

# BOTESDALE PARISH COUNCIL

Minutes of the meeting held Monday, 7 February 2022  
Botesdale Village Hall

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

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

1. **Apologies for absence:**

2. **Casual Vacancies:** One prospective candidate, Andrew Edwards, was considered by the Council. It was RESOLVED unanimously to co-opt Mr Edwards, who was invited to take his seat on the Council. It was noted that there were still three vacancies.

3. **To confirm the Minutes of the Meeting held 10 January 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:** Cllr Fleming reported that the Government had announced that Suffolk was to be included in its levelling up initiative and had invited the first nine areas to agree new county deals, extending devolution across England. She also reported that the County Council aimed to replace the current lamps in 43,400 streetlights in the County (including parish and district council lights) with LED lamps by the end of 2022. Bouygues Energies & Services was the lead contractor. The new LED streetlights would be dimmable and the timing adjustable in response to local/parish requests. Suffolk was leading the country in introducing technology that enabled lights to be dimmed when traffic levels reduced at the end of the day.

She reported that Stowmarket Recycling Centre would be closed for essential resurfacing work as of 28 February. The resurfacing would take approximately two weeks and the recycling centre was due to reopen on the 14 March. The 6<sup>th</sup> of February marked the 70th anniversary of HRH Queen Elizabeth's accession to the throne and Mid Suffolk District Council would be working with local community groups, towns and parishes as part of the Festival of Suffolk, staging a range of public celebrations throughout the year.

Cllr Fleming had considered the PC's concerns about the level of street lighting in the new development at Back Hills, noting that it would stay on all night until the adoption of the road and lights when the development was completed. She had spoken to the responsible Cabinet Member and the Street Lighting Manager at SCC and was pleased to report that the adoption requirement would be waived in this case. The lights would soon be fitted with a device which would allow Suffolk County Council to dim them and/or put them on a different lighting schedule. Moreover, the County Council would be looking at whether to amend the design guide which required adoption prior to getting the device installed.

6. **Planning:**

6.1 **Planning Applications:** None.

6.2.1 **Cwm Elan, Cherry Tree Lane.** Ref. DC/22/00234. Application for works to a tree in a Conservation Area: Reduce height of 1no Leylandii (T1) in rear garden by 3m. It was RESOLVED, with all agreed, to have no objection.

6.2.2 **36 Back Hills.** Ref. DC/22/00519. Application for works to trees in a Conservation Area: Reduce 3no Leylandii in rear garden (T1, T2 and T3) by 50%. It was RESOLVED, with all agreed, to have no objection.

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

6.3.3 **The Botesdale Kitchen, The Street.** Ref. DC/21/06277. Application for Listed Building Consent - Remove asbestos sheeting from roof and replace with new battens and hand-made clay tiles. Remove concrete tiles and replace with hand-made clay tiles. Installation of guttering, Remove concrete capping from chimney

and replace with breathable cap, Remove concrete render and re-render with lime render and Installation of flashing. Listed Building Consent GRANTED.

6.4 **Notification of other Planning Matters:** None.

7. **Correspondence:**

7.1 **Resident:** It was RESOLVED, with all agreed, to approve the request from Mr Ryan Seeley to metal detect on Recreation Ground prior to refurbishment. It was agreed to offer a Metal Detecting Agreement to Mr Seeley, with the period of the Agreement confirmed as 12 February – 31 March, with the potential for extension.

8. **Ongoing Items:**

8.1 **Recreation Ground Refurbishment:** It was RESOLVED, with all agreed, to accept the recommendation of the Sub Committee to appoint Urban Forestry Ltd of Bury St Edmunds for work to refurbish the Recreation Ground; to delegate authority to the Sub Committee to complete the final negotiations; to let a contract to Urban Forestry for commencement of work (date to be confirmed); and to approve a variation in the original contract with James Blake Associates which would cover the construction administration. The variation would have a value of £11,614 (excl VAT). Due to previous commitments, Urban Forestry would not be able to start on site until April and the project was likely to take at least five months to complete. It was noted that the PC could provide over a third of the funding with earmarked PC funds and Community Infrastructure Levy (CIL). Together with funds already secured and applications to MSDC and the Lottery Community Fund in the pipeline, a full funding package was predicted. However, in the interest of caution, it was agreed to consider a loan from the Public Works Loan Board as a backup. It was noted that a very short term, low interest loan would be suitable for repayment by future CIL. The Clerk would investigate the process further.

8.2 **Speed Indicator Device:** Discussion of a new SID was deferred until later in the year when additional CIL funds would be available. It was noted that Tim Gaddis had taken the existing SID out of rotation due to problems with the software which had resulted in incorrect displays. Several calls had been made to the manufacturer in Germany to try to fix the problem, but this had not been successful. It was likely that it would have to be returned to them for servicing. However, prior to that, the Clerk and/or Cllr Stracey would attempt a repair.

8.3 **Street Light Replacement Programme:** At the last meeting the PC had discussed whether a less intrusive level of LED lighting was available, as it could appear very bright and harsh compared to the old "orange" lights. SCC had responded with the details of its replacement scheme (found on its website), which would also apply to the PC's new lights. This gave information about colour temperature, wattage and light spill, in addition to the treatment of heritage lanterns in Conservation Areas. These had been highlighted to contractors Bouygues and would be sensitively upgraded with like-for-like alternatives where possible. Acceptable options had been identified by the County Council and parish councils would be advised ahead of the upgrade regarding proposals and options for decorative lanterns in their area.

8.4 **Marl Pits:** The Clerk had requested a quote from a graphic designer at Suffolk Wildlife Trust who might be able to design an information board for the site.

8.5 **Village Assets Refurbishment:** It was agreed to ask SCC to clean the heritage lanterns when changing lights to LED. The Clerk would follow up on a re-paint of the parish boundary sign.

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

9. **New Items:**

9.1 **Environmental and Sustainability Policy:** It was RESOLVED, with all agreed, to adopt the new policy which outlined the PC's commitment to reducing where possible the impact of its activities on climate change and biodiversity issues.

9.2 **Internal Auditor:** It was RESOLVED, with all agreed, to appoint Trevor Brown to carry out the Internal Audit at a cost of £220.

9.3 **Internal Audit Review:** Cllrs Russell and Sargeant had begun the review using the internal controls checklist template provided by the Suffolk Association of Local Councils. However, it was considered that the checklist was too detailed and was not commensurate to the size, resources and capabilities of a smaller authority. It

was agreed to modify the template with that in mind and discuss it again at the March meeting.

**10. Village Status Reports:**

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

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

10.3 **Local Organisations:**

- Barwoods: The group AGM would be held in April.
- Village Hall: The Management Committee's AGM would be held in March. All plumbing and electrical work on the Hall had been completed.

10.4 **Village Assets:**

- Recreation Ground: This had been mowed last week in preparation for mole removal.

10.5 **Public Rights of Way:** The repair of the steps off Bridewell Lane had been completed.

10.6 **Highways Issues:**

- The weight limit sign at the entrance to Mill Road North from the A143 was damaged.
- A resident of Cherry Tree Lane had asked again whether a width restriction could be placed on the road to prevent damage to his house. It was noted that SCC had previously advised that there was no appropriate signage for the situation and a width restriction would not prevent necessary access by lorries.

10.7 **Welcome Packs:** 1 for Cllr Dickinson.

**11. Finance**

11.1 **Account Balance:** £79,670.21

**Income:** £ 700.00 Rickinghall PC Xmas Contribution

11.2 **Accounts for Payment:**

Admin Payments	£ 1,092.01	Not itemised due to GDPR
Street Sweeping etc.	£ 160.60	St Clean/Play Area/VAS Feb 22
Village Hall MC	£ 160.00	Hall Hire June 21 – Feb 22
Insignia Ltd	£ 699.00	Jubilee Coins
Community Heartbeat Trust	£ 117.00	Defib Annual Support Costs (1/2)
James Blake Assoc	£ 3,090.00	Recreation Ground Tender Fees
T4 Survey Ltd	£ 1,356.00	Standpipe Installation – Rec Ground
Northumbrian Water	£ 1,203.60	E&S Water Connection – Rec Ground
TBS Hire Ltd	£ 30.00	Barrier Hire Xmas tree (Jan)
Mortimer Contracts Ltd	£ 774.00	Removal of shelter / install noticeboard at Rec Ground/repair steps on Bridewell Lane

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

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

13. **Next Meeting:** 7 March 2022

The Chairman closed the meeting at 8.57pm.