

BOTESDALE PARISH COUNCIL

Minutes of the ANNUAL meeting held Monday 8 May 2017
Botesdale Village Hall

Present: Cllr Desmond Bavington-Lowe Cllr Ernie Baxter
Cllr Mike Bishop Cllr Ken Liddle
Cllr Caroline Stratford Cllr William Sargeant (Chairman)
Parish Clerk – Leeann Jackson-Eve
County Councillor Jessica Fleming
1 Member of the Public

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

1. **To Elect a Chairman for the Year 2017/18.** Nominations were sought for the post of Chairman. Cllr Sargeant, proposed by Cllr Stratford, seconded by Cllr Baxter, and agreed unanimously, was elected.
2. **To receive the Chairman's Declaration of Acceptance of Office.** The Council received Cllr Sargeant's Declaration of Acceptance of Office.
3. **To elect a Vice Chairman.** Cllr Bishop, proposed by Cllr Stratford, seconded by Cllr Bavington-Lowe and agreed unanimously, was elected as Vice Chairman.
4. **To receive apologies for absence.** Cllr John Abraham.
5. **Casual Vacancies in the Office of Parish Councillor:** None.
6. **To confirm the Minutes of the Meeting held 3 April 2017.** The minutes of the Meeting, circulated with the agenda, were agreed and signed.
7. **To elect Council Officers and Representatives to outside bodies:**
 - Assets Register: Cllr Sargeant
 - BARWOODS Cllr Sargeant
 - Public Rights of Way: Cllr Bishop
 - RBR Twinning Association: Cllr Sargeant
 - SALC/Parish Liaison: Cllr Sargeant
 - Tree Warden: Cllr Liddle
 - Village Hall: Cllr Baxter
 - War Memorial: Cllr Baxter
 - Website: Clerk
8. **Declaration of Members Interests:** None.
9. **Public Forum:** Cllr Fleming reported that as of 1 July, all parishes would be assigned a new point of contact with the Highways department. A member of the public asked about the desirability of drafting a Neighbourhood Plan (NHP) when it would not be completed in time to prevent current development in the village. Cllr Bavington-Lowe explained that the Plan was not intended to prevent development but to provide evidence for what the community wanted and as such was a document which would be used in the long-term.
10. **Planning:**
 - 10.1 **Planning Applications:** None.
 - 10.2 **Notice of Intent to prune/remove tree(s) in the Conservation Area:** None.
 - 10.3 **Notification of Planning Decisions by Mid Suffolk DC:**
 - 10.3.1 **Grove Flock Farm, Mill Road, Botesdale.** Ref. 0241/17. Application for Prior Approval for a proposed change of use of Agricultural Building to a dwelling house (Class C3) and for associated operational development. Prior Approval GIVEN.

10.3.2 **Greyhound Inn, The Street, Botesdale.** Ref.0575/17. Erection of a single storey detached outbuilding for use as a distillery. Planning Permission GRANTED.

10.4 **Neighbourhood Plan Update:** Cllr Bavington-Lowe reported on the progress of the NHP. Since the last meeting of the PC, there had been two meetings of the Steering Group at which terms of reference and a logo were agreed and a consultant hired to provide advice, support and expertise on the planning sections of the NHP. The Steering Group also had an information stall at the recent plant sale in the Market Place and would have further stalls during the Garage Sale Trail and at the Open Gardens. Diana Maywhort, the village history recorder, had agreed to sit on the Steering Group.

11. Progress Reports:

11.1 Chairman's Report:

- The Litter Pick had been well supported and it was reassuring to find that there wasn't a significant amount of litter.
- The final visit from the Corn Hall on Tour to the Village Hall was a sell out.
- He had attended the Police Commissioner's meeting at Eye Town Hall to receive an update on policing in the county.
- There was an archaeological dig at four sites in Botesdale last week, organised by Cambridge University.
- He attended the funeral of Brian Chandler, the local history recorder for the village.

11.2 Clerk's Report:

- SCC's contractor dug a trial hole near the Blue Orchid and found evidence of a sealed brick culvert downstream but nothing upstream. There was no obvious source of the water which came out at this point during periods of heavy rain. Rather than just backfill the excavation they constructed a soak away with a pipe running into the highway gully nearby and it was hoped this would fix the problem.
- There had been a delay in the design of the footpath map display but SCC hoped to pick it back up in mid-May.
- The quote for street lights 14 and 15 on Bridewell Lane was £7,789.48. This was high due to the need to close the road and also extend the power supply in order to move the street lights to their new locations. The PC had already agreed to carry out the work and therefore RESOLVED, with all agreed, to accept the quote.

12. Correspondence:

12.1 **Parkview Chapel:** The PC noted the request for a road sign on the opposite side of The Street pointing to the Chapel as some attendees had difficulty finding it. The Clerk had contacted SCC who said there was a move to reduce the number of signs on our streets and if the facility could be seen from the road, it would be argued that a sign wasn't needed.

12.2 **Footpaths and Streams Project:** Following on from the request for funding for the Community Payback Team, it was agreed to pay for the materials for their visits, estimated at around £35.

12.3 **County Cllr Fleming:** Cllr Fleming would be setting up a meeting with SCC's Development Contributions Manager, Neil McManus, to discuss concerns about the accumulative effect of new development on the community. Councillors from Redgrave, Botesdale and Rickinghall would be invited.

13. General Items:

13.1 **Appointment of Trustees for Fairstead Charity:** The PC RESOLVED, with all agreed, to appoint Peter Beck, Lottie Clements and Simon Gowen as Trustees to the Fairstead Charity for a further four year term. In addition, it was noted that Richard Green had retired as Trustee and the PC RESOLVED, with all agreed, to appoint Philip Miles as a new Trustee to serve in the role of Treasurer.

13.2 **Annual Parish Meeting on 3 April 2017:** The DRAFT minutes of the meeting were noted by the Council and acknowledged by those councillors present as a true record. There were no matters arising from the meeting.

- 13.3 **Botesdale Bugle:** This would be printed in mid-June for distribution with the July parish magazine. It was RESOLVED, with all agreed, to use the same printers as last year at a cost of £218.50. It was also RESOLVED, with all agreed, to distribute the magazine through the parish magazine at a cost of £35. It was agreed to put a photograph of the new play equipment on the cover if timing allowed.
- 13.4 **Play Area:** The Clerk reported that the work to the play area was likely to take place in the next 4-6 weeks. The contractor had quoted £1,102.75 for replacement fencing on the south boundary and repair on the roadside boundary and the PC RESOLVED, with all agreed, to accept the quote.
- 13.5 **Vehicle Activated Sign:** The Clerk reported that the unit had arrived but there was a delay on the assessment of the site locations for posts.

14. **Finance:**

14.1	Account Balance:	£41,008.82	
	Income:	£13,750.00	MSDC ½ Council Tax Precept
		£ 50.00	Transparency Fund

14.2 **Accounts for Payment:**

L Jackson-Eve	£ 524.79	Sal/Exps Apr 17
T Gaddis	£ 269.85	Street Cln/PlayArea/Paths May 17
SALC	£ 313.19	Membership Fee 2017-18
HAGS SMP	£ 1,591.08	New Play Equipment (Springies)

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

- 14.3 **To approve payment of Grant Funding for 2017/18:** (as agreed under Minute Ref: 9.4, 3 April 2017) with the grants for Remembrance Day and the Gislingham Silver Band to be paid at a later date.

RBR PCC	£ 600	Churchyard Maint s214(6) LGA 1972
Rickingham Day Centre	£ 110	s137 LGA 1972
East Anglia Air Ambulance	£ 100	s137 LGA 1972
Methodist Chapel	£ 100	s137 LGA 1972 (new furnishings)
Barwoods	£ 50	s137 LGA 1972 (public insurance)
Headway	£ 50	s137 LGA 1972
Diss CAB	£ 50	s142 LGA 1972
Botesdale & Rickingham NHW	£ 30	s137 LGA 1972

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

- 14.4 **To approve payment of Annual Rent of £1.00 for Botesdale Village Hall – period 17th December 2016 – 16th December 2017.**

RESOLVED, with all agreed, to approve payment of the ANNUAL RENT to the Parochial Church Council for the Botesdale Village Hall.

- 14.5 **Inspection of the Financial Statement for Year Ending 31st March 2017.**

The Clerk presented the Financial Statement and supporting documents for the year ending 31st March 2017. The Council RESOLVED, with all in favour, to approve the accounts submitted, which were signed by the Chairman and Clerk.

- 14.6 **To approve the signing of the Annual Return Year Ending 31st March 2017.**

The Annual Return for the Year Ending 31st March 2017 was then presented for approval. The Council RESOLVED, with all in favour, to approve the signing of the Annual Return and the Annual Governance Statement 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 on 19 June 2017 and the period during which the accounts will be open to public inspection had been set by the auditor, BDO Stoy Haywood, as between 05 June – 14 July. A notice to this effect would be posted on the parish notice board.

- 14.7 **Annual Review of the Council's Risk Assessment Policy.** The Council's policy for Risk Assessment was considered and it was felt that, with the current policies in place, on the whole the risk remains LOW.

15. **Councillors Reports:** Cllr Bavington-Lowe had received a quote for cleaning the bus shelter and it was RESOLVED, with all agreed, to accept the quote for £20 for the first cleaning and £10 after to be carried out four times a year.
16. **Highways Issues:** The Clerk would take some photographs of the road defects on The Street and report them to SCC.
17. **Welcome Pack:** One for Cllr Bavington-Lowe.
18. **Matters to be brought to the attention of the Council / Items for the next agenda:** None.
19. **Next Meeting:** 5 June 2017

The Chairman closed the meeting at 9.10 pm.