

BOTESDALE PARISH COUNCIL

Minutes of the ANNUAL meeting held Monday 18 May 2015
Botesdale Village Hall

Present: Cllr John Abraham Cllr Desmond Bavington-Lowe
Cllr Ernie Baxter Cllr William Sargeant (Chairman)
Parish Clerk – Leeann Jackson-Eve
County Councillor Jessica Fleming

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

1. **To Elect a Chairman for the Year 2015/16.** Nominations were sought for the post of Chairman. Cllr Sargeant, proposed by Cllr Baxter, seconded by Cllr Abraham, 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 receive the Councillors' Declaration of Acceptance of Office.** All councillors present signed a Declaration of Acceptance of Office, which was countersigned by the Clerk.
4. **To elect a Vice Chairman.** Cllr Baxter, proposed by Cllr Abraham, seconded by Cllr Bavington-Lowe and agreed unanimously, was elected as Vice Chairman.
5. **To receive apologies for absence.** An apology for absence was received from Councillor Mike Bishop.
6. **To confirm the Minutes of the Meeting held 13 April 2015.** 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: defer
 - RBR Twinning Association: Cllr Abraham
 - SALC/Parish Liaison: Cllr Sargeant
 - Tree Warden: defer
 - Village Hall: Cllr Baxter
 - War Memorial: Cllr Baxter
 - Website: Clerk
8. **Declaration of Members Interests:**
 - Cllr Bavington-Lowe Pecuniary Interest Item 10.1.2
9. **Public Forum:** 7.46pm RESOLVED, with all in favour, to close the meeting for the public forum. The Chairman reconvened the meeting at 7.59pm.
10. **Planning:**
 - 10.1 **Planning Applications:**
 - 10.1.1 **Lodge Farm, Mill Road, Botesdale.** Ref: 1338/15. Prior Approval of Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3). It was concluded that there was not enough information in the application to make a valid comment.
 - 10.1.2 **Pantiles, The Street, Botesdale.** Ref: 1482/15. Replace six windows to front elevation and one window to the rear elevation. It was RESOLVED with all in favour, to have no objection to the application.
 - 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:** None.

11. **Progress Reports:**

11.1 Chairman's Report: None.

11.2 Clerk's Report: The Clerk reported back on quotes received for refurbishment of the damaged notice board at Osmond House. Two quotes had been received and it was RESOLVED, with all agreed, to accept the quote from local joiner Gary Cobbold for £226.50.

12. **General Items:**

12.1 **Botesdale Bugle:** This would be printed in mid-June for distribution with the July parish magazine. It was RESOLVED, with all agreed, to use Realise Futures in Bury St Edmunds as the price was £289.80, the same as last year, and the quality had been excellent. It was also RESOLVED, with all agreed, to distribute the magazine through the parish magazine at a cost of £35. There had been no responses to the school art competition and it was agreed to find a photograph of the village to go on the cover.

12.2 **Annual Parish Meeting on 27 April 2015:** 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. **Correspondence:**

13.1 **MSDC:** Sports Facilities and Playing Pitch Strategy: The District Council had asked the PC to answer some questions regarding the availability and quality of local sports facilities. It was noted that other than the playing field and changing rooms, all facilities were outside of the parish. The surface and size of the pitch/court were inadequate for team play and the site was not large enough to accommodate any other facilities. The lack of changing rooms and parking were also a factor. It was agreed that residents would not expect to find everything locally and there were a number of other facilities nearby.

13.2 **MSDC:** The invitation to the Town and Parish Council Liaison Meetings was noted.

14. **Finance:**

14.1 **Account Balances:**

Current Account	£ 13,608.79
Deposit Account	£ 546.00

14.2 **Accounts for Payment:**

L Jackson-Eve	£ 358.38	Sal/Exps Apr 15
T Gaddis	£ 519.88	Street Clean/Playground/Invoices Apr 15
HMRC	£ 144.84	PAYE/NICS for LJE

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

14.3 **To approve payment of Grant Funding for 2015/16:** (as agreed under Minute Ref: 8.4, 13 April 2015) with grant to the Royal British Legion paid at later date.

RBR PCC	£ 600	Churchyard Maint s214(6) LGA 1972
Rickinghall Day Centre	£ 110	s137 LGA 1972
Barwoods	£ 50	s137 LGA 1972
Botesdale & Rickinghall 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 2014 – 16th December 2015.**

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 2015.**
The Clerk presented the Financial Statement and supporting documents for the year ending 31st March 2015. The Council RESOLVED, with all in favour, to approve the accounts submitted, which were then signed by the Chairman and Clerk.

14.6 **To approve the signing of the Annual Return Year Ending 31st March 2015.**
The Annual Return for the Year Ending 31st March 2015 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 period during which the accounts will be open to public inspection had been set by the auditor, BDO Stoy Haywood, as between 27 May – 23 June. A notice to this effect would be posted on the parish notice board from 12 May through 26 May 2014.

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:**

- Assets – It was noted that Tim had completed the refurbishment of the benches and they were much improved.
- Playing Field – Broken glass had been an issue near the youth shelter.
- Website – This would be transferred to the new site by 15 July.

16. **Highways Issues:** The Clerk would report a large pothole on Mill Road North, 20 yards toward the passing place from the Play Area. The Clerk would also remind PCSO Faulkner about the posters for the Post Office requesting that motorists not park on the pavement. Rickinghall PC would be approached regarding installation of bollards in front of the Post Office to prevent cars from mounting the pavement.

17. **Welcome Pack:** Two for next meeting.

18. **Matters to be brought to the attention of the Council / Items for the next agenda:** None.

19. **Next Meeting:** 8 June 2015

The Chairman closed the meeting at 9.34 pm.