Parish Clerk – Leeann Jackson-Eve

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

1. **Apologies for absence.** Cllr Mike Bishop
2. **Casual Vacancies:** Councillors considered requesting a reduction in the number of councillors due to long-term vacancies and ongoing difficulty with recruiting but agreed to maintain current numbers for the time being.
3. **To confirm the Minutes of the Meeting held 12 September 2016.** The minutes of the Meeting, circulated with the agenda, were agreed and signed.
4. **Members Declarations of Interests and Dispensations:** None.
5. **Public Forum:** 7.38pm RESOLVED, with all agreed, to adjourn the meeting for the public forum. *Cllr Fleming reported that the devolution consultation results had been compiled and there were mixed feelings, particularly about an elected mayor. The draft order would be available towards the end of November and a vote would take place on the 21<sup>st</sup> November. She also mentioned the new Suffolk Community Transport system which aimed to fill in the gaps in local transport provision. PC councillors talked to Cllr Fleming about the lack of sense applied by the contractor (Kier May Gurney) when filling potholes, i.e. filling only those which meet the criteria and ignoring others nearby until they were large enough to qualify for repair. Cllr Fleming explained that there were still problems with the system which had been made worse by recent huge losses of staff at KMG. District Cllr Osborne alerted the PC to a new programme of phone box removals and it was noted that the box at the corner of Fen Lane was not marked for removal. The Chairman reconvened the meeting at 7.59pm.*
6. **Planning:**
  - 6.1 **Planning Applications:** None.
  - 6.2 **Notice of Intent to prune/remove tree(s) in the Conservation Area:** None.
  - 6.3 **Notification of Planning Decisions by Mid Suffolk DC:** None.
7. **Progress Reports:**
  - 7.1 **Chairman:** The Chairman had been in contact with the Post Office again and they were no further forward with plans for a temporary PO service for the community due to staff changes and absences. There had been almost no take-up of the Community Bus service to Wortham PO so it had been stopped. He had spoken with a number of people about the proposals for additional yellow line parking restrictions, confirming that they would be consistent with the Highway Code guidance on parking near junctions. He also reported that some of the Rickinghall lights did not seem to go out at midnight.
  - 7.2 **Clerk:** The Clerk reported that:
    - the Centenary Fields programme, which the PC had looked at in July, did not require playing fields to have an existing WWI connection – a new one could be created. However, the PC agreed not to pursue it as it might divide the focus on the war memorial.
    - the cost of designing and printing 2,000 leaflets would be in the region of £700 to £750. SCC would pay 50% and Botesdale and Rickinghall PCs would pay the remaining 50%. SCC would keep half of the leaflets to send out to Tourist Information Centres and members of the public as well as other

outlets. The PC was in favour of erecting an information board with the footpath map on it on the corner of Fen Lane, subject to cost.

- the pre-school had looked at the possibility of a generator for the log cabin. The PC suggested that they consider installing a separate electricity supply.
- the Remembrance Sunday event would take place on 13 November. It was agreed to ask Cllr Bishop to represent the PC.
- the Clerk had attended a meeting of parish clerks with Sgt Andrew Martin, who headed the area's Safer Neighbourhood Team. Police numbers had been significantly reduced and the area they covered had increased so police response to non-emergencies would be curtailed.

## 8. Correspondence:

- 8.1 **MSDC:** The PC noted the Town and Parish Newsletter.
- 8.2 **SALC:** It was noted that government consultation was taking place with the suggestion that councils with a precept of over £500,000 would be subject to a referendum.
- 8.3 **S Dorrell:** The PC noted the comments about double-yellow lines at junction of The Drift/Back Hills which were not in favour of the proposals. The PC was sympathetic to problems finding sufficient parking spaces and was therefore only proposing to install lines emphasising what was already in the Highway Code.

## 9. General Items:

- 9.1 **Traffic Issues:** A map with descriptions of the locations of the double-yellow lines had been received from SCC and the Clerk had replied to correct inaccuracies.
- 9.2 **Play Area:** The Clerk would ask RoSPA about the suitability of a grass matting safety surface, buy some sample strimmer guards for the equipment and investigate the purchase of new chains for the swings. The Clerk would also get some prices for a zip line and/or toddler zip line and some toddler springies.
- 9.3 **Review and Update of Council Documents:** The PC reviewed the draft of new Standing Orders and specified that meetings would normally only last two hours. Point 1a would be changed to reflect the new meeting day (see 9.5 below). The PC also reviewed the Financial Regulations and agreed not to exclude the Chairman from eligibility to carry out half-yearly reviews of bank reconciliations. With those amendments it was RESOLVED, with all in favour, to accept the new Standing Orders and Financial Regulations, copies of which would go on the website.
- 9.4 **Christmas Event:** It was reported that Chris Burnard had agreed once again to hire the hydraulic lift for the tree trimming. The tree and safety barriers had been ordered. The Clerk confirmed that a 2m x .5m banner would cost about £17 and it was RESOLVED, with all agreed to purchase one saying "Merry Christmas from Botesdale and Rickinghall Parish Councils". It was also RESOLVED, with all agreed to pay £1.15 per sheet to print the 14 art competition drawings on weather and tear-proof PVC paper. The Chairman would purchase some barrier netting to hang them on. It was agreed to hold the Lights On event at 6:15pm on 3<sup>rd</sup> December.
- 9.5 **Meeting Dates 2017:** It was RESOLVED, with all agreed, to change the meetings to the first Monday in the month. The meeting dates for 2017 would be 9 Jan; 6 Feb; 6 Mar; 3 Apr; 8 May; 5 Jun; 3 Jul; 7 Aug (Planning only); 4 Sep; 2 Oct; 6 Nov; 4 Dec. The January/May meetings were a week later due to bank holidays.

## 10. Finance:

10.1	<b>Account Balance:</b>	£35,799.28	
	<b>Income:</b>	£12,000.00	MSDC – Precept 2 <sup>nd</sup> half
		£ 1.31	Bank Interest
10.2	<b>Accounts for Payment:</b>		
	L Jackson-Eve	£ 556.35	Sal/Exps Sep 16
	T Gaddis	£ 122.55	Street/Play Area/Grass Oct 16
	HMRC	£ 119.00	PAYE for LJE – 2 <sup>nd</sup> quarter
	BDO LLP	£ 120.00	External Audit Fees
	MSDC	£ 55.64	Play Inspection Fees
	P O'Connor	£ 30.00	Wreath for Remembrance Sunday

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

10.3 **External Audit Report:** It was noted that one issue had been raised about a box ticked in error on the internal auditors report.

10.4 **Budget:** The 2<sup>nd</sup> Quarter report was noted.

11. **Councillors Reports:**

- **Public Rights of Way:** SCC had installed a length of boardwalk on a very muddy section of Footpath 1 at Broom Hills as it was featured in the new walks leaflet. The new boardwalk started at the bridge and ended just before the double gates (approx. 75m).
- **Tree Warden:** The Clerk would send Cllr Liddle a copy of the Suffolk Hedgerow Survey.
- **War Memorial:** T Gaddis would do a tidy up before 13 November.

12. **Highways Issues:** Following a staff change at SCC and associated delays, the Clerk had met the new street light engineer to go over the options for moving the light on Bridewell Lane opposite Chapel Lane. It was looking like the most viable option would be to move it across the street and slightly down from the junction towards the south end of Bridewell Lane.

13. **Welcome Pack:** Two were needed.

14. **Items for the next meeting:** None.

15. **Next Meeting:** 14 November 2016

The Chairman closed the meeting at 9.42pm.