

# BOTESDALE PARISH COUNCIL

Minutes of the Meeting held Wednesday, 10 May 2023  
Botesdale Village Hall

**Present:** Cllr Des Bavington-Lowe  
Cllr Sally Jarvis  
Cllr William Sargeant  
Cllr Jack Stracey

Cllr Andrew Edwards (Chair)  
Cllr Richard Lock  
Cllr Elizabeth Stanford

Parish Clerk – Leeann Jackson-Eve  
1 Member of the Public

1. **To Elect a Chairman for the Year 2023/24.** Nominations were sought for the post of Chair. Cllr Edwards, proposed by Cllr Sargeant, seconded by Cllr Lock, and agreed unanimously, was elected as Chair.
2. **To receive the Chairman's Declaration of Acceptance of Office.** The Council received Cllr Edward's Declaration of Acceptance of Office.
3. **To receive Councillors' Declaration of Acceptance of Office.** These were signed.
4. **To receive apologies for absence.** Cllr Simon Dickinson and Cllr Greg Russell.
5. **To elect a Vice Chairman.** Nominations were sought for the post of Vice Chair. Cllr Bavington-Lowe, proposed by Cllr Edwards, seconded by Cllr Lock, and agreed unanimously, was elected as Vice Chair.
6. **To elect Council Officers and Representatives to outside bodies:** The following appointments were agreed:

• Assets Register:	Cllr Bavington-Lowe
• BARWOODS	Cllr Sargeant
• Public Rights of Way:	Cllr Dickinson
• Recreation Ground Sub-Committee	Cllrs Bavington-Lowe, Lock and Russell
• SALC/Parish Liaison:	Cllr Sargeant
• Village Hall:	Cllr Edwards
• Facebook/Website:	Clerk
7. **To confirm the Minutes of the Meeting held 3 April 2023.** The minutes, circulated prior to the meeting, were agreed as a true record.
8. **Members Declarations of Interests and Dispensations:** Cllr Bavington-Lowe declared an interest in item 15.2 as a director of Manor House Oak Ltd.
9. **Public Forum:** A resident reported that a quantity of bulbs had been planted at Millers Orchard.
10. **Planning:**
  - 10.1 **Planning Applications:**
    - 10.1.1 **Greyhound Inn, The Street.** Ref. DC/23/01914. Full Planning Application - Creation of 1no. two-storey dwelling (retention of). The PC RESOLVED, with all agreed, to have no objection.
    - 10.1.2 **Greyhound Inn, The Street.** Ref. DC/23/02009. Listed Building Consent - Internal works in conjunction with creation of separate two-storey dwelling. The PC RESOLVED, with all agreed, to have no objection.
  - 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.
  - 10.4 **Notification of other Planning Matters:** It was agreed that the Neighbourhood Plan would, at some point, need to be reviewed in light of the emerging Joint Local Plan.
11. **Correspondence:** None.

## 12. Ongoing Items:

- 12.1 **Recreation Ground Refurbishment:** It was reported that there were still a handful of outstanding items to be completed at the Recreation Ground, including a few from the snagging list. These included the installation of a circular "friendship" bench, the extension of the junior swing to include a second flat swing and the installation of the Community Art Project.
- 12.2 **Recreation Ground Operation and Maintenance:** The Recreation Ground Sub-Committee were due to meet on 11 May and a report would be made to the PC's June meeting.
- 12.3 **TRO for Back Hills, Chapel Lane and Mill Road North:** Councillors had met a SCC Highways representative to look at the sites and following the meeting, proposed drawings of the waiting restrictions for Back Hills and Mill Road North had been received. SCC had some reservations about the need for waiting restrictions at the Chapel Lane site and had asked for photographic evidence of the problem parking. The PC agreed the proposals for Back Hills and Mill Road North and would arrange for photographs to be taken of Chapel Lane.
- 12.4 **TRO for extension of 30mph on B1113:** The SCC Highways representative had also looked at the site for potential extension of the 30mph zone and a location between the layby and the bridge had been agreed. It had been suggested that white village gates would be a beneficial addition to deter speeding and agreed that the Clerk would investigate the cost. It was agreed to also ask the owner of Shepherd's Field if there was any scope to cut back the hedge at the corner.
- 12.5 **Village Assets Refurbishment:** These were all completed, and the item would be removed from the agenda.
- 12.6 **Community Governance Review:** There was no movement on this, and the item would be removed from the agenda until further notice.
- 12.7 **Marl Pits:** There was no update on the sign installation.
- 12.8 **Sarah's Wood:** There was nothing to update.

## 13. Other Items:

- 13.1 **Annual Parish Meeting on 3 April 2023:** 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.

## 14. Village Status Reports:

- 14.1 **Chairman's Report:** None.
- 14.2 **Clerk's Report:** A request had been received for a memorial bench for former Botesdale residents and the Clerk had suggested the Recreation Ground as a suitable location. This would be considered, and the Recreation Ground Sub Committee consulted.
- 14.3 **Local Organisations:**
- Streams and Footpaths – The proposal for the information board, which was advertised in the parish magazine, had prompted an email from the landowner. They would be consulted on the proposed location, once that was known.
  - Village Hall – It was noted that the After School Club was very short of the Committee volunteers needed to keep running.
- 14.4 **Village Assets:** None.
- 14.5 **Public Rights of Way:** A tree was down on the footpath through Miller's Orchard and a mattress had been dumped on the verge. Both had been reported.
- 14.6 **Highways Issues:** It was agreed to get a quote for replacing the signpost at the junction of Diss Road and the B1113.
- 14.7 **Welcome Packs:** None.

## 15. Finance (as of 30/04/23):

15.1	<b>Accounts Balance:</b>	£151,470.86	
	<b>Bank Balance:</b>	£151,470.86	
	<b>Income:</b>	£24,600.00	MSDC Parish Precept 23-24 (1/2)
		£53,543.51	MSDC CIL Payment April 23
		£ 75.00	Dedication – Rec Ground
		£ 318.23	Coronation Commemorative Coins
			Rickingham PC Contribution

**15.2 Accounts for Payment:**

Admin Payments	£ 1,491.14	Not itemised due to GDPR
Street Sweeping etc.	£ 370.16	St Clean/Rec Ground/PROW May 23
Redgrave Parish Magazine	£ 120.00	Page Fees 2023-24
Trevor Brown CPFA	£ 450.00	Annual Internal Audit Fees 22-23
Multisigns	£ 11.23	Rec Ground – Opening Banner
Florenco's Coffee Services	£ 84.20	Rec Ground – Opening Refreshments
Manor House Oak Ltd	£ 439.20	Rec Ground – Frame Seat Installation
Manor House Oak Ltd	£ 420.00	Rec Ground – Oak Posts for CAP
MSDC	£ 660.59	Litter/Dog Bin Emptying 2023-24
St Botolph's School	£ 11,840.00	CIL Expenditure – Eco Project

**Payments between meetings:**

S Green	£ 50.00	Clean bus shelter/signs/boards
Urban Forestry	£ 4,496.77	Rec Ground Construction Fees

**Payments by Direct Debit:**

HMRC	£ 193.83	PAYE for 4 <sup>th</sup> qtr 2022-23
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It was RESOLVED, with all agreed, to approve payment of the accounts above.

**15.3 To approve payment of Grant Funding 2023/24:** (agreed under Minute Ref: 10.3, 9 January 2023). Noted that Remembrance Day funds will be paid in Oct/Nov.

RBR PCC	£ 900	Churchyard Maint
Rickingham Day Centre	£ 330	General Grant
Barwoods	£ 50	Millers Orchard Insurance

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

**15.4 To approve payment of Annual Rent of £1.00 for Botesdale Village Hall – period 17<sup>th</sup> December 2022 – 16<sup>th</sup> December 2023.**

**15.5 To consider the 2022/23 Annual Governance and Accountability Return (AGAR) and related accounts information for Year Ending 31<sup>st</sup> March 2023:**

- i) The PC received the Internal Audit report as prepared by the appointed internal auditor and agreed that it was very complimentary. There were no actions.
- ii) The Clerk presented the Financial Statement and supporting documents including the Assets Register. The Council RESOLVED, with all agreed, to approve the accounts submitted.
- iii) The Council RESOLVED, with all agreed, to approve the signing of the Statement of Assurance as per the Annual Governance Statement (Section 1 of the AGAR).
- iv) The Council RESOLVED, with all agreed, to approve the signing of the Accounting Statements (Section 2 of the AGAR).

The Council noted that the period during which the accounts would be open to public inspection was 5 June – 14 July. A notice to this effect would be posted on the parish notice board.

**16. Matters to be brought to attention of the Council:**

- It was noted that Councillor and Chair training was available through the Suffolk Association of Local Councils.
- Roadworks for the Bennett Homes development had created a diversion near Tollgate House. It was noted that this should be the last of the work on Diss Road for that development.

**17. Next Meeting:** 5 June 2023

The Chairman closed the meeting at 8:02pm.