

# BOTESDALE PARISH COUNCIL

Minutes of the Meeting held Monday, 5 December 2022  
Botesdale Village Hall

**Present:** Cllr Des Bavington-Lowe (Vice-Chair) Cllr Simon Dickinson  
Cllr Andrew Edwards Cllr Richard Lock  
Cllr Greg Russell Cllr William Sargeant (Chair)  
Cllr Jack Stracey

6 Members of the Public

1. **Apologies for absence:** Cllr Sally Jarvis and Leeann Jackson-Eve (Clerk)
2. **Casual Vacancies:** A prospective candidate, Elizabeth Stanford, was considered by the Council. It was RESOLVED unanimously to co-opt Mrs Stanford, who was invited to take her seat on the Council.
3. **To confirm the Minutes of the Meeting held 7 November 2022.** The minutes, circulated prior to the meeting, were agreed as a true record.
4. **Members Declarations of Interests and Dispensations:** None.
5. **Public Forum:** At the Christmas tree lights ceremony it was noticed by an attendee that children, and in some cases their parents, were stepping on and over the war memorial and wreaths. Suggestions to prevent this were permanent iron fencing, plus cones in the road to prevent parking and allow more space for attendees.  
A number of Fairstead residents were in attendance and were complaining about the bad and sometimes dangerous parking of visitors to the medical centre and drop off and pick up from the school. Several photos were shown to councillors and subsequently emailed to the PC. Bin lorries had sometimes been unable to access The Fairstead and residents were concerned that emergency vehicles would not be able to access The Fairstead at school run times. Residents asked if yellow lines could be considered.
6. **Planning:**
  - 6.1 **Planning Applications:** None.
  - 6.2 **Notice of Intent to prune/remove tree(s) in the Conservation Area:** None.
  - 6.3 **Notification of Planning Decisions by Mid Suffolk DC:**
    - 6.3.1 **Stable Cottage, The Street.** DC/22/05457. Notification of Works to Trees in a Conservation Area - Reduce crown of 1No. Yew (T1) by 1/3. It was RESOLVED, with all agreed, to have no objection. NO OBJECTION.
  - 6.4 **Notification of other Planning Matters:** The PC discussed Barley Birch road names again but it was agreed that the PC did not have enough suggestions for additional road names.
7. **Correspondence:**
  - 7.1 **MSDC:** The PC received the information for the Town and Parish Councils' Council Tax Base for the financial year ending 31st March 2024. It was noted that there had been a significant increase in Council Tax paying households of 5.7% due to the new development at Back Hills. This had been taken into account in the draft budget.
  - 7.2 **MSDC:** The PC the information about increases in the annual cost of emptying dog and litter bins from £37.13 to £39.73 per litter bin and £43.49 to £46.53 per dog bin. This had been taken into account in the draft budget.
  - 7.3 **Resident:** The PC considered the request for support with parking problems on The Fairstead due to overflow parking from the Health Centre and School which was a regular nuisance to residents. Residents had requested advice from the District Council and had been referred to the Highways authority, Suffolk County Council. Following on from the discussion in the Public Forum, the PC felt that yellow lines were not the answer as they would simply displace the problem. It was agreed that there should be better signage from the Health Centre, and they could perhaps

consider redesigning the layout of the car park. PC concluded that it would approach both the Health Centre and school with the residents' concerns and suggest better signage. Additionally, advice would be sought from the County Council on possible parking restrictions and the matter would be highlighted in the Parish Magazine report.

## 8. Ongoing Items:

8.1 **Speed Indicator Device:** It was noted note that a larger post costing approx. £200 + installation would be necessary to support the combined weight of the unit and solar panel. The Clerk had asked MJ Nunn for quote for installation of the posts.

8.2 **Recreation Ground Refurbishment:** It was reported that the focus of the construction progress over the last month had been on the landscaping (hedging, planting, etc.), pathways (particularly the Eco-Sensory pathway) and the new entrance. There were a few minor equipment items yet to be installed as well as minor snagging issues related to already installed equipment. These items would be addressed by UF over the next weeks. The PC noted the performance of the BRGRP against the Budget established by BPC both in terms of expenditure and funding, i.e. the execution costs for the Project remained within the Budget, the funding programme was servicing the vast majority of the committed costs and funding for the Community Items was an active work in progress.

8.3 **Recreation Ground Operation and Management:** At the Meeting on 6 June 2022 the O&M Considerations Document Rev1 was discussed and the BRGRP Sub-Committee was asked to develop the Maintenance Costs Projection included with that document. The resultant Projection was discussed at the 4 July 2022 meeting and the Sub-Committee was then asked to develop an O&M Scope of Work (SoW) that would assist BPC to seek the provision of O&M services at the Recreation Ground post UF Final Completion. The draft SoW document had subsequently been made available to the PC together with an updated Maintenance Projection that aligned with the structure of the SoW. The PC noted the recommended actions following from the draft SoW document:

- a) Understand the Operational requirements from 1 March 2023 to run alongside the UF's maintenance responsibilities and instigate necessary actions/measures
- b) Monitor the 12-month UF Maintenance Period to establish best practice and requirements going forward. This may give rise to modifications to the draft SoW.
- c) Establish an O&M strategy for the Recreation Ground from February 2024.
- d) Establish a contracting strategy for the O&M from February 2024.
- e) Identify potential Contractors. This may require a pre-qualification exercise.
- f) Prepare O&M Inquiries.
- g) Seek O&M Tenders.
- h) Review O&M Tenders.
- i) Award O&M Contracts.
- j) Manage and Administer O&M Contracts.
- k) Understand the Operational requirements from 29 February 2024 not covered by the O&M Contracts and instigate necessary actions/measures.

It was agreed that serious consideration would be given to the formation of a suitable Sub-Committee within the next 6 months, the scope of the Sub-Committee to be defined and a possible Friends of Botesdale Recreation Ground to be formed/involved. Further consideration would be given to the commercial and/or volunteer route.

8.4 **Village Assets Refurbishment:** The actions for spring were agreed including the repair of the village seat in front of the Chapel of Ease, the replacement of the Perspex in the notice board on Osmond House and minor works to three grit bins.

8.5 **Community Governance Review:** There had been no reply from MSDC to the PCs' consultation submission in November.

8.6 **Parish Infrastructure Investment Plan:** The Clerk had written to seven local organisations for more information on projects which had been included in the PIIP.

8.7 **Marl Pits:** The sign had been ordered with the addition of a definition for "marl".

8.8 **Street Light Replacement Programme:** There was no update.

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

9. **Other Items:**

9.1 **Steps to FP15 Bridewell Lane:** It was agreed to consider repair or rebuild to the steps in Bridewell Lane. Cllr Dickinson would investigate costs and implications to the neighbour's boundary fence if a full rebuild was considered.

10. **Village Status Reports:**

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

10.2 **Clerk's Report:** None.

10.3 **Local Organisations:**

- BARWOODS - It was reported that over the last 12 years over 300 trees had been planted and that the snowdrops would soon be a sight to behold.
- Streams and Footpaths Project - It was confirmed that all was well on site.
- Village Hall - A resident thanked the Chairman and Clerk for their continued hard work on the Village Hall Management Committee and reiterated that the school clubs were doing well, employed people and that the facilities were very good.

10.4 **Village Assets:** War Memorial - It was agreed that it could do with a spring clean.

10.5 **Public Rights of Way:** Fly tipping just off Mill Road North was noted and reported.

10.6 **Highways Issues:** It was noted that the road sign at Fen Lane had been replaced and new signs erected. A clip had been ordered which would allow the Bowls Club signs to be placed back-to-back.

10.7 **Welcome Packs:** 1 to Cllr Edwards

11. **Finance**

11.1 <b>Account Balance:</b>	£90,612.46	
<b>Income:</b>	£ 370.50	MSDC Street Cleaning Grant 2 <sup>nd</sup> qtr
	£ 120.00	Recreation Ground Dedications (2)
	£ 647.96	MSDC CIL Bid 3rd Claim underpayment - Rec Gnd
	£ 6,528.49	MSDC CIL Bid 4th Claim - Rec Gnd

11.2 **Accounts for Payment:**

Admin Payments	£ 1,821.74	Not itemised due to GDPR
Street Sweeping etc.	£ 124.28	St Clean etc November 22
Chris Burnard	£ 93.25	Hydraulic Lift for Xmas tree
Steve Green	£ 50.00	Clean bus shelter/signs/boards
James Blake Associates	£ 334.80	Rec Ground Construction Man't Fees
Urban Forestry	£13,195.16	Rec Ground Construction Fees

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

11.3 **Draft Budget 2023-24:** The changes discussed at the November meeting had been made.

12. **Matters for the next meeting of the Council:**

13. **Next Meeting:** 9 January 2023

The Chairman closed the meeting at 8:40pm.