

BOTESDALE PARISH COUNCIL

Minutes of the meeting held Monday 2 October 2017
Botesdale Village Hall

Present: Cllr Des Bavington-Lowe Cllr Ernie Baxter
Cllr Mike Bishop Cllr Caroline Stratford
Cllr William Sargeant (Chairman)

Parish Clerk – Leeann Jackson-Eve
District Councillor Derek Osborne
21 Members of the Public

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

1. **Apologies for absence:** Cllrs Abraham and Liddle.
2. **Casual Vacancies:** None.
3. **To confirm the Minutes of the Meeting held 4 September 2017.** The minutes, circulated prior to the meeting, were agreed and signed.
4. **Members Declarations of Interests and Dispensations:** None.
5. **Public Forum:** The meeting was very well attended with the majority wishing to speak about the application for change of use of the Post Office to a hot food takeaway. Several concerns were discussed including the lack of off street parking which it was felt would add to the existing shortfall on The Street and would potentially create traffic difficulties and parking on the pavement in front of the shop. Other concerns were the effect of noise, fumes and litter on nearby neighbours, the potential loss of trade to existing businesses and the effect on the Listed building.
6. **Planning:**
 - 6.1 **Planning Applications:**
 - 6.1.1 **The Newsagent, Bell Hill Cottage.** Ref. DC/17/04483. Planning Application - Part change of use to form A5 hot food takeaway with extraction equipment and flue. Following the comments from the public forum, the Chairman led the PC through the relevant planning policies. It was generally felt that the application was misleading in a deliberate attempt to downplay the impact and exaggerate the potential for trade at that location, particularly by referring to Botesdale and Rickingham as a "town" and the location of the shop a "retail centre", conjuring up an image of abundant public parking, plentiful foot traffic and a bustling shopping area. It was RESOLVED, with all agreed, to object to the application for the reasons expressed in the public forum as they were all material considerations under planning policy.
 - 6.1.2 **The Newsagent, Bell Hill Cottage.** Ref. DC/17/04484. Listed Building Application - Insertion of internal extraction equipment with external flue, internal sound proofing and fire-proofing partitions and new internal door. It was RESOLVED, with all agreed, to object to the Listed building consent application as it was unclear how much the fabric of the building would be affected.
 - 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:**
 - 6.3.1 **Spring Meadow, Cherry Tree Lane, Botesdale.** Ref. DC/17/02835. Erection of cart lodge. Planning Permission GRANTED.
 - 6.3.2 **Botolph House, The Street, Botesdale.** Ref. DC/17/03362. Listed Building Consent - Replacement of existing lean-to aluminium greenhouse with timber greenhouse.
 - 6.4 **Neighbourhood Plan Update:** The Steering Group was still gathering evidence to form the basis for the Plan. A consultant would be starting a Landscape Appraisal this month and the Steering Group had received a full grant for this. The Steering

Group would also be attending a meeting with the District Council on 18 October to discuss how the Neighbourhood Plan fitted in with the Local Plan consultation.

- 6.5 **Local Plan Consultation:** Cllrs Bavington-Lowe and Sargeant volunteered to form a group, along with representatives of Rickinghall Parish Council and the Neighbourhood Plan Steering Group, to formulate a response.

7. **Progress Reports:**

- 7.1 **Chairman:** The Chairman reported that he would be visiting Fressingfield to speak to them about drafting a Neighbourhood Plan.
7.2 **Clerk:** The Clerk reported that the legal order was ready to be advertised.

8. **Correspondence:**

- 8.1 **Town & Country Planning Assoc (TCPA):** The PC noted the Raynsford Review of Planning which had been set up to identify how the Government could reform the English planning system to make it fairer and capable of producing quality outcomes, while encouraging the production of new homes. Cllr Bishop agreed to draft a comment which related to community input into planning matters.
8.2 **SALC:** The PC noted the information about the Government precept consultation.

9. **General Items:**

- 9.1 **Vehicle Activated Sign:** Tim Gaddis had agreed to be responsible for moving it and collecting the speeding data from it. This would be published in due course on the website. It was RESOLVED, with all agreed, to pay his regular hourly rate for the work.
9.2 **Play Area:** The PC reviewed Play Area Inspection Report 2017, which was excellent following the recent refurbishment work. There were a few small upgrades to carry out in a working party in the spring.
9.3 **Review and Update of Council Documents:** The PC reviewed the Standing Orders and added a Protocol for Reporting at Meetings. The PC also reviewed the Financial Regulations and agreed to increase the emergency spending powers of the Clerk to £1,000. With those amendments it was RESOLVED, with all agreed, to accept the revised Standing Orders and Financial Regulations, copies of which would go on the website.
9.4 **Parish Clerk's Contract:** It was RESOLVED, with all agreed, to update the contract to reflect the Clerk's increased hours (as of March 2016) and the repealed gratuities information.
9.5 **Christmas Event:** It was RESOLVED, with all agreed, to accept the quote of £560 for a Christmas Tree from Elveden Estates. The tree delivery would take place on Friday, 24 November and Lights On at 6.15pm on Saturday, 2 December. There would be a working party on Sunday, 26 November to put up the lights and Cllr Sargeant would liaise with Chris Burnard about the hydraulic platform and the electrical certificate. The Clerk would arrange the art competition and Cllr Bishop would book the Gislingham Silver Band for 2 December.
9.6 **Meeting Dates 2018:** The dates for 2018 would be 8 Jan; 5 Feb; 5 Mar; 9 Apr; 14 May; 4 Jun; 2 Jul; 6 Aug (Planning only); 3 Sep; 8 Oct; 5 Nov; 3 Dec. The January, April and May meetings were a week later due to bank holidays and the Oct meeting due to Clerk's holiday.

10. **Finance**

- 10.1 **Account Balance:** £35,244.01
Income: £13,750.00 MSDC Precept 2nd half

10.2 **Accounts for Payment:**

L Jackson-Eve	£ 531.59	Sal/Exps Sept 17
T Gaddis	£ 245.58	Street Cln/Play Area Oct 17
HMRC	£ 146.60	PAYE for LJE (2 nd qtr)
S M Green	£ 10.00	Bus Shelter Clean
Came & Company	£ 19.70	Additional Insurance Premium
Suffolk County Council	£ 2,086.33	TRO (Yellow Lines) for The Drift
Royal British Legion	£ 20.00	Remembrance Day Wreath

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

10.3 **Budget Report:** The PC noted the 2nd Quarter report. The 2018-19 budget setting would start in November.

11. **Councillors Reports:**

- Barwoods: The group had recently visited the school to plant seeds.
- Public Rights of Way: The steps at the end of Bridewell Lane had been mended.
- SALC: The Chairman had attended the area meeting, which had included a presentation from the SCC Highways lead officer.
- War Memorial: The wreath wire would go up at the end of October.

12. **Highways Issues:** It was agreed to consider holding a street sign cleaning in conjunction with the litter pick next spring.

13. **Welcome Pack:** One to Cllr Bavington-Lowe.

14. **Matters to be brought to the attention of the Council:** The Clerk had reported on the temporary Post Office premises at Mendlesham which might be a suitable type for Botesdale/Rickinghall. The Chairman would contact the Post Office to get an update and enquire about Mendlesham.

15. **Next Meeting:** 6 November 2017

The Chairman closed the meeting at 9.18 pm.