

BOTESDALE PARISH COUNCIL

Minutes of the Meeting held Monday, 6 March 2023
Botesdale Village Hall

Present: Cllr Des Bavington-Lowe
Cllr Andrew Edwards
Cllr Richard Lock
Cllr Elizabeth Stanford
Cllr Simon Dickinson
Cllr Sally Jarvis
Cllr William Sargeant (Chair)
Cllr Jack Stracey

Parish Clerk – Leeann Jackson-Eve
5 Members of the Public

1. **Apologies for absence:** Cllr Greg Russell. It was accepted that Cllr Russell's family commitments would result in his attendance approximately once per quarter.
2. **To confirm the Minutes of the Meeting held 6 February 2023.** The minutes, circulated prior to the meeting, were agreed as a true record.
3. **Members Declarations of Interests and Dispensations:** Cllr Bavington-Lowe declared an interest in item 10.2 as a director of Parish Asset Management.
4. **Public Forum:** A member of the public reported that the parking problems at The Fairstead continued to escalate with the road recently blocked at the top for 15 minutes.
5. **Planning:**
 - 5.1 **Planning Applications:** None.
 - 5.2 **Notice of Intent to prune/remove tree(s) in the Conservation Area:** None.
 - 5.3 **Notification of Planning Decisions by Mid Suffolk DC:**
 - 5.3.1 **Bell Hill Cottage, The Street.** Ref. DC/21/04268. Application under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of Listed Building Consent DC/19/00337 dated 25/04/2019 (Works to ground floor to create A5 Hot Food Takeaway. Installation of extract equipment internally and flue through roof. Internal alterations to provide fire and sound-proofing to floors and party walls.) To allow for re-positioned and amended cowl to external flue. Variation of Approved Drawings from 04D to 04H & 06A to 06B. Planning Permission GRANTED.
 - 5.3.2 **Bell Hill Cottage, The Street.** Ref. DC/21/04362. Application under S73a for removal or variation conditions following grant DC/19/00336 following APP/W3520/W/19/3229585 Allowed Appeal with Conditions dated 23/12/2019 Town and County Planning Act 1990. Planning (Listed Building and Conservation Areas Act) 1990 - Retention and completion of (Change of Use of ground floor to A5 Hot Food Takeaway. Installation of extract equipment internally and flue through roof. Internal alterations to provide sound and fire-proofing to party walls and floors) - without compliance with (Approved Plans and Documents) -To allow for repositioned and amended cowl to external flue. Variation of Approved Drawings from 04D to 04H & 06A to 06B. Listed Building Consent GRANTED.
 - 5.4 **Notification of other Planning Matters:** It was reported that several councillors had met Bennett Homes on site to discuss complaints reported by nearby residents. The response from Bennett Homes had addressed all points and councillors felt that the complaints would be largely resolved following the completion of works on and near Diss Road. Bennett Homes had assured councillors that only one significant piece of work remained to Diss Road, and they would carry this out as quickly as possible once permission had been obtained from SCC Highways. It was RESOLVED, with all agreed, to write to SCC to ask them to expedite this process.
6. **Correspondence:**
 - 6.1 **SCC:** The PC noted the new Greenest County Community Network, to support communities and community groups in their efforts to tackle climate change, supporting them to strive towards the county's aspirations of reaching Net Zero by 2030, particularly around renewable energy.

- 6.2 **MSDC:** The PC noted the response to alleged noncompliance with approved plans for Listed Building Consent reference DC/18/01380 – erection of extraction flue through roof.
- 6.3 **Resident:** The PC noted the complaint about parking at the junction of Chapel Lane and Bridewell Lane. It was RESOLVED, with all agreed, to pursue a Traffic Regulation Order for double-yellow lines at that site. These would reinforce the Highway Code restrictions for parking at junctions and would not remove any legitimate parking spaces. See information about funding at Item 7.5.
7. **Ongoing Items:**
- 7.1 **Recreation Ground Refurbishment:** It was reported that the project had reached practical completion and Urban Forestry was working through the small Snagging List ready for opening on 1 April 2023. The Sub Committee had established a strategy to secure funding for Project infrastructure (eco features, benches, seats etc.) via donations, primarily from local business organisations and smaller funding streams. However, it was agreed that back-up funding might be required for this and any additional items which came to light. The PC therefore, RESOLVED, with all agreed, to allocate an additional £12,000 of CIL funding to the Project.
- 7.2 **Recreation Ground Openings:** The arrangements for the informal opening on 1 April and formal opening on 24 April were discussed and it was RESOLVED, with all agreed, to outline costs of £75.80 for the 1 April opening (refreshments, banner and balloons) and £345.80 for the 24 April opening (refreshments, banner and marquee). It was noted that the Great Event Company had very generously agreed to donate the use of a marquee.
- 7.2 **Recreation Ground Operation and Management:** The PC noted that 12 months Defects Liability Period (DFL) under the UF Contract had commenced on 1 March 2023. The DFL would conclude on 29 February 2024 and responsibility for the O&M from 1 March 2023 would rest with BPC. It was agreed to direct any comments on the draft Operation and Management document to Cllr Russell.
- 7.3 **Parish Infrastructure Investment Plan:** The PC further considered the application for £37,000 from St Botolph's School Governors for new boilers as part of their £1m decarbonisation project and noted the additional information from the school in response to the PC's queries. Councillors still felt that there wasn't enough information on the potential for use of school reserves and whether additional funding was available from the Government's fund to decarbonise public buildings. It was agreed to follow up on these points and invite someone from the School Governors to attend the April meeting.
- 7.4 **Parking on Back Hills:** Following on from discussions at the February meeting, the PC had received a reply from St Botolph's School confirming that there was no scope for additional parking at the school. However, they would be contacting parents reminding them to consider their necessity to drive to school, to park appropriately for the area and to use the car parks made available to them. The PC had also reconsidered the provision of double-yellow lines at the junction of Back Hills and The Fairstead. These could reinforce the Highway Code restrictions for parking at junctions and would not remove any legitimate parking spaces. It was therefore, RESOLVED, with all agreed to pursue a Traffic Regulation Order for double-yellow lines at that site. It was also agreed to write to the Health Centre to request that they add a reminder to park considerately to all patient communication by text. The PC agreed to publicise the Civil Parking Enforcement service provided by West Suffolk to encourage residents to report illegal parking online. See information about funding at Item 7.5.
- 7.5 **Extension of 30mph on B1113:** SCC had confirmed that the 30mph zone could be moved back to the north side of Back Hills, but short of the parish boundary. It was understood that the work could be combined within one Traffic Regulation Order along with the agreed restrictions at Chapel Lane (item 6.3) and The Fairstead (item 7.4). It was therefore, RESOLVED, with all agreed to pursue a Traffic Regulation Order for the extension of the 30mph zone with the approximately £7,000 cost to be allocated from CIL funding.
- 7.6 **Steps to FP15 Bridewell Lane:** It was noted that the work had been completed very satisfactorily.
- 7.8 **Village Assets Refurbishment:** It was noted that the work had been completed and all assets were looking good. The contractor had also suggested that the bench at the War Memorial needed some attention and it was agreed to inspect it.

- 7.9 **Community Governance Review:** It was noted that the Review was still on the MSDC website in draft.
- 7.10 **Marl Pits:** There was no update.
- 7.11 **Street Light Replacement Programme:** There had been no update.
- 7.12 **Sarah's Wood:** There was no update.

8. **Other Items:**

- 8.1 **Internal Controls Review:** Cllrs Lock and Sargeant had carried out the review based on the internal controls checklist provided by the Suffolk Association of Local Councils and had signed off on the accounts. It was RESOLVED, with all agreed, to accept the review.
- 8.2 **Coronation:** It was RESOLVED, with all agreed, to contribute towards the purchase of commemorative coins as a gift to children of Botesdale from the PC, with the total cost estimated at £578.60. A coin would be given by the parishes of Botesdale, Redgrave and Rickingham to all children at St Botolphs Primary School and offered to other children in the village via the parish magazine and Facebook. However, the PC's contribution would be £185.15. This was proportionate to the number of children from Botesdale at the School, i.e. 32%.
- 8.3 **Footpaths and Streams Signage:** The PC received information about the stream, recognised in historical accounts as Botesdale Brook, being a significant tributary of the Little Ouse. The Footpaths and Streams project had suggested a "Botesdale Brook" carved wooden sign made by one of the team members and further signage based on an account of the Brook's significance drafted by another team member. It was agreed that both would be desirable. The Clerk would get some quotes for a lectern style sign and investigate funding from the Little Ouse Headwaters Project.
- 8.4 **Dog Fouling:** A complaint about dog fouling had been received and the PC discussed strategies for reducing the problem in the village. It was agreed to put an article in the parish magazine again and to publicise the problem on Facebook. Posters were also available.

9. **Village Status Reports:**

- 9.1 **Chairman's Report:** None.
- 9.2 **Clerk's Report:** The Clerk had written to 3 The Drift about a shipping container requiring planning permission within the Conservation Area (6 February 2023, Item 6.3) and had received the response that it would be attended to.
- 9.3 **Local Organisations:**
- Village Hall – It was there had been no volunteers for formal positions on the Management Committee prior to the AGM in March. Cllr Edwards reported that he had reviewed the insurance renewal and would recommend acceptance to the VH Management Committee.
- 9.4 **Village Assets:** None.
- 9.5 **Public Rights of Way:** None.
- 9.6 **Highways Issues:** None.
- 9.7 **Welcome Packs:** One to Cllr Bavington-Lowe.

10. **Finance:**

10.1	Account Balance:	£ 93,443.47	
	Income:	£ 448.45	Lottery Grant 4th Claim – Rec Gnd
		£ 1,817.15	MSDC Capital Grant 4th Claim – Rec Gnd
		£ 3,667.63	MSDC CIL Bid 5th Claim – Rec Gnd
		£ 50.00	Rec Gnd Donor – Coreweb Development
		£ 50.00	Rec Gnd Donor – MTM Youth Services
		£ 100.00	Rec Gnd Donor – Diss Car Centre
		£ 1,000.00	J Fleming MSDC Locality Grant – Rec Gnd
10.2	Accounts for Payment:		
	Admin Payments	£ 1,409.36	Not itemised due to GDPR
	Street Sweeping etc.	£ 124.28	St Clean etc Mar 23
	Starboard Systems Ltd	£ 714.00	Scribe Accounts
	Botesdale Village Hall	£ 214.00	Hire of Hall – March 2022–Feb 2023
	M Nunn Surfacing	£ 1,605.37	Surfacing Works, Bridewell Lane
	MSDC	£ 114.00	Garden Waste Bins (2) – Rec Gnd
	Redgrave Parish Magazine	£ 40.00	Advertisement – Rec Gnd
	Glasdon UK Ltd	£ 1,950.63	Litter Bins (3) – Rec Gnd

L Burgin	£	23.49	Bird Nesting Box (2) – Rec Gnd
MSDC	£	44.60	Fortnightly Trade Refuse – Rec Gnd
Parish Asset Management	£	435.86	Village Assets Improvements
Parish Asset Management	£	279.14	Shared Assets Improvements
Freethought	£	120.00	Domain Name Renewal – 2 Years
Freethought	£	136.50	Email Web Hosting – 2 Years
Urban Forestry	£	24,650.15	Rec Ground Construction Fees

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

10.3 Accounts Paid by Direct Debit:

Water Plus	£	45.13	Water Supply – Rec Gnd
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10.4 Accounts Paid between Meetings:

Urban Forestry	£	26,917.90	Rec Ground Construction Fees
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11. Matters for the next meeting of the Council: None.

12. Next Meeting: 3 April 2023

The Chairman closed the meeting at 9:04pm.