

# BOTESDALE PARISH COUNCIL

Minutes of the meeting held Monday, 4 November 2019  
Botesdale Village Hall

**Present:** Cllr Des Bavington-Lowe                      Cllr Ernie Baxter  
              Cllr Victoria Curry                              Cllr Simon Dickinson  
              Cllr William Sargeant (Chairman)        Cllr Caroline Stratford

Parish Clerk – Leeann Jackson-Eve  
District/County Cllr Jessica Fleming

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

1. **Apologies for absence:** Cllr Greg Russell.
2. **Casual Vacancies:** No applications.
3. **To confirm the Minutes of the Meeting held 7 October 2019.** The minutes, circulated prior to the meeting, were agreed and signed.
4. **Members Declarations of Interests and Dispensations:** Cllr Bavington-Lowe declared an interest in item 6.1.2, having submitted a quote for the work.
5. **Public Forum:** County Cllr Jessica Fleming reported that there had been several Cabinet changes. A new public recycling centre was due to open at Fornham Road in Bury St Edmunds at the end of November, replacing the centre at Rougham Hill which would close. A charity Reuse shop would also be opening on site towards the end of the year. SCC was undertaking a review of school transport policy. This was being led by Chief Fire Officer Mark Hardingham in an independent review and would be delivered in two phases. Phase one would include evidence gathering and in phase two the evidence would be reviewed, and any changes recommended. This might lead to changes to the current School Travel Policy, or to elements of the Policy, to ensure it ran more efficiently and was consistent with DfE's Guidance (a review of which was recently completed).

As District Cllr, Jessica reported that Mid Suffolk was extending its free swims offer during the Christmas holidays from 20 December 2019 to 5 January 2020 inclusive at Mid Suffolk Leisure Centre and Stradbroke Swimming Pool. Suffolk's Recycling Centres were offering free 'Reduce, Reuse and Recycle' sessions to interested parties to learn more about ways to reduce waste and recycling, also available at [www.suffolkrecycling.org.uk](http://www.suffolkrecycling.org.uk). Neighbours, parish or community groups were invited to set up a session by emailing [sharon.lockhart@fccenvironment.co.uk](mailto:sharon.lockhart@fccenvironment.co.uk).

6. **Planning:**
  - 6.1 **Planning Applications:**
    - 6.1.1 **6 Park View.** Ref. DC/19/04196. Householder Planning Application- Erection of single storey rear and side extension and internal alterations. This was a small extension which would not be visible from the road and was an attractive addition. It was RESOLVED, with all agreed, to have no objection to the application.
    - 6.1.2 **The Maltings, The Street.** Ref. DC/19/04707. Application for Listed Building Consent - Remove and replace render, repairs to timber frame. It was noted that the heritage team were best placed to assess the application, which was fairly technical. 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:** None.
  - 6.3 **Notification of Planning Decisions/Appeals by Mid Suffolk DC:**
    - 6.3.1 **36 Back Hills.** Ref. DC/19/04453. Notification of Works to Trees in a Conservation Area - 3no. Leylandii (Reduce by 25%). NO OBJECTION.
    - 6.3.2 **The Warren, Cherry Tree Lane.** Ref. DC/19/04452. Notification of Works to Trees in a Conservation Area - T1 Leylandii - (Fell), T2 Oak - Lift canopy and thin, T3 Plum- Pollard. NO OBJECTION.

- 6.3.3 **Crown Hill House, The Street.** Ref. DC/19/04573. Notification of Works to Trees in a Conservation Area - T1 Holly - reduce and reshape. NO OBJECTION.
- 6.3.4 **Bank House Cottage, The Street.** Ref. DC/19/04572. Notification of Works to Trees in a Conservation Area - Fell and replant 1no. Hazel. NO OBJECTION.
- 6.4 **Neighbourhood Plan Update:** A referendum would be held by Mid Suffolk District Council on 28 November asking the question: "Do you want Mid Suffolk District Council to use the Neighbourhood Plan for Botesdale & Rickingham to help it decide planning applications in the Neighbourhood Plan area?" The result would be decided by a simple majority.

## 7. Progress Reports:

- 7.1 **Chairman:** The Chairman had attended some very useful Landscape Training held by Suffolk Preservation Society.
- 7.2 **Clerk:** An email had been received with concerns about the safety of the boundary wall of Orchard Cottage to Chapel Lane. The Clerk had spoken to the owners who maintained that the wall had not moved in the time they had lived there. It was agreed to reply to the complainant saying that the owners recognised their responsibility and were monitoring the wall.

## 8. Correspondence:

- 8.1 **MSDC:** The PC noted the October payment of Community Infrastructure Levy - £2,025.68. Payments were made twice yearly in April and October.
- 8.2 **Parochial Church Council:** The annual request for funding for churchyard maintenance was discussed and it was agreed to increase funding by £100 per church, leading to a total of £800 for both churches.
- 8.3 **Resident:** The PC noted the complaint about parking too close to the junction of Mill Road North and The Street. It was noted that this junction had been discussed at length when the PC was considering installing double-yellow lines. A Suffolk County Council Highways officer had met councillors on site and the PC was advised that lines would not be effective - due to the curvature of the road - without extending them more than halfway down the hill. As that area was much needed for residential and business parking, and parking near other areas of the junction was rare, the PC had decided against putting double-yellow lines there. It was now agreed that although the PC was still unlikely to take any permanent action, a reminder to be mindful of the Highway code when parking on junctions could be put in the next parish magazine.

## 9. General Items:

- 9.1 **GDPR Policies:** Councillors reviewed the Information Protection Policy and Information Security Incident Policy. It was agreed to make some minor changes to the first document to clarify a few points and it was RESOLVED, with all agreed to accept the documents with those amendments.
- 9.2 **Defibrillator:** Councillors considered the proposal to install a defibrillator in the phone box at The Street / Fen Lane. It was noted that Rickingham PC supported it and had enquired about adoption. BT had confirmed that this would require consultation with stakeholders which would take 90 days, until approximately 20 January 2020. The Clerk had put together a rough estimate of £2,362.32 for adoption, refurbishment and installation of a defibrillator, not including labour for the refurbishment work. It was agreed to look further into the proposal, including enquiring about whether listed building consent would be needed.
- 9.3 **Streams & Footpaths Project:** The PC considered the request for funding for a 2-day mini-digger hire to continue clearance of the streams at the bottom of Fen Lane. It was RESOLVED, with all agreed to support the project and ask Rickingham PC to contribute as the streams were mostly located in that parish.
- 9.4 **Play Area:** The PC noted that the contract with Goundwork had been terminated and a discount of £225 negotiated for the work carried out to date. The PC considered the Play Area Inspection report which was generally very good and agreed that the Regeneration Sub-Committee could consider the findings and report back. The first meeting of the Sub-Committee would take place on Monday, 9 December at 7pm in the Village Hall. The Clerk would advertise for residents to get involved.

9.5 **Christmas Events:** It was noted that the safety barriers for the tree would be delivered on 29 November and Chris Burnard had agreed to help again with the installation of the tree and lights. Cllr Sargeant would make arrangements for the Christmas Eve event. The councillors then had the great pleasure of voting on the Christmas themed drawings from children at St Botolph's Primary School. All winning drawings would be displayed around the Christmas tree in the Market Place and prizes presented at a school assembly. The winning drawings came from Year 1: Joni Burgin (1st) and Tyler Tate (2nd); Year 2: Joe Rutherford (1st) and Anya Joubert (2nd); Year 3: Stan Shorten (1st) and Amy Tate (2nd); Year 4: Mollie Timberlake (1st) and Jessica Farrow (2nd); Year 5: Evie Shorten (1st) and Archie Timberlake (2nd); Year 6: Mae-Li Sun (1st), Rosie Brown (2nd) and Matilda Carlyle (2nd). The PC congratulated all the children who participated and noted that there were a lot of talented artists at the school. The standard was so high in Year 6 that councillors decided to have two 2nd place winners.

## 10. Finance

10.1 **Account Balance:** £55,183.90  
**Income:** £ 2,025.68 MSDC Community Infra Levy

### 10.2 **Accounts for Payment:**

Admin Payments	£ 796.71	Not itemised due to GDPR
Street Sweeping etc.	£ 156.81	St Clean/Play Area/VAS Oct 19
MSDC	£ 84.00	Litter/Dog Bin Add Fees (+ VAT)
One Suffolk	£ 60.00	Website Hosting 2019-20
Groundwork East	£ 3,000.00	Play Area Consultation

10.3 **Draft Budget 2020-21:** The draft budget would be considered further at the next meeting.

## 11. Councillors Reports:

- **Public Rights of Way:** The Clerk would report the damage to the surface of the footpath on the approaches to the bridge past Shepherds' Field.
- **SALC:** The AGM would be held on 26 November.
- **Village Hall:** The next meeting of the Committee was on 11 November. The scaffolding from the building work next door had been removed and new posts for advertising banners had been erected.
- **War Memorial:** The cords and trough were ready for remembrance day events.
- **Website/Facebook:** It was suggested that a flyer about the PC's online presence should go in the Welcome Pack.

12. **Highways Issues:** None.

13. **Welcome Pack:** None.

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

15. **Next Meeting:** 2 December 2019

The Chairman closed the meeting at 9.46 pm.