

# BOTESDALE PARISH COUNCIL

Minutes of the meeting held Monday, 3 February 2020  
Botesdale Village Hall

**Present:** Cllr Des Bavington-Lowe                      Cllr Victoria Curry  
              Cllr Simon Dickinson                        Cllr Greg Russell  
              Cllr William Sargeant (Chairman)

Parish Clerk – Leeann Jackson-Eve  
County/District Cllr Jessica Fleming  
2 Members of the Public

7.00pm        The Chairman welcomed those present and opened the meeting.

1. **Apologies for absence:** Cllr Ernie Baxter
2. **Casual Vacancies:** There were no applications. It was noted that Cllr Stratford had resigned, and Cllr Curry would also be resigning after the February meeting, both due to other commitments. The PC thanked them both for their hard work on behalf of the community.
3. **To confirm the Minutes of the Meeting held 6 January 2020.** 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
  - SCC was going to introduce a permit scheme for all road and street works which would give the County Council powers to manage and condition work carried out on the public highway, such as utilities and Suffolk Highways. The new scheme would be in place from 1<sup>st</sup> April.
  - SCC was seeking views on proposed Post-16 Travel Policy; the consultation ran from 13 January until 26 February 2020 and would affect Year 11 and 12 students.
  - There would be several new Special Educational Needs and Disability (SEND) units in Suffolk schools which would provide 168 additional specialist placements in Suffolk as of September 2020. The nearest provision would be at Ixworth School.

As District Cllr, Jessica reported that

- Mid Suffolk District Council had approved a new Minor Adaptations Grant which offered financial support for home adaptations up to the value of £7,500, not means tested for homeowners. Works covered within the new scheme would include ramps, bathing/washing facilities, additional heating, stairlifts, key safes and wash/dry toilets.
- MSDC's cabinet granted Mid Suffolk Citizens Advice Bureau a minimum of £260,100, £86,700 a year, over a three-year period starting in 2020/2021.
- The District Council's 20/21 budget proposals included a 1.66% increase in its share of council tax, adding £2.76 a year to the bill of a Band D Property.

A member of the public read out a letter from a resident who was concerned about a car park on the play area site and felt this would encourage youths to gather. The PC sympathised with their concerns but emphasised that no decisions had been taken yet concerning car parking. However, the PC was looking at whether a small number of spaces would encourage use by persons with mobility problems and parents with small children. It was noted that the PC had a duty to consider accessibility.

There was another query about a rumour that a wholesale removal of trees would take place at the play area. Again, it was confirmed that no decision had been taken yet but work to trees would of course be considered where necessary to make the area safe.

6. **Planning:**
  - 6.1 **Planning Applications:** None.
  - 6.2 **Notice of Intent to prune/remove tree(s) in the Conservation Area:**
    - 6.2.1 **Parkview Chapel, The Street.** Ref. DC/20/00232. Notification for Works to Trees in a Conservation Area - T1 (Tree of Heaven) - Pollarding. There was no objection.

6.3 **Notification of Planning Decisions/Appeals by Mid Suffolk DC:** None.

6.4 **Neighbourhood Plan Update:** The Neighbourhood Plan had been adopted by Mid Suffolk District Council on 23 January 2020. Plans for the future of the Steering Group were discussed at item 9.6.

7. **Progress Reports:**

7.1 **Chairman:** None.

7.2 **Clerk:** The Clerk reported that

- SCC Highways, Flood Team and Public Rights of Way had been sent a strongly worded letter in an effort to find out who was responsible for the drain (near the A143 underpass) thought to be causing most of the flooding on Byway 3 at the end of Bridewell Lane. This had been copied to the Director of Highways and County Cllr Fleming with the aim of 'escalating' consideration of a problem which had been reported several times without resolution. Highways had accepted responsibility and agreed to investigate the problem but had not given a timescale. PRow had confirmed that they would address any surface damage to the byway after the drain was repaired. The Clerk had also received details for the Llanover land agent for the field adjacent to the byway and subsequent confirmation that the ditch would be cleared by the land tenant.
- The steps at FP15 off Bridewell Lane had been approved for repair. It was agreed to ask the Public Rights of Way team whether there was a more durable alternative, though it was felt that concrete steps would not be appropriate.
- Several potholes along Bridewell Lane had been reported.
- The Police had been in contact about an incident during a shoot in the field behind Cherry Tree Lane where shot came into a resident's garden, landing on the roof of their conservatory. The Police had asked for contact details for the landowner.

8. **Correspondence:**

8.1 **MSDC:** The PC noted the information that a Community Governance Review of all towns and parishes in the District would take place in 2020. This could include looking at altering the boundary of an existing parish, grouping parishes together in a grouped parish council and changing the number of councillors representing a parish council. It was agreed that this was a chance to once again consider a merger of Botesdale and Rickinghall Parish Councils and the Chairman would attend the next Rickinghall meeting to put forward Botesdale PC's support for a merger. It was noted that the review wouldn't commence until after a report to the District Council in April 2020.

8.2 **Botesdale Patient Participation Group (PPG):** It was agreed to participate in a Community Event on Saturday, 27 June 2020 at 10am-3pm to promote volunteering and address loneliness and rural isolation. Attendance would be agreed closer to the date.

8.3 **Age UK Suffolk:** It was noted that the PC already provided some support for Age UK by promoting events and campaigns. However, it was agreed to continue to focus on funding local groups and this request would not be considered for a grant in May.

8.4 **Resident:** A resident had forwarded some information about an area of parking on Chapel Lane, with the idea that it might be useful for the play area. However, it was noted that the street-side parking on Chapel Lane was only suitable for one vehicle and did not meet disabled parking standards. The PC thanked the resident for bringing this to its attention.

9. **General Items:**

9.1 **Play Area:** A project brief had been drawn up, reviewed by Sub-Committee members and circulated to the PC for discussion. This document went into some detail about the current state of the recreation ground and proposed guidelines for regeneration. The PC discussed it in detail and some amendments were suggested. It was agreed that the project brief represented a general vision of what the PC and the community wanted from the recreation ground and was a good framework to take forward the project. It was noted that the Sub-Committee was currently investigating whether a design-led (play area designer) or supply-led (equipment

provider) approach would be more desirable and this would be discussed at the next meeting on 10 February. In reference to the Infrastructure Delivery Plan (item 9.6) it was felt that the regeneration scheme should be added to that agenda as soon as possible.

- 9.2 **Defibrillator:** It was noted that the adoption of the phone box had been approved and a contract would be signed by Rickingham PC (as the box was in Rickingham).
- 9.3 **Annual Newsletter:** It was agreed to focus on the recreation ground regeneration.
- 9.4 **Internal Audit Review:** It was RESOLVED, with all agreed, to appoint Cllrs Russell and Sargeant to carry out the annual review of the PC's financial procedures.
- 9.5 **Litter Pick:** It was agreed to hold the litter pick on Saturday, 18 April, 10am-12pm. The Clerk would request bags and gloves from MSDC.
- 9.6 **Infrastructure Delivery Plan:** The PC RESOLVED, with all agreed, to draft a Parish Infrastructure Investment Plan (PIIP) and/or a Community Infrastructure Levy Delivery Plan, as defined within Community Action 14 of the Neighbourhood Plan, under the initial leadership of the existing Neighbourhood Plan Steering Group (SG), the membership to be comprised of any members who wish to continue and new members to be recruited. It was agreed that the SG would operate under the same administrative arrangements and the name of the Plan and the new name of the SG would be determined at the first meeting of the SG. Cllrs Dickinson and Russell agreed to sit on the repurposed Steering Group.
- 9.7 **Dog Bin:** It was RESOLVED, with all agreed, to accept a quote for £334.02 + VAT for a Glasdon Retriever 60 replacement bin at Spring Meadows, subject to first enquiring about the availability of a replacement lid.

## 10. Finance

10.1	<b>Account Balance:</b>	£48,079.86	
	<b>Income:</b>	£ 500.00	Rickingham PC Xmas contribution
		£ 320.19	MSDC Street Cleaning Grant 3 <sup>rd</sup> qtr

It was noted that there were significant earmarked funds for various projects and the PC might consider investing them while they were not yet needed. Cllr Sargeant would get some information about investment for Councils.

### 10.2 Accounts for Payment:

Admin Payments	£ 694.37	Not itemised due to GDPR
Street Sweeping etc.	£ 156.81	St Clean/Play Area/VAS Feb 20
SALC	£ 132.00	S Dickinson Cllr Training

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

## 11. Councillors Reports:

- **BARWOODS:** The group had plans to open up the path through Millers Orchard and hire a professional to carry out an assessment of the trees, with the aim of removing any which were unsafe.
- **Public Rights of Way:** A muddy section of footpath RS13 near the A143 crossing would be reported. It was also agreed to ask whether the boardwalk on RI1 near Broom Hills could be extended as other sections in the wood were very churned up.
- **SALC:** Cllr Sargeant had been elected Chair for another year and would be attending the NALC national assembly meeting in London.
- **Streams and Footpaths:** It was agreed that the area at the bottom of Fen Lane was looking very good and noted that it hadn't flooded this year.
- **Village Hall:** Trustees had agreed to install a water softener and were considering internet provision. Storage was still an issue, particularly for the After School Club, and the Hall would be making enquiries about further extension of the building.

## 12. Highways Issues:

- There had been significant amounts of mud on Mill Road North and the B1113 near New Waters Farm, which had now mostly been cleared.
- Edge markings had not been reinstated after resurfacing of the B1113 and there were complaints that it was difficult to see the edge of the road in bad weather / at night. This would be reported.
- The footway to Redgrave was very narrow in places. This was wholly within Redgrave parish and that Parish Council had received confirmation that it would be skirted, i.e. vegetation cleared back, this winter.

- Complaints were regularly received about the potholes on Diss Road. It was agreed to put something in the parish magazine about the planned resurfacing in this financial year, as confirmed by SCC.
- It was agreed to report the large amounts of rubbish on the A143.

13. **Welcome Pack:** It was noted that MSDC had a pack for new houses and it was agreed to find out whether it could be distributed in conjunction with the PC's welcome pack.

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

15. **Next Meeting:** 2 March 2020

The Chairman closed the meeting at 9.37 pm.