

# BOTESDALE PARISH COUNCIL

Minutes of the meeting held Monday, 7 October 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  
2 Members of the Public

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

1. **Apologies for absence:** Cllr Greg Russell.
2. **Casual Vacancies:** One prospective candidate, Simon Dickinson, was considered by the Council. It was RESOLVED unanimously to co-opt Mr Dickinson, who was invited to take his seat on the Council.
3. **To confirm the Minutes of the Meeting held 2 September 2019.** The minutes, circulated prior to the meeting, were agreed and signed.
4. **Members Declarations of Interests and Dispensations:** None.
5. **Public Forum:** County Cllr Jessica Fleming reported that councils were preparing as well as they could for the UK's exit from the EU. The new pothole repair criteria, based on a trial scheme in Ipswich, was now online. The new system allowed engineers to repair defects close to each other during the same visit, tackling smaller potholes before they could expand. Acting as District Councillor, Jessica reported that both Babergh and Mid Suffolk Councils had approved motions declaring (separate) climate and biodiversity emergencies. This was consistent with similar motions passed by SCC and other local authorities in Suffolk and beyond. Work was due to commence on actions to implement the intent of these motions and to add emphasis to all council activities that affected the environment.

Ed Deakin spoke about the recent Little Ouse Fayre held on 23/24 September in the fields between Botesdale, Rickinghall, Redgrave and Hinderclay. He had responded to comments from residents about the events, both positive and negative, and felt that the positive feedback hugely outweighed the negative. There had been concerns initially that it was an illegal rave, but he assured the Parish Council that the correct licenses had been obtained, with live amp music permitted up to 11pm and pre-recorded music to 1am. However, the music had been louder, and the noise had travelled further than intended despite measures to mitigate this, and it would be dealt with differently next year. The aim was to make it an inclusive event for the local area with creative workshops, local produce, outdoor activities, circus skill sharing and face painting. He felt the organisers had learned a lot from putting on the Fayre this year.

A member of the public expressed interest in sitting on the proposed new Recreation Ground Regeneration Sub-Committee.

6. **Planning:**
  - 6.1 **Planning Applications:**
    - 6.1.1 **Crown Hill Cottage, The Street.** Ref. DC/19/03664. Householder Planning Application- Erection of first and second floor extensions including creation of access to loft. It was noted that it would not be visible to anyone but close neighbours. It was RESOLVED, with all agreed, to have no objection.
    - 6.1.2 **Crown Hill Cottage, The Street.** Ref. DC/19/03665. Application for Listed Building Consent - Erection of first and second floor extensions including creation of access to loft. It was RESOLVED, with all agreed, to have no objection.

- 6.2 **Notice of Intent to prune/remove tree(s) in the Conservation Area:**
- 6.2.1 **36 Back Hills.** Ref. DC/19/04453. Notification of Works to Trees in a Conservation Area - 3no. Leylandii (Reduce by 25%). It was RESOLVED, with all agreed, to have no objection.
- 6.2.2 **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. It was RESOLVED, with all agreed, to have no objection.
- 6.2.3 **Crown Hill House, The Street.** Ref. DC/19/04573. Notification of Works to Trees in a Conservation Area - T1 Holly - reduce and reshape. It was RESOLVED, with all agreed, to have no objection.
- 6.2.4 **Bank House Cottage, The Street.** Ref. DC/19/04572. Notification of Works to Trees in a Conservation Area - Fell and replant 1no. Hazel. It was RESOLVED, with all agreed, to have no objection.
- 6.3 **Notification of Planning Decisions/Appeals by Mid Suffolk DC:**
- 6.3.1 **Ivy House, Back Hills.** Ref. DC/19/04033. Notification of Works to Trees in a Conservation Area - Ornamental Cherry (T1) – Fell due to poor health, Pear (T2) - fell due to poor health. NO OBJECTION.
- 6.3.2 **Nissen Hut One, Lodge Farm, The Common. Ref. DC/19/01051 - Appeal Ref. APP/W3520/W/19/3233694.** Notification of Appeal. 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. Appeal DISMISSED.
- 6.3.3 **Nissen Hut Two, Lodge Farm, The Common. Ref. DC/19/01054 - Appeal Ref. APP/W3520/W/19/3233697.** Notification of Appeal. 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. Appeal ALLOWED.
- 6.4 **Neighbourhood Plan Update:** The Neighbourhood Plan had been approved by the Cabinet on 7 October and the next step would be a YES/NO referendum held by Mid Suffolk District Council later in the year.

## 7. Progress Reports:

- 7.1 **Chairman:** The Chairman reported that MSDC had recently voted to strengthen its tree policies at a Council meeting on 24 September. It aimed to increase the District's tree cover, work with communities to identify opportunities for community woods and orchards, give more support to Tree Wardens and investigate possibilities for a carbon offset scheme to fund afforestation.
- 7.2 **Clerk:** None.

## 8. Correspondence:

- 8.1 **SCC:** The proposals for new council divisions and division boundaries for the County Council were noted. A briefing for parish/town councils would be held at Endeavour House, Ipswich at 18:30 on Thursday, 10 October.
- 8.2 **MSDC:** The PC noted the new annual five-year housing land supply position statement which demonstrated a 5.66-year supply.
- 8.3 **SALC:** It was noted that on 23 September 2018 new regulations on digital accessibility had come into effect requiring all local councils to make their websites and mobile apps accessible for users with a disability by 23 September 2020. The Clerk would review the website and make the necessary changes.
- 8.4 **SALC:** The PC noted the opportunity to provide feedback on the external audit regime. The Clerk had responded separately to the survey.
- 8.5 **SALC:** The PC noted the consultation with members on SALC's review of its governance arrangements and constitution.
- 8.6 **E Deakin:** The PC noted the information Mr Deakin had related about the recent Little Ouse Fayre. It agreed that it was important to support events for the community where appropriate and felt the organisers had responded to the issues that caused particular concern. It was noted that proposals for next year's Fayre would be provided earlier in the year.

## 9. General Items:

### 9.1 Play Area:

- The PC considered its obligations relating to the Council's trusteeship of the Botesdale Recreation Ground, which was a registered charity. Its governing document was the Trust conveyance dated 1 September 1971. The Trust was a separate entity from the Parish Council and as such it was agreed that it should have Trust meetings at least once a year and separate bank accounts. It was therefore RESOLVED, with all agreed, that it would be established as a Council committee called the "Recreation Ground Committee", under the regulations and standing orders of the Council, with an AGM to be held in a month to be determined by the Council. The Clerk would draft terms of reference.
- The PC also considered the continuation of the Groundwork contract to undertake public consultation and develop designs for the play area. It felt that the work produced didn't reflect what was discussed at meetings with Groundwork, what was subsequently offered within the quote and the information that came out of the initial public consultation. It also felt that the advice/designs produced by Groundwork did not demonstrate a more professional approach to putting together a design package than the PC could achieve itself and therefore did not represent value for money. The PC therefore, RESOLVED, with all agreed, to terminate its contract with Groundwork and request an invoice for the work carried out to date. It was also RESOLVED, with all agreed, to move the project forward by establishing a "Recreation Ground Regeneration Sub-Committee", with terms of reference to be determined by the Council. As the Sub-Committee would be open to non-Parish Council members, the Clerk would advertise it as widely as possible.

9.2 **Review and Update of Council Documents:** The PC reviewed the documents and it was RESOLVED, with all agreed, to accept the new Standing Orders and Financial Regulations (with duplicate paragraph 2.6 and a redundant footnote reference deleted), copies of which would go on the website.

9.3 **Risk Assessment:** The PC RESOLVED, with all agreed, to adopt a recommendation to add an assessment related to working on the highway under Health and Safety in the Risk Assessment policy.

9.4 **Christmas Events:** It was noted that due to the increasing cost, the Clerk had investigated getting a tree from a source other than Elveden Estates. However, no one else in the area could provide the HIAB delivery vehicle necessary to install the tree. It was therefore RESOLVED, with all agreed, to accept the £800 quote for the Christmas tree from Elveden. The barriers and tree would be delivered on Friday, 29 November with a decorating working party on Sunday, 1 December. The Lights-On event would take place on Saturday, 7 December at 6pm. Cllr Sargeant would make arrangements for the Christmas Eve event.

9.5 **Remembrance Day Event:** Cllr Dickinson had agreed to represent Botesdale PC.

9.6 **Minutes:** The PC considered whether actions arising from meetings needed further follow-up information in the minutes. It was noted that the Clerk updated items as changes took place, not at every meeting, and at any time councillors could ask the Clerk for updates on items in which they had a particular interest. It was agreed to maintain the current arrangements with councillors taking responsibility for requesting an update if they wished.

9.7 **Meeting Dates 2020:** These were agreed as follows - 6 Jan; 3 Feb; 2 Mar; 6 Apr; 4 May; 8 Jun; 6 Jul; 3 Aug (Planning only); 7 Sep; 5 Oct; 2 Nov; 7 Dec. It was noted that the June meeting would be held a week later than normal.

## 10. Finance

10.1 **Account Balance:** £54,188.49  
**Income:** £14,750.00 MSDC ½ Council Tax Precept

### 10.2 Accounts for Payment:

Admin Payments	£ 790.46	Not itemised due to GDPR
Street Sweeping etc.	£ 506.97	St Clean/Play Area/VAS Aug 19
MSDC	£ 70.00	Litter/Dog Bin Additional Fees
Village Hall	£ 83.00	Hall Hire April – Sept 2019

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

10.4 **Budget Report:** The PC noted the 2<sup>nd</sup> Quarter report and that the 2020-21 budget would be discussed in November.

11. **Councillors Reports:**

- **Public Rights of Way:** The Clerk would follow up on the renewal of chicken wire on boardwalks.
- **Village Hall:** A booking secretary/administrator had been appointed. A handrail had been installed on the steps at the front of the hall up to the backstage. Burgess Homes would be removing the scaffolding and would make good / tidy the ground. Cllr Sargeant would be drafting a reserves policy for the Village Hall.

12. **Highways Issues:** It was noted that the verge cutting still hadn't been done on Common Road. The Clerk to follow up.

13. **Welcome Pack:** 1 to Cllr Stratford.

14. **Matters for the next meeting of the Council:** Rickinghall PC was interested in adopting the phone box at the corner of The Street and Fen Lane and installing a defibrillator. It was noted that 24-hour coverage was lacking at the Botesdale end of the community as the health centre defibrillator was not available outside of opening hours. Botesdale PC would consider supporting the project.

15. **Next Meeting:** 4 November 2019

The Chairman closed the meeting at 9.55 pm.