

BOTESDALE PARISH COUNCIL

Minutes of the ANNUAL meeting held Monday 9 May 2016
Botesdale Village Hall

Present: Cllr Desmond Bavington-Lowe Cllr Ernie Baxter
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 2016/17.** Nominations were sought for the post of Chairman. Cllr Sargeant, proposed by Cllr Baxter, seconded by Cllr Stratford, 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 Baxter and agreed unanimously, was elected as Vice Chairman.
4. **To receive apologies for absence.** One was received from Councillor Abraham.
5. **Casual Vacancies in the Office of Parish Councillor:** None.
6. **To confirm the Minutes of the Meeting held 11 April 2016.** 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: Cllr Liddle
 - Village Hall: Cllr Baxter
 - War Memorial: Cllr Baxter
 - Website: Clerk
8. **Declaration of Members Interests:** None.
9. **Public Forum:** 7.39pm RESOLVED, with all agreed, to close the meeting for the public forum. *A member of the public requested an update on the hole in the verge near the Blue Orchid. The hole had been there for over a year and the County Council had attempted to repair it more than once. It had been agreed that the problem was the result of the water table level rising to the point where the water found a weak point and streamed down the footpath to the drain near Bridewell Lane. All of the water from Bridewell Lane fed into the same drainage system which ran down Fen Lane, under a private garden and into the ditch system behind Cherry Tree Lane. The drainage system could not immediately cope with the volume of water in a heavy or persistent downpour. The County Council was unsure why this problem had arisen in the last 2-3 years, although there were theories related to the water source for a horse pond which used to be sited on Mill Road North opposite Pond House. The County Council had done some investigative work at the hole and were looking into the drainage system in that area to try and come up with a solution. County Cllr Fleming promised to keep an eye on the situation. Cllr Fleming also reported that there would be a new demand/response community transport system for the Mid Suffolk area and there would be a public meeting on 8 June with the details.* The Chairman reconvened the meeting at 8.05pm.

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 **Botesdale Village Hall, Botesdale.** Ref. 0629/16. Erection of a log cabin. It was noted that this was actually sited on land adjacent to the village hall and the application was made by the pre-school. Planning Permission GRANTED.

11. **Progress Reports:**

11.1 **Chairman's Report:** The Chairman reported that the Litter Pick had been successful with a good turnout. Collection had been fairly light in the village but heavier in areas near the bypass and B1113. The Annual Parish meeting on 25 April had also been well attended.

11.2 **Clerk's Report:** The Clerk asked for permission to publish councillors' details in the parish magazine telephone list, which would come out in July. These would also be used in the Botesdale Bugle and on the website.

12. **Correspondence:**

12.1 **SCC:** Councillors noted the update on events during the Year of Walking.

12.2 **SALC:** The PC noted the information on new guidance for Governance and Accountability which would be mandatory at end of the 2016/17 financial year.

12.3 **SALC:** The PC noted the information about the 2016-17 Transparency Fund and agreed to apply for reimbursement of internet costs and the cost of the Clerk updating the website with the required information.

12.4 **Sheepwatch:** Councillors noted the information on protecting sheep from dogs.

12.5 **SCC:** The PC noted the new hours for Suffolk Household Waste and Recycling Centres. All Centres would be closed on Wednesdays from 1 June.

12.6 **A Burnard:** Councillors noted the letter objecting to a car park at the playing field. This would be discussed further at the June meeting.

12.7 **E Buxton:** Councillors noted the letter concerning inconsiderate parking opposite the Fish and Chip shop and the sign for the shop obscuring visibility exiting Fen Lane. It was agreed to write to the owner of the shop.

13. **General Items:**

13.1 **Botesdale Bugle:** This would be printed in mid-June for distribution with the July parish magazine. It was RESOLVED, with all agreed, to use 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 find a photograph of the village to go on the cover.

13.2 **Annual Parish Meeting on 25 April 2016:** 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 **Neighbourhood Plan:** It was noted that Rickinghall PC was not enthusiastic about a Plan as it would need to be developed by the community, not by the Council, and it was felt there would be little interest from members of the public to take it on. It would require a significant amount of voluntary work at every stage. Rickinghall had suggested waiting to see what the results of the 'Call for Sites' would be and whether that would be some motivation for the community. Councillors agreed that there would be little point of continuing without Rickinghall and it was a valid argument against drafting a Plan at this time.

13.4 **Play Area:** The Clerk reported that the tree surgeon felt that the horse chestnuts could be pruned now but it was not ideal. Councillors noted that there was the possibility of branches coming down with someone in the immediate vicinity but that it was a very, very low risk in that location. It was agreed that it was reasonable to wait until the usual season for tree pruning but to schedule it as early as was practical. It was RESOLVED, with all agreed, to purchase a new basketball backboard from Decathlon at a cost of £89. This would be installed by councillors.

- 13.5 **Traffic Survey:** The results of the Survey had been discussed at the Annual Parish Meeting and were officially noted.
- 13.6 **Post Office:** The PC noted that there was talk of the Post Office closing but felt that there was little to be done without official confirmation.

14. **Finance:**

14.1	Account Balance:	£31,160.22	
	Income:	£12,000.00	MSDC ½ Council Tax Precept
		£ 415.33	MSDC Discretionary Grant

14.2 **Accounts for Payment:**

L Jackson-Eve	£ 538.76	Sal/Exps Apr 16
T Gaddis	£ 312.19	Street Cln/PlayArea/Paths May 16
SALC	£ 303.25	Membership Fee 2016-17

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

14.3 **To approve payment of Grant Funding for 2016/17:** (as agreed under Minute Ref: 9.2, 11 April 2016) with the Remembrance Day grant to be paid at later date.

Botesdale Village Hall	£ 1,000	s133 LGA 1972
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 2015 – 16th December 2016.**

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 2016.**

The Clerk presented the Financial Statement and supporting documents for the year ending 31st March 2016. 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 2016.**

The Annual Return for the Year Ending 31st March 2016 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 13 June 2016 and the period during which the accounts will be open to public inspection had been set by the auditor, BDO Stoy Haywood, as between 03 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:** None.

16. **Highways Issues:** The central seam down Diss Road was developing a large crack.

17. **Welcome Pack:** One for the next meeting.

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

19. **Next Meeting:** 13 June 2016

The Chairman closed the meeting at pm.