

# BOTESDALE PARISH COUNCIL

Minutes of the Meeting held Monday, 3 April 2023  
Botesdale Village Hall

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

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

1. **Apologies for absence:** Cllr Sally Jarvis.
2. **To confirm the Minutes of the Meeting held 6 March 2023.** The minutes, circulated prior to the meeting, were agreed as a true record.
3. **Members Declarations of Interests and Dispensations:** Cllr Russell declared an interest in item 7.3 as his wife had submitted the application as a volunteer for the Patient Participation Group at Botesdale Health Centre.
4. **Public Forum:** Mrs Susan Wright, Chair of Governors at St Botolphs School gave the background for the £1.4m decarbonisation project to be discussed at item 7.3. It was noted that the shortfall of £37,000 was ineligible for most funding sources, including Mid Suffolk District Council, as the project was under way. She confirmed that reserves were earmarked for a new Multi-use Games Area and the Governors had not approached other parish councils directly.  
A member of the public spoke in reference to item 7.4, reporting that parking at the junction of Bridewell Lane and Chapel Lane had become a real problem.
5. **Planning:**
  - 5.1 **Planning Applications:**
    - 5.1.1 **Former Concrete Hardstanding Chapel Lane.** Ref. DC/23/01110. Planning Application - Erection of 4no dwellings. The issue of insufficient parking on Chapel Lane was discussed and it was agreed to approach Bennett Homes to ask for a parking layby alongside the new houses. However, it was noted that this was not a material consideration in this application. It was RESOLVED, with all agreed, to have no objection to the application.
  - 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:** None.
  - 5.4 **Notification of other Planning Matters:** None.
6. **Correspondence:**
  - 6.1 **SCC:** The PC noted the cost breakdown of Street Light Maintenance and Energy costs for 2022-23.
  - 6.2 **MSDC:** The PC noted that formal public consultation would take place on the Babergh & Mid Suffolk Joint Local Plan Proposed Main Modifications between 16th March 2023 and 3rd May 2023.
  - 6.3 **Resident:** The PC noted the complaint about parking at the junction of The Street and Mill Road North and a request for double-yellow lines. This location had been evaluated by Suffolk County Council Highways for double-yellow lines several years ago and SCC had not supported the proposal. However, it was agreed to ask them to reassess the site.
7. **Ongoing Items:**
  - 7.1 **Recreation Ground Refurbishment:** The Recreation Ground had officially opened on 1 April as planned and it was clearly already very popular. The PC extended official thanks to the members of the Recreation Ground Regeneration Sub Committee. It was agreed that there was a lot of Recreation Ground for the money. The PC noted that user feedback would be sought in the near future.

- 7.2 **Recreation Ground Operation and Management:** The PC noted that Urban Forestry's 12-month maintenance period would cover both infrastructure and landscaping following a maintenance plan. It was agreed that oversight by the PC should be taken forward by a new Sub Committee and to that end a Proposal for the Management of the Operations and Maintenance document had been produced. As per the Proposal document, it was RESOLVED, with all agreed, to
- Close the Botesdale Recreation Ground Regeneration Project Sub Committee;
  - Create a Recreation Ground Sub Committee for the purpose of managing the Recreation Ground;
  - Adopt the Terms of Reference for the new Sub Committee as set out in the Proposal document;
  - Approve a variation of contract of £3,765 for services from James Blake Associates past Practical Completion. This included maintenance contract administration and a final account handover.

The PC also considered the proposal to engage a Ranger to ensure high standards of maintenance and customer communications. However, it was agreed that this would have significant cost implications and should be reviewed by the new Sub Committee before coming back to the PC. Finally it was agreed to discuss with Urban Forestry whether litter bin emptying should remain within their maintenance contract as it was likely to need more local intervention at busy times.

- 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 Decarbonisation Project and noted the information provided by the Chair of Governors. It was RESOLVED, with all agreed to contribute £11,840 of CIL funds to the project. The PC also noted that an application had been agreed between meetings from the Health Centre Patient Participation Group for supplies for an Art Therapy Group starting in May. It was agreed that as this was not infrastructure, it should be paid from the PC's regular grant funds.

- 7.4 **Parking on Back Hills and Chapel Lane:** Following on from discussions at the March meeting, the PC had received a reply from Botesdale Health Centre confirming that they could not use their text system to ask patients to park more considerately. It was also noted that a Traffic Regulation Order (TRO) for double-yellow lines at these two sites would have to be carried out separately from a TRO for extension of the 30mph speed limit on the B1113 as they were different legal procedures. It was therefore, RESOLVED, to allocate £7,000 from CIL funding for a TRO to install double-yellow lines at these two sites and the site discussed in item 6.3, subject to review of the latter by SCC.

- 7.5 **Extension of 30mph on B1113:** It was RESOLVED, with all agreed, to allocate £7,000 from CIL funding for a separate TRO for the extension of the 30mph zone.

- 7.6 **Street Light Replacement Programme:** The PC noted the completion of work to seven streetlights to update to LED lighting.

- 7.7 **Village Assets Refurbishment:** There was no update.

- 7.8 **Community Governance Review:** There was no update.

- 7.9 **Marl Pits:** The information sign would be erected sometime in May.

- 7.10 **Sarah's Wood:** There was no update.

## 8. Other Items:

- 8.1 **Footpaths and Streams Signage:** It was RESOLVED, with all agreed, to purchase and install an oak lectern frame and composite panel for a "Botesdale Brook" information board at a cost of approximately £570.

- 8.2 **Payment of Grant Funding:** The PC noted that no applications had been made to the PC during 2022/23 for grant funding in addition to annual items agreed in the budget. The annual payments would be made at the May meeting.

- 8.3 **Street Sweeping and Path Cutting:** It was RESOLVED, with all agreed, to continue a contract with Tim Gaddis for the work in 2023-24 with an annual increase from £9.56/hour to £10.52/hour. This was a rise of 10.1% in line with the state pension increase for 2023-24.

- 8.4 **Annual Newsletter:** It was RESOLVED, with all agreed, to accept the quote of £726.80 from Community Workshop for full colour printing of newsletter (460 copies). There would also be a charge of £25 for delivery with the Parish Magazine.

## 9. Village Status Reports:

- 9.1 **Chairman's Report:** None.

9.2 **Clerk's Report:** The Clerk had received notification that the shipping container at 3 The Drift had been reported to the MSDC Planning Enforcement team. This had not been taken forward as the container was temporary and would be removed once building works at the site were completed.

It was agreed to revert to the Clerk dealing with Payroll as the arrangements with SALC to produce pay slips were not working with the meetings timetable.

9.3 **Local Organisations:**

- Streams and Footpaths – The group would continue to work at weekends and then once a month in the summer.

9.4 **Village Assets:** None.

9.5 **Public Rights of Way:** None.

9.6 **Highways Issues:** It was reported that there were an increasing number of drivers exiting the dental surgery who turned left onto The Drift against the one-way restriction. It was agreed to ask the owner to display their "no left turn" sign more prominently if possible. The Clerk would also ask SCC to renew the "no entry" sign at the junction with Back Hills.

9.7 **Welcome Packs:** None.

10. **Finance:**

10.1	<b>Account Balance:</b>	£ 91,676.01	
	<b>Income:</b>	£ 5,678.50	MSDC CIL Bid 1 6 <sup>th</sup> Claim – Rec Gnd
		£ 6,741.34	MSDC CIL Bid 2 2 <sup>nd</sup> Claim - Rec Gnd
		£ 1,661.65	MSDC Capital Grant 5 <sup>th</sup> Claim – Rec Gnd
		£ 1,869.61	Lottery Grant 5 <sup>th</sup> Claim – Rec Gnd
		£ 13,377.10	HMRC – VAT Reclaim Oct22-Dec22
		£ 370.50	MSDC Street Cleaning Grant 4 <sup>th</sup> qtr
		£ 60.00	Rec Gnd Dedication - TR
		£ 60.00	Rec Gnd Dedication - SM
		£ 50.00	Rec Gnd Donor – Perkins & Co
		£ 50.00	Rec Gnd Donor – The Bell, Rickinghall
		£ 100.00	Rec Gnd Donor – Wade Decorators

10.2 **Accounts for Payment:**

Admin Payments	£ 2,623.65	Not itemised due to GDPR
Street Sweeping etc.	£ 259.28	St Clean etc Apr 23
SALC	£ 9.60	Payroll Service – period end 31 March
SCC	£ 1,293.67	Street Light Energy/Maint 22-23
SCC	£ 7,368.00	Street Light LED Updates – 7 units
Ace Engraving Ltd	£ 138.00	Rec Gnd – Dedication Engraving
Ace Engraving Ltd	£ 13.80	Rec Gnd – Dedication Engraving
Arien Signs and Graphics	£ 1,434.00	Rec Gnd – Information Boards
Botesdale Health Centre PPG	£ 250.00	Art Therapy Supplies
BHIB Councils Insurance	£ 136.90	Increase in Insurance Premium for additional items at Rec Ground
MSDC	£ 427.00	Rec Gnd – Annual Refuse Collection

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

10.3 **Budget Report:** The 4<sup>th</sup> quarter report was noted.

10.4 **To consider and approve the Community Infrastructure Levy Report to MSDC for 22-23:** The Council RESOLVED, with all agreed, to approve the submission of the CIL Report to MSDC which indicated that the CIL funds received in 2022-23 totalled £93,479.86. Of this, £41,707.81 had been spent on the Botesdale Recreation Ground Refurbishment, a speed indicator device and the Bridewell Lane resurfacing. This left £51,772.05 of CIL funds to be taken forward into the next financial year.

11. **Matters to be brought to attention of the Council:** It was noted that the Litter Pick had been completed successfully. Feedback indicated that the centre of the village was fairly clean compared to outlying areas.

12. **Next Meeting:** Wednesday, 10 May 2023

The Chairman closed the meeting at 9:25pm.