

# BOTESDALE PARISH COUNCIL

Minutes of the ANNUAL meeting held Monday, 13 May 2019  
Botesdale Village Hall

**Present:** Cllr Ernie Baxter  
Cllr Greg Russell  
Cllr Caroline Stratford

Cllr Victoria Curry  
Cllr William Sargeant (Chairman)

Parish Clerk – Leeann Jackson-Eve  
No members of the public

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

1. **To Elect a Chairman for the Year 2019/20.** Cllr Sargeant, proposed by Cllr Stratford, seconded by Cllr Curry and agreed unanimously, was elected as Chairman.
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 Councillors’ Declaration of Acceptance of Office.** The Declarations were signed by all councillors present.
4. **Apologies for absence:** Cllr Bavington-Lowe.
5. **To elect a Vice Chairman.** Cllr Bavington-Lowe, proposed by Cllr Sargeant, seconded by Cllr Stratford and agreed unanimously, was elected as Vice Chairman in his absence, having indicated his willingness to stand.
6. **Casual Vacancies:** It was noted that following the elections in May, there were three vacancies for parish councillor.
7. **To elect Council Officers and Representatives to outside bodies:**
  - Assets Register: Cllr Sargeant
  - BARWOODS: Cllr Sargeant
  - Public Rights of Way: Reports from Chris Lambert
  - SALC/Parish Liaison: Cllr Sargeant
  - Tree Warden: Reports from Rosemary Jones
  - Village Hall: Cllr Curry
  - War Memorial: Cllr Baxter
  - Website: Clerk
8. **To confirm the Minutes of the Meeting held 1 April 2019.** The minutes, circulated prior to the meeting, were agreed and signed.
9. **Members Declarations of Interests and Dispensations:** None.
10. **Public Forum:** None.
11. **Planning:**
  - 11.1 **Planning Applications:**
    - 11.1.1 **Barn, Lodge Farm, The Common.** DC/19/01936. Notification for Prior Approval under Schedule 2, Part 3, Class Q (a) and (b) of The Town and Country Planning (General Permitted Development) (England) Order 2015 - Conversion of agricultural building to form 1no. dwelling. It was noted that the application was misleading in that it did not recognise that the roof had been removed for several months despite discussing replacing it. The PC noted that the Neighbourhood Plan encouraged barn conversions in general but due to the complicated regulations relating to prior approvals, it was agreed to defer to the planning department on this application.
  - 11.2 **Notice of Intent to prune/remove tree(s) in the Conservation Area:** None.

### 11.3 **Notification of Planning Decisions by Mid Suffolk DC:**

11.3.1 **Nissen Hut One, Lodge Farm, The Common. Ref. DC/19/01051.** Notification for Prior Approval for a proposed change of use of an agricultural barn to dwellinghouse (Class C3), and for associated operational development. Town and Country Planning (General Permitted Development) Order 2015, Schedule 2, Part 3, Class Q. Prior Approval REFUSED.

11.3.2 **Nissen Hut Two, Lodge Farm, The Common. Ref. DC/19/01054.** Notification for Prior Approval for a proposed change of use of an agricultural barn to dwellinghouse (Class C3), and for associated operational development. Town and Country Planning (General Permitted Development) Order 2015, Schedule 2, Part 3, Class Q. Prior Approval REFUSED.

11.4 **Neighbourhood Plan Update:** The Plan was with the Inspector and a response was expected by the end of May / beginning of June.

## 12. **Progress Reports:**

### 12.1 **Chairman:**

- The Chairman had attended a meeting with the Police, Rickinghall village hall representatives, District/County Cllr Jessica Fleming and Jo Churchill MP to discuss recent anti-social behaviour in the village. It was noted that the Police planned to set up a meeting at Hartismere School.
- The Litter Pick had been very successful despite the weather and 12 bags of rubbish were collected.
- The Chairman had attended an event held by the Friends of the Botesdale Health Centre which celebrated Dr Cooke's retirement.

### 12.2 **Clerk:**

- The Clerk reported that the damaged bollards at the junction of the B1113 and the A143 had been replaced.
- The local Brownies group had asked to borrow litter picking equipment for a litter pick in June. This was agreed and they would be asked to contact Cllr Sargeant.

## 13. **Correspondence:**

13.1 **SCC:** The PC noted the information on grass verge cutting. The B1113 would be cut in May and August and minor roads would be cut once during the summer.

13.2 **MSDC:** The PC noted the April payment of Community Infrastructure Levy - £2,025.68. Payments were made twice yearly in April and October. Total CIL held: £2,025.68.

13.3 **Suffolk Police:** The PC noted the Safer Neighbourhood Team (SNT) April newsletter.

## 14. **General Items:**

14.1 **Annual Parish Meeting on 1 April 2019:** The DRAFT minutes of the meeting were noted by the Council and acknowledged by those councillors present as a true record.

14.2 **Vehicle Activated Sign Report:** The March speed data for Diss Road was received and it was noted that speeds were increasing slightly. It was agreed to put the VAS in the centre location pointing towards Rickinghall.

## 15. **Finance:**

15.1 <b>Account Balance:</b>	£47,279.02	
<b>Income:</b>	£14,750.00	MSDC ½ Precept Payment
	£ 2,025.68	MSDC CIL April Payment

### 15.2 **Accounts for Payment:**

Admin Payments	£ 780.09	Not itemised due to GDPR
Street Sweeping etc.	£ 423.97	St Clean/Play Area/VAS May 19
Redgrave Parish Magazine	£ 130.00	Annual Page Fees
SALC	£ 323.53	Annual Membership Fees
G Russell	£ 108.00	Cllr Expenses - Training

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

- 15.3 **To approve payment of Grant Funding for 2019/20:** (as agreed under Minute Ref: 8.4, 1 April 2019). Grants for Remembrance Day and Christmas band would be paid at later date. It was noted that the Neighbourhood Watch had confirmed that it no longer required a grant.

RBR PCC	£ 600	Churchyard Maint s214(6) LGA 1972
Rickinghall Day Centre	£ 250	s137 LGA 1972
Barwoods (Millers Orchard Insure)	£ 50	s137 LGA 1972

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

- 15.4 **To approve payment of Annual Rent of £1.00 for Botesdale Village Hall – period 17<sup>th</sup> December 2018 – 16<sup>th</sup> December 2019.** It was RESOLVED, with all agreed, to approve payment of the ANNUAL RENT to the Parochial Church Council for the Botesdale Village Hall.

- 15.5 **Inspection of the Financial Statement for Year Ending 31<sup>st</sup> March 2019.** The Clerk presented the Financial Statement and supporting documents. The Council RESOLVED, with all agreed, to approve the accounts submitted

- 15.6 **To note the Internal Audit Report for Year Ending 31<sup>st</sup> March 2019.** It was noted that the internal audit report was not yet complete.

- 15.7 **To approve the signing of the Annual Return Year Ending 31<sup>st</sup> March 2019.** The Annual Return was presented for approval. The Council RESOLVED, with all agreed, to approve the signing of the Accounting and Annual Governance Statements.

The Council noted that the period during which the accounts would be open to public inspection was 17 June – 26 July. A notice to this effect would be posted on the parish notice board.

- 15.8 **To approve the signing of the banking mandate for additional signatories.** It was RESOLVED, with all agreed, to remove Cllr Abraham and add Cllrs Bavington-Lowe and Curry as signatories and to sign the relevant banking mandate.

#### 16. Councillors Reports:

- **Playing Field:** The consultation on improvements to the play area would take place on 4 June from 3.30-5pm at St Botolph's School.
- **Village Hall:** The AGM had been held and there was a new Trustee representing WARTS. All other Trustees had continued although there was a new Chair, Victoria Curry, and Treasurer, Lucy Bishop. Anita Burnard was acting as a temporary booking/admin secretary while the post was being advertised. If there was no interest, the Committee would look at employing someone. A new sign arrangement had been agreed with Simon Burgess. The microwave and some of the carpet tiles in the meeting room had been replaced and new "door open" alarms would be fitted to the fire exits. The EU elections would take place on 23 May.

17. **Highways Issues:** The Clerk would enquire whether the potholes in Diss Road would be repaired before resurfacing.

18. **Welcome Pack:** One to CS.

19. **Matters to be brought to the attention of the Council:** SCC would be asked whether the dropped kerb at the junction of Fen Lane and The Street could be moved and sited opposite Back Hills. The current location was frequently blocked by parked cars, forcing pedestrians/scooters to walk in the road until the next access.

20. **Next Meeting:** 3 June 2019

The Chairman closed the meeting at 9.32 pm.