BOTESDALE PARISH COUNCIL

Minutes of the meeting held Monday, 4 October 2021
Botesdale Village Hall

Present: Cllr Des Bavington-Lowe (Vice-Chair) Cllr Simon Dickinson
Cllr William Sargeant (Chair) Cllr Jack Stracey

Parish Clerk – Leeann Jackson-Eve
2 Members of the Public

1. **Apologies for absence:** Cllr Greg Russell

2. **Casual Vacancies:** There were four vacancies and no candidates.

3. **To confirm the Minutes of the Meeting held 6 September 2021.** The minutes, circulated prior to the meeting, were agreed as a true record.

4. **Members Declarations of Interests and Dispensations:** None.

5. **Public Forum:** A member of the public expressed an interest in plans for the Recreation Ground, including the installation of a noticeboard and water connection as on the agenda.

6. **Planning:**
   6.1 **Planning Applications**:
   6.1.1 **Land Off Potters Lane.** Ref. DC/21/05304. Planning Application - Erection of agricultural workers dwelling. Councillors noted that there was strong justification for a dwelling to service the nearby piggery unit at Rife Cottage Farm, The Common. It was RESOLVED, with all agreed, to have no objection to the application.

   6.2 **Notice of Intent to prune/remove tree(s) in the Conservation Area**:
   6.2.1 **The Cottage, Bridewell Lane.** Ref. DC/21/05116. Application for works to a tree in a Conservation Area - Fell 1No Spruce tree due to tree now outgrowing its natural space in its surrounding environment. It was RESOLVED, with all agreed, to have no objection.
   6.2.2 **Alcira, Back Hills.** Ref. DC/21/05349. Notification for works to trees in a Conservation Area - Remove 1no Conifer. It was RESOLVED, with all agreed, to have no objection.
   6.2.3 **Walnut Tree Cottage, Back Hills.** Ref. DC/21/05352. Notification for works to trees in a Conservation Area - Reduce 1no Tulip tree by 1/3. It was RESOLVED, with all agreed, to have no objection.

   6.3 **Notification of Planning Decisions/Appeals by Mid Suffolk DC**:
   6.3.1 **Angel House, The Street.** Ref. DC/21/04632. Notification for works to trees in a Conservation Area - Reduce 1no Ash by 1/3 (T2). Reduce top and lift crown on 1no Goat Willow (T1). Lift crown on 2no Hazel (T3, T4). Lift crown on 1no Robinia (T5). NO OBJECTION.

   6.4 **Notification of other Planning Matters:**
   6.4.1 **Land South of Diss Road. Ref. DC/20/03098.** Cllrs Sargeant and Russell had attended a meeting with MSDC Planning Officers and Adam Bell from Bennett Homes supporting better justification for recognition of the policies in the Neighbourhood Plan. Bennett Homes had acknowledged the Parish Council's recent report and the request to reconsider elements within the application so that it better represented the community.

7. **Correspondence:**
   7.1 **MSDC:** The PC noted the Joint Local Plan Examination hearing schedule.

8. **Ongoing Items:**
   8.1 **Parish Infrastructure Investment Plan:** It was RESOLVED, with all agreed, to approve the final draft of the PIIP and PIIP Project List which would now be submitted to Mid Suffolk District Council to aid them in prioritising local funding applications.

8.2 **Recreation Ground Refurbishment:** The Project Design was complete, incorporating the minor adjustments arising from the Safety & Security Review of the designs. One of the recommended actions in the Review was the early removal of the youth shelter, which had been a focus for anti-social behaviour and was not going to be retained in the new design. The PC RESOLVED, with all agreed, to accept a quote from Mortimer Contracts for £300 to remove the shelter as well as a quote of £150 to install the new noticeboard. This was likely to happen sometime in November. An application for planning permission had also been submitted and the Tender package for the construction work would be submitted on the gov.uk Contracts Finder website on 5 October. That notice would close on 5 November at 12noon. The PC RESOLVED, with all agreed, to accept a quote for £2,352 appointing James Blake Associates to oversee the tendering process. Finally, in order to make it easier to maintain the Recreation Ground, the PC RESOLVED, with all agreed, to accept two quotes to enable a water connection on site – for £1,203.60 from Essex and Suffolk Water for the connection and for £1,130 from T4 for the installation work. The standpipe would be in a lockable, vandal-proof cabinet.

8.3 **Speed Indicator Device:** The PC received three quotes for an additional device. It was agreed to defer this to the next meeting when it could be discussed in detail. In the meantime, councillors would consider the specification they required.

8.4 **Marl Pits:** There was no update.

8.5 **Village Assets Refurbishment:** There was no update.

8.6 **Sarah's Wood:** There was no update.

9. **New Items:**

9.1 **Review and Update of Council Documents:** The PC reviewed the documents and it was RESOLVED, with all agreed, to accept the unamended Standing Orders, Financial Regulations and Safeguarding Policy and the amended Reserves Policy, Health and Safety Policy and Risk Assessment.

9.2 **Street Lighting Replacement Programme:** The PC received the report from SCC which detailed £13,515 of work to 17 units. Out of those, the report recommended priority replacements totalling £8,985 for 10 units. There was currently £10,400 in earmarked funds available for street light replacements. It was agreed to discuss it further at the November meeting when next year's budget would be considered.

9.3 **Remembrance Day:** Cllr Dickinson had agreed to represent Botesdale PC and the Clerk had ordered the wreath.

9.4 **Christmas 2021:** It was agreed that the art competition with St Botolphs School would take place again this year and the Clerk would purchase the prizes. The Christmas tree and safety barriers would be delivered on Friday, 19 November with a decorating working party on Sunday, 21 November. The Lights-On event would take place on Saturday, 27 November at 6pm and Gislingham Band would be asked to play. Arrangements for the Christmas Eve event would be discussed further at the next meeting. The tree would be taken down on 9 January 2022.

10. **Village Status Reports**:

10.1 **Chairman's Report:** None.

10.2 **Clerk's Report:** The Clerk reported that the Recreation Ground Charity bank account was now open.

10.3 **Local Organisations:**

- Village Hall: The Hall was now accepting bookings for children's parties and WARTS would be performing on the first weekend in December.

10.4 **Village Assets:** Cllr Dickinson confirmed that the Recreation Ground was in good order.

10.5 **Public Rights of Way:** None.

10.6 **Highways Issues:** None.

10.7 **Welcome Packs:** 1 to Cllr Bavington-Lowe.

11. **Finance**

11.1	**Account Balance:**	£68,590.55	
	Income:	£17,900.00	MSDC Parish Precept 21-22 (2/2)
11.2	**Accounts for Payment:**		
	Admin Payments	£ 1,880.10	Not itemised due to GDPR
	Street Sweeping etc.	£ 160.60	St Clean/Play Area/VAS Oct 21

Community Action Suffolk	£	60.00	Website Hosting 2021-22
Pear Technology	£	84.00	Mapping Software Updates
Noticeboards Online	£	919.20	Noticeboard for Recreation Ground
James Blake Assoc	£	152.40	Recreation Ground Design Fees

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

11.3 **Budget Report:** The PC received the 2nd Quarter report. It was agreed to consider items for next year's budget. It was agreed to ask Gordon Lawrence for an update on the Community Bus replacement finances.

12. **Matters for the next meeting of the Council**: None.

13. **Next Meeting:** 1 November 2021

The Chairman closed the meeting at 8:51 pm.