

# BOTESDALE PARISH COUNCIL

Minutes of the meeting held Monday, 7 September 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  
3 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.
3. **To confirm the Minutes of the Meeting held 10 August 2020.** The minutes, circulated prior to the meeting, were agreed as a true record.
4. **Members Declarations of Interests and Dispensations:** Cllr Russell declared an interest in item 6.1.1 as a near neighbour. Cllr Sargeant declared an interest in item 8.3 as an adjoining property owner.
5. **Public Forum:** County Cllr Fleming reported that to date schools had had a successful start to the term with very high attendance levels across Suffolk. This was felt to be a direct result of the high level of planning and preparation that each school, teacher and support staff had put in over the summer. The Passenger Transport team had put plans in place to ensure that all children eligible for transport could get to school. If under exceptional circumstances a parent had no means of getting their child to school, they were urged to contact SCC at [transport.review@suffolk.gov.uk](mailto:transport.review@suffolk.gov.uk) to seek immediate assistance.

Suffolk Archives had put together a special online exhibition marking VJ Day, exploring the stories of two Suffolk men who were taken prisoner in the Far East, Able Seaman Harold Lock and Private Raymond Suttle, from the 4th Battalion of the Suffolk Regiment, as well as looking at the way the county marked the end of the Second World War. This could be found at [www.suffolkarchives.co.uk](http://www.suffolkarchives.co.uk).

All Mid Suffolk District Council Covid-19 business grants were now closed for new applications and payments for the Small Business and Retail, Hospitality and Leisure Grants had been processed. Discretionary Grant applications were still being reviewed.

Civil Parking Enforcement had been undertaken by West Suffolk Council from April 2020 when this function was transferred to local councils from the police. Civil Enforcement Officers could issue Penalty Charge Notices (PCNs) for offending vehicles within regulated zones, pavement parking and dangerous parking remain within police jurisdiction.

6. **Planning:**
  - 6.1 **Planning Applications:**
    - 6.1.1 **21 Rose Lane.** Ref. DC/20/03270. Householder Planning Application - Replacement UPVC bargeboards and fascias. Replacement UPVC windows and doors. It was RESOLVED, with all agreed, to have no objection.
    - 6.1.2 **Grove Flock Farm, The Common.** Ref. DC/20/03696. Planning Application. Installation of 3no heat exchanger units, external vents and 47no windows to chicken sheds. Installation of 4no underground wastewater holding tanks (Retention of). It was RESOLVED, with all agreed, to have no objection.
    - 6.1.3 **Building Plot Adjacent to Magnolia, Fen Lane.** Ref. DC/20/03338. Full Planning Application - Erection of 1No single storey dwelling. The PC considered the application taking note of representations by a member of the public at the meeting and emails from Fen Lane residents. Councillors noted that there was significant objection to the application referencing inaccuracies and incomplete information in the application documents, concerns about drainage and flooding and access issues. It was noted that a 2005 application on the same site had been refused for

issues of building density and scale and the loss of a valuable gap between buildings in the street scene that separated the modern 1960s development from the more traditional frontage properties along Fen lane within the Conservation Area. The PC agreed that these objections were equally applicable to the current application. It was RESOLVED, with all agreed, to object to the application on those grounds.

6.2 **Notice of Intent to prune/remove tree(s) in the Conservation Area:**

6.2.1 **Box Tree Cottage, Cherry Tree Lane.** Ref. DC/20/03578. Notification for works to trees in a Conservation Area - 1no Holly tree – Fell (Rearranging space). It was RESOLVED, with all agreed, to have no objection.

6.3 **Notification of Planning Decisions/Appeals by Mid Suffolk DC:**

6.3.1 **The Cottage, Bridewell Lane.** Ref DC/20/03110. Application for works to tree/s in a Conservation Area - Fell 1No Ornamental pine tree, due to excessive growth and shading. NO OBJECTION.

7. **Progress Reports:**

7.1 **Chairman:** None.

7.2 **Clerk:** None.

8. **Correspondence:**

8.1 **MSDC:** The PC noted the consultation on the revised draft statutory Licensing Act 2003: Statement of Licensing Policy document.

8.2 **MSDC:** The PC noted the consultation on the new annual five-year housing land supply position statement which demonstrated a 7.67-year supply.

8.3 **SCC:** The PC had received information about SCC's last-minute requirement for street lighting on Land South of Back Hills. This was considered at length in light of policies and objectives within the Neighbourhood Plan which focussed on protecting views, approaches and special landscape qualities. The PC also noted correspondence from Hillier Ecology which highlighted the impact street lighting might have on nocturnal wildlife. The PC supported the approach recommended by Hillier Ecology which was to maintain dark skies with no street lighting and agreed that it would satisfy the Plan policies and objectives. However, it was RESOLVED, with all agreed, to convey to SCC that if a compelling justification for street lighting in Highways and community safety terms could be made at this site, which would outweigh its detrimental impact, the PC would expect to see a street lighting proposal which used all available techniques to minimise light pollution and subsequent impact on biodiversity.

9. **General Items:**

9.1 **Council Insurance:** The PC considered two quotes for insurance for the period 1 October 2020 – 30 September 2021 from Came & Co and BHIB, specialist brokers for local councils. It was noted that the quotes were comparable in their cover but the quote from BHIB was, at £640.86, almost half the cost of Came & Co with a 3-year Long Term Agreement. It was RESOLVED, with all agreed, to accept the quote from BHIB.

9.2 **Council Domain Name:** The PC considered the advantages of having a gov.uk domain for PC use, which included that it would be recognisable, reassuring and official, as well as provide continuance through changes in staff etc. It was noted that the baseline cost for a new domain name was £80 plus VAT for the first two years, with a renewal fee of £40 plus VAT every two years after that. The registrar would also levy an additional fee (tbc). It was RESOLVED, with all agreed, to go ahead with the application including appointing Clerk as domain name administrator.

9.3 **Website Accessibility Statement:** The PC website had been amended to allow users to access Council information more easily. However, it was noted that in the event of visually impaired users not all screen readers could read a PDF file. As it was not possible at this time to make them available in another format, users could request that a Word version of the document be sent directly to them. A formal statement of Accessibility would be added to the website as required by law.

9.4 **Defibrillator:** The quote for the new defibrillator had been accepted and the redecoration of the phone box was due to take place in the autumn. Grant funding of £1,500 had been received from County/District Councillor Jessica Fleming's

Locality Budget and further funding had been applied for from Mid Suffolk District Council's Small Grants programme. The Heritage Team had been consulted about whether Listed Building Consent was required, and a reply was awaited.

9.5 **Recreation Ground Project:** The PC considered a report on the tender evaluations carried out by the Botesdale Recreation Ground Regeneration Sub Committee. The Sub Committee had, since January 2020, been embarked on an extensive exercise to identify an organisation to work with in the development of the design for the Regeneration Project. Over the 8 months, the Sub Committee had developed a detailed Brief for the Project and sought to identify an organisation that the PC could work with to deliver the Brief. Following the completion of the extensive Tender and Evaluation process, the Sub Committee recommended the appointment of James Blake Associates to undertake the Design and Construction Preparation Services to deliver the Project. At this stage it was proposed that the PC's commitment was only for the design works, i.e. Phase 1 – Development of Design Brief, Phase 2 – Development of Concept Design and Phase 3 – Preparation of Final Design, the cost of which came to £24,500. The work of construction preparation and supervision would be considered as part of the overall Construction Phase. The PC extended its thanks to the members of the Sub Committee for their hard work and thorough analysis of the available options. It was RESOLVED, with all agreed, to accept the recommendation of the Sub Committee to appoint James Blake Associates for the work outlined above; to delegate authority to the Sub Committee to complete the final negotiations; and to let a contract to James Blake Associates for commencement of work on 21 September 2020.

9.6 **Christmas 2020:** It was RESOLVED, with all agreed, to accept the £900 quote for the Christmas tree from Elveden. The PC noted that the restrictions on gathering would make holding Christmas events difficult this year based on the usual number of attendees and the restricted size of the Market Place. This would be given further consideration at the next meeting of the PC.

## 10. Finance

10.1 **Account Balance:** £53,479.96  
**Income:** £ 340.08 MSDC St Cleaning Grant – 1<sup>st</sup> qtr

10.2 **Accounts for Payment:**

Admin Payments	£ 775.35	Not itemised due to GDPR
Street Sweeping etc.	£ 528.97	St Clean/Play Area /PRoW Sept 20
SALC	£ 10.00	Web Accessibility Training
Mortimer Contracts	£ 714.00	Repair Wooden Climbing Frame
Mobile Jet Wash	£ 145.00	Clean Play Equipment

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

## 11. Councillors Reports:

- **Public Rights of Way:** The cycle path at the top of the B1113 was overgrown.
- **Recreation Ground:** The Clerk would investigate providers of monthly inspections.
- **SALC:** The Area Meeting was due to take place this month.
- **Streams and Footpaths Project:** A willow had fallen onto the bridge and damaged the railing and the bench nearby. The landowner had arranged very quickly to remove the tree and repair the damage.
- **Village Hall:** A new PC representative was still needed for the Village Hall Management Committee.

12. **Highways Issues:** The Clerk would write to Street Farm House about cutting back the hedge bordering Mill Road North. The Clerk had reported the missing street name sign at the entrance to Back Hills from the B1113.

13. **Welcome Pack:** None.

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

15. **Next Meeting:** 5 October 2020

The Chairman closed the meeting at 8.53 pm.