

BOTESDALE PARISH COUNCIL

Minutes of the meeting held Monday, 13 July 2020
Online Zoom Meeting

Present: Cllr Des Bavington-Lowe (Vice-Chair) Cllr Simon Dickinson
Cllr Greg Russell Cllr William Sargeant (Chair)

Parish Clerk – Leeann Jackson-Eve
County/District Cllr Jessica Fleming
No members of the Public

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

1. **Apologies for absence:** Cllr Ernie Baxter
2. **Casual Vacancies:** There were no applications. A recruitment campaign had been discussed earlier in the year and it was agreed to hire a local graphic designer to design a poster template at a cost of £60, to be shared with Rickinghall Parish Council.
3. **To confirm the Minutes of the Meeting held 2 March 2020.** The minutes, circulated prior to the meeting, were agreed as a true record.
4. **Members Declarations of Interests and Dispensations:** Cllr Bavington-Lowe declared an interest in item 9.1 as a near relation to the refurbishment quote provider. Cllr Sargeant declared an interest in item 6.3.2 as an adjoining property owner.
5. **Public Forum:** County Cllr Jessica Fleming reported that all recycling centres were now open as normal but with a requirement to book attendance in advance. As of Monday, 6th July concessionary bus passes in Suffolk were NOT valid before 9.30am Mon – Fri. Also, all passengers were required to wear face covering on public transport. Suffolk County Council's Public Health team had launched an online 'Coronawatch' dashboard to gather all publicly available data on COVID-19 in Suffolk in one place. This could be found at www.healthysuffolk.org.uk/jsna/coronawatch.
6. **Planning:**
 - 6.1 **Planning Applications:**
 - 6.1.1 **Grove View Workshop, The Common.** Ref. DC/20/02265. Application to Determine if Prior Approval is required for a Proposed: Change of Use of Agricultural Buildings to Dwellinghouses (Class C3), and for building operations reasonably necessary for the conversion. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Conversion to 1No dwelling. It was noted that the garden area and parking were smaller than in the previous application but it was RESOLVED, with all agreed, to have no objection.
 - 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 **Land at Back Hills.** Ref. DC/19/ 05130. Discharge of Conditions.
 - 6.3.2 **Land at Back Hills.** Ref. DC/19/05152. APPLICATION FOR RESERVED MATTERS: Submission of details under Outline Planning Permission 0460/17 - appearance, scale, layout and landscaping (for residential development of 40 dwellings with associated improvements to public footpaths, creation of public open space and provision of an area of woodland to the Parish Council for use by the Woodland Group, Primary School and Pre-School). Reserved Matters have been APPROVED. A councillor queried the way in which the application had been dealt with by the planning authority by recognising that the Neighbourhood Plan had significant weight but stating that it was not up to the planning authority to deal with the issues of sustainability highlighted in the Plan. It was noted that currently there was no mechanism for parish councils to monitor aspects of a development which were within the remit of Building Regulations rather than the planning department. It was agreed to write to Mid Suffolk District Council asking how some oversight could be achieved. It was also agreed to establish a small community group to liaise with Burgess Homes during the construction phases. This would be advertised in the parish magazine.

6.3.3 **Mill House, Bridewell Lane.** Ref. DC/20/01560. Householder application - Erection of cart lodge with first floor annexe (following demolition of existing garages). Planning Permission GRANTED.

7. **Progress Reports:**

7.1 **Chairman:** None.

7.2 **Clerk:** The Clerk reported that the dog waste bin at Spring Meadows would soon be installed by Tim Gaddis.

8. **Correspondence:**

8.1 **Suffolk Police Crime Commissioner:** The PC considered the consultation on a joint Fire-Police Station in Stowmarket. This was broadly supported.

8.2 **Local Government Association:** The PC considered the consultation on the draft Model Member Code of Conduct and noted that it highlighted that there was currently no penalty for breaching the Code. The Chairman would draft a reply to the consultation and circulate it for comments.

8.3 **Mid Suffolk District Council:** The PC noted that three street names had been put forward for the Land at Back Hills development. "Abbots Way", "Holts Meadow" and "Lakeview Meadow" had been suggested by the developer, in consultation with the local history recorder. After further consultation with the Holt-Wilson family, the previous owners of the land, all three street names were approved by the PC. It was noted that the Holt-Wilson family had put forward the name "Sarah's Wood" for the woodland area and this would be discussed in due course.

9. **General Items:**

9.1 **Defibrillator:** The PC considered a quote for £2,715 for installation of a defibrillator at the phone box near Fen Lane by the Community Heartbeat Trust. There was also a quote for around £1,200 for refurbishment of the phone box. Additional quotes had been sought from local tradesmen with no success. It was noted that payment would be shared with Rickinghall PC and it was therefore RESOLVED, with all agreed, to accept the quotes, subject to seeking additional funding for the project.

9.2 **Risk Assessment:** The PC considered the amendments to the risk assessment which had been drawn up to address Covid-19 issues related to the recreation ground and physical meetings at the village hall, when those were permitted. There was a lengthy discussion about the requirements for and risk levels related to meeting in person. It was noted that the PC would not be meeting in person until it was in line with government regulations and it was determined that it could be done with minimum risk to attendees. It was ultimately RESOLVED, with 3 for and 1 against, to accept the amendments to the risk assessment.

9.3 **Village Hall:** The PC approved the amendments to the governing documents of the Management Committee, including changes to the balance of elected and representative members which had been agreed at the recent AGM and Committee meeting.

9.4 **Recreation Ground Project:** It was reported that tenders for the design work were due back on 17 July, with one already received and three more expected. Three of these were specialist designers and one was a play equipment manufacturer. It was anticipated that the Recreation Ground Regeneration Sub-Committee would have a proposal regarding entering into a contract with a designer by the PC's September meeting. This timetable was crucial to avoid a six-month delay to completing the work. It was noted that the Sub-Committee was proceeding on the assumption that the quotes would come in under £25k and would not be subject to requirements to advertise on the Contracts Finder website. It was anticipated that currently allocated funds for the project would cover the design phase.

10. **Finance**

10.2 **Accounts for Payment (July):**

Admin Payments	£	823.87	Not itemised due to GDPR
Street Sweeping etc.	£	423.97	St Clean/Play Area /PRoW July 20
Community Workshop Ltd	£	35.20	Botesdale Bugle printing

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

10.3 **Accounts for Payment (August):**

Admin Payments	£	687.51	Not itemised due to GDPR
Street Sweeping etc.	£	228.97	St Clean/VAS/PRoW Aug 20

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

10.4 **To note payments made during Covid 19 lockdown:** The attached schedule of payments was confirmed.

10.5 **Inspection of the Financial Statement for Year Ending 31st March 2020.** The Clerk presented the Financial Statement and supporting documents. The Council RESOLVED, with all agreed, to approve the accounts submitted.

10.6 **To note the Internal Audit Report for Year Ending 31st March 2020.** The PC noted that the internal audit report, prepared by the Suffolk Association of Local Councils.

10.7 **To approve the signing of the Annual Return Year Ending 31st March 2020.** The Council RESOLVED, with all agreed, to approve the signing of the Accounting and Annual Governance Statements.

11. **Councillors Reports:**

- **BARWOODS:** Miller's Orchard had been subject to a lot of fly-tipping recently.
- **Public Rights of Way:** The verges on the footway to Redgrave were getting overgrown.
- **Recreation Ground:** The play area was due to be jet-washed this week.
- **SALC:** The AGM was due to take place this month.
- **Village Hall:** A new PC representative was still needed for the Village Hall Management Committee.
- **War Memorial:** The wreaths had been removed and it was agreed that the Chairman would remove the wire used to corral the wreaths.
- **Website:** The Clerk would be attending an online webinar on Website Accessibility next week.

12. **Highways Issues:** It was noted that there were still issues with the Fish and Chip Shop van regularly parking next to the War Memorial, blocking visibility up the hill when exiting Fen Lane. This would be referred to MSDC.

13. **Welcome Pack:** The Clerk would deliver one to a new resident.

14. **Matters for the next meeting of the Council:** Infrastructure Group – it was agreed that this would be hard to kick off as an online meeting. However, this could be reviewed at the next meeting.

15. **Next Meeting:** 7 September 2020

The Chairman closed the meeting at 8.50 pm.

Item 10.4 – Schedule of payments made during Covid 19 lockdown.

All payments received prior agreement through budget/precept (item 10.3, 06-01-20) except where noted.

10.4.1	Accounts Paid (April):		
	Admin Payments	£ 816.74	Not itemised due to GDPR
	T Gaddis	£ 156.81	St Clean/VAS Apr 20
	Suffolk County Council	£ 1,033.76	Streetlight Maintenance/Energy
	Glasdon UK	£ 301.75	Dog Bin (item 9.7, 03-02-20)
	C Burnard	£ 198.00	Hydraulic Platform Hire (Xmas 19)
10.4.2	Accounts Paid (May):		
	Admin Payments	£ 723.23	Not itemised due to GDPR
	Street Sweeping etc.	£ 306.81	St Clean/Play Area/PRoW May 20
	SALC	£ 333.32	Annual Subscription Fee
	MSDC	£ 599.46	Dog and Litter Bin Emptying
	Redgrave Parish Magazine	£ 130.00	Annual Advertisement Fees
10.4.3	Accounts Paid (June):		
	Admin Payments	£ 683.61	Not itemised due to GDPR
	Street Sweeping etc.	£ 453.97	St Clean/Play Area/PRoW June 20
	SALC	£ 282.00	Internal Audit (item 9.4, 02-03-20)