

BOTESDALE PARISH COUNCIL

Minutes of the ANNUAL Meeting held Tuesday, 9 May 2022
Botesdale Village Hall

Present: Cllr Simon Dickinson
Cllr Jack Stracey

Cllr William Sargeant (Chair)

Parish Clerk – Leeann Jackson-Eve
No members of the public

7pm The Chairman welcomed those present and opened the meeting.

1. **To Elect a Chairman for the Year 2022/23.** Cllr Sargeant, proposed by Cllr Dickinson, seconded by Cllr Stracey and agreed unanimously, was elected as Chairman.
2. **To receive the Chairman's Declaration of Acceptance of Office.** The Council received Cllr Sargeant's Declaration of Acceptance of Office.
3. **Apologies for absence:** Cllrs Bavington-Lowe, Edwards and Russell.
4. **To elect a Vice Chairman.** Cllr Bavington-Lowe, proposed by Cllr Sargeant, seconded by Cllr Dickinson and agreed unanimously, was elected as Vice Chairman in his absence, having indicated his willingness to stand.
5. **Casual Vacancies:** There were still three vacancies for parish councillor.
6. **To elect Council Officers and Representatives to outside bodies:**
 - Assets Register: Cllr Bavington-Lowe
 - BARWOODS: Cllr Sargeant
 - Public Rights of Way: Cllr Dickinson
 - SALC/Parish Liaison: Cllr Sargeant
 - Village Hall: Cllr Edwards
 - Facebook/Website: Clerk
7. **To confirm the Minutes of the Meeting held 4 April 2022.** The minutes, circulated prior to the meeting, were agreed as a true record.
8. **Members Declarations of Interests and Dispensations:** None.
9. **Public Forum:** None.
10. **Planning:**
 - 10.1 **Planning Applications:**
 - 10.1.1 **8 Park View.** Ref. DC/22/01291. Householder Application - Erection of a two-storey side extension and a single storey rear extension (following demolition of existing side extension). It was noted that this was a reconsultation following a change in materials. It was RESOLVED, with all agreed, to have no objection.
 - 10.2 **Notice of Intent to prune/remove tree(s) in the Conservation Area:**
 - 10.2.1 **Chapel House, The Street.** Ref. DC/22/02363. Notification of Works to Trees in a Conservation Area - Remove one lower limb of 1No. False Acacia (T1). It was RESOLVED, with all agreed, to have no objection.
 - 10.3 **Notification of Planning Decisions by Mid Suffolk DC:** None.
 - 10.4 **Notification of other Planning Matters:** The Chairman noted that there were a number of submissions to the Joint Local Plan consultation concerning Botesdale, including from the Llanover Estate and Ian Poole, the consultant who had assisted with the drafting of the Botesdale and Rickingham Neighbourhood Plan.
11. **Correspondence:**
 - 11.1 **SCC:** It was noted that there would be an East Anglia Green briefing about the 400 Kv power line transmission project. The preferred route ran just west of the Thornhams and east of Gislingham then up through Wortham and Burgate to Norfolk. Public consultation started on 21st April and ran until 16th June. There was

a public drop-in session at Palgrave Community Centre on 14th May 10.00 – 4.00 pm, or Needham Market Community Centre on 27th May 1.00 – 7.00 pm.

12. Ongoing Items:

12.1 **Community Governance Review:** Councillors from Botesdale and Rickinghall PCs had met on 28 April to discuss the Review being carried out by Mid Suffolk District Council as it related to a possible merger of Botesdale and Rickinghall Parish Councils. It was jointly agreed to request a review of local governance arrangements to assess the desirability and suitability of alterations to the existing arrangements including:

1. the creation of a new single parish with one Parish Council; or
2. the re-grouping of Botesdale, Rickinghall Inferior and Rickinghall Superior parishes under one Parish Council;

and to consider the alteration to the existing parish boundaries to incorporate outlying properties including:

1. Woodlands, Woodview and Oakwood on West Hall Road, which were on the parish boundary and isolated from the parish of Walsham-le-Willows; and
2. Stubbings Entry and Nan Hazel Lodge which had no vehicular access within the parish of Burgate.

Botesdale and Rickinghall Parish Councils considered that the existing arrangements did not meet the guidelines set out in the Boundary Commission document "Guidance on community governance reviews" for the following reasons:

1. the division of the cohesive area did not reflect the sense of community that needed to lie behind all parishes;
2. the historic smaller communities were no longer immediately recognisable;
3. the boundaries between parishes did not reflect the "no-man's land" between communities represented by areas of low population or barriers such as rivers, roads or railways; and therefore
4. the boundaries between parishes were no longer easily identifiable.

Common arrangements were more likely to:

1. reflect the identities and interests of the community as a whole;
2. acknowledge increasingly common concerns, responsibilities and usage of facilities; and
3. be more effective and convenient.

It was therefore RESOLVED, with all agreed to ask Mid Suffolk District Council to take this forward to the next step of the Review and to provide any available advice or support, particularly with regard to financial and legal considerations relating to the proposed alterations.

12.2 **Recreation Ground Refurbishment:** The planned start of work on site on 19 April 2022 was delayed by a few weeks due to the non-availability of the security fencing and an overrun on Urban Forestry's last project. However, it was noted that the projected end date of construction works in November 2022 would not be affected. The security fencing is now in place and removal of the existing equipment and site preparation had commenced. Consideration was being given to re-opening the Recreation Ground to the public at Easter 2023 (8 April 2023) and to an official opening event on the May Bank Holiday weekend (29 April – 1 May 2023). The PC approved a proposed construction sign for the site and reviewed options for Jubilee signage for the site. It was RESOLVED, with all agreed, to add a commemorative plaque to the existing notice board at a cost of £250 and a Queen's Green Canopy plaque at a cost of £120.82. A plaque commemorating community effort during the pandemic was also considered but it was agreed not to pursue this.

12.3 **Street Light Replacement Programme:** It was noted that there was a delay to SCC producing the quote for a new streetlight to replace no 14 on Mill House at the corner of The Street and Bridewell Lane. As a consequence, the light would be removed to allow work on the barge boards and replaced as soon as possible.

12.4 **Marl Pits:** The Clerk had attended a meeting with an illustrator at Suffolk Wildlife Trust with a view to producing a sign for the site. The illustrator had read the report on the site from SWT and had concluded that there was not enough of interest at the site to put into illustrations for the site. She recommended that the PC consider initiating a project of clearing and planting the site, with a final phase of promoting it. It was agreed that a small sign naming the site and giving contact details would be the best interim solution.

12.5 **Village Assets Refurbishment:** There was no update.

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

12.7 **Litter Pick:** Ten people had attended and had cleared seven of the 9 routes, though it was noted that the other two were already fairly clean. The Pick had resulted in 9 bags of rubbish which were collected by Mid Suffolk District Council. Some areas of fly-tipping had also been identified and reported.

13. **New Items:**

13.1 **Annual Parish Meeting on 4 April 2022:** The DRAFT minutes of the meeting were noted by the Council and acknowledged by those councillors present as a true record. There were no matters arising from the meeting.

13.2 **LGA Model Councillor Code of Conduct:** It was RESOLVED, with all agreed, to adopt a new Councillor Code of Conduct which set out general principles of conduct expected of all councillors and councillors' specific obligations in relation to standards of conduct.

14. **Village Status Reports:**

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

14.2 **Clerk's Report:** The Clerk asked for ideas for the cover of the Botesdale Bugle and it was agreed to ask a resident to take a photo of the village. The Jubilee logo would be added.

14.3 **Local Organisations:**

- Streams and Footpaths: The Clerk would follow up on the status of the report to SCC on the culvert damage.

14.4 **Village Assets:**

- War Memorial: It was agreed that the Clerk would remove the wreaths.

14.5 **Public Rights of Way:** The difficulty accessing the bridge near the Event Co had been reported and SCC had ordered the work, however with no reported date.

14.6 **Highways Issues:** It was agreed to report the faded 30mph signs near the Recreation Ground.

14.7 **Welcome Packs:** None.

15. **Finance (as of 30/04/22):**

15.1 Accounts Balance:	£87,257.70	
Bank Balance:	£87,257.70	
Income:	£10,833.33	HMRC – VAT Reclaim Mar22
	£22,050.00	MSDC Parish Precept 22-23 (1/2)
	£35,426.79	MSDC CIL Payment April 22
	£ 320.38	Jubilee Commemorative Coins
		Rickinghall PC Contribution

15.2 **Accounts for Payment:**

Admin Payments	£ 1,395.29	Not itemised due to GDPR
Street Sweeping etc.	£ 399.53	St Clean/Play Area May 22
Redgrave Parish Magazine	£ 120.00	Page Fees 2022-23
Rickinghall Village Hall	£ 13.25	½ Additional Mtg – 28 April
Trevor Brown CPFA	£ 220.00	Annual Internal Audit Fees 21-22
James Blake Associates	£ 1,224.00	Construction Management Fees

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

15.3 **To approve payment of Grant Funding 2022/23:** (agreed under Minute Ref: 9.1, 4 April 2022). Noted that Remembrance Day funds will be paid in Oct/Nov.

RBR PCC	£ 800	Churchyard Maint
Rickinghall Day Centre	£ 330	General Grant
Barwoods	£ 50	Millers Orchard Insurance

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

15.4 **To approve payment of Annual Rent of £1.00 for Botesdale Village Hall – period 17th December 2021 – 16th December 2022.** It was RESOLVED, with all agreed, to approve payment of the ANNUAL RENT to the Parochial Church Council for the Botesdale Village Hall.

15.5 **To consider the 2021-22 Annual Governance and Accountability Return (AGAR) and related accounts information for Year Ending 31st March 2022:**

- i) The PC received the Internal Audit report as prepared by the appointed internal auditor and agreed that it was very complimentary. The PC noted advice to publish policies online and adopt a new code of conduct.

- ii) The Clerk presented the Financial Statement and supporting documents including the Assets Register. The Council RESOLVED, with all agreed, to approve the accounts as submitted.
- iii) The Council RESOLVED, with all agreed, to approve the signing of the Statement of Assurance as per the Annual Governance Statement (Section 1 of the AGAR).
- iv) The Council RESOLVED, with all agreed, to approve the signing of the Accounting Statements (Section 2 of the AGAR).

The Council noted that the period during which the accounts would be open to public inspection was 13 June – 22 July. A notice to this effect would be posted on the parish notice board.

16. **Matters to be brought to the attention of the Council:** None.

17. **Next Meeting:** 6 June 2022

The Chairman closed the meeting at 8.20 pm.