

BOTESDALE PARISH COUNCIL

Minutes of the Meeting held Monday, 5 February 2024
Botesdale Village Hall

Present: Cllr Des Bavington-Lowe
Cllr Andrew Edwards (Chair)
Cllr Richard Lock
Cllr Jack Stracey

Cllr Simon Dickinson
Cllr Sally Jarvis
Cllr William Sargeant

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

1. **Apologies for absence:** Cllr Greg Russell. It was noted that Cllr Stanford had resigned, and the PC thanked her for her work on behalf of the community.
2. **To confirm the Minutes of the Meeting held 8 January 2024.** The minutes, circulated prior to the meeting, were agreed as a true record.
3. **Members Declarations of Interests and Dispensations:** None.
4. **Public Forum:** A member of the public had a problem with a tree on the boundary between the Burgess Homes development and Sarah's Wood and sought information about the transfer of the Wood's ownership to the Parish Council. It was explained that more work needed to take place to the trees and fencing before a transfer would be acceptable. In the meantime, it was confirmed that any work on site was the responsibility of Burgess Homes. They also commented on the flooding on Back Hills, and were assured that Suffolk Highways was aware. Another member of the public commented on the groups of children roaming up and down the Street during sessions at the Parkview Chapel Friday night Youth Club. It was agreed to pass this concern on to the Chapel.
5. **Planning:**
 - 5.1 **Planning Applications:**
 - 5.1.1 **Old Mill House, Mill Road.** Ref. DC/24/00126. Householder Application - Erection of a single storey rear extension. It was agreed that this was a good application, and the extension would not be visible from public access. It was RESOLVED, with all agreed, to have no objection.
 - 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:**
 - 5.1.1 **Woodstock Barn, Chapel Lane.** Ref. DC/23/05154. Householder Application - Erection of single storey extension, addition of windows to south elevation and fenestration alterations to attached outbuilding. Planning Permission GRANTED.
 - 5.1.2 **Botesdale Dental Practice, The Drift.** Ref. DC/23/04818. Application for Advertisement Consent - Construction of illuminated lettered signage. Consent GRANTED.
 - 5.4 **Notification of other Planning Matters:** None.
 6. **Correspondence:**
 - 6.1 **MSDC:** The PC noted the Joint Local Validation List Consultation - Monday 22 January 2024 to Monday 4 March 2024.
 - 6.2 **MSDC:** The PC noted that the increase in the annual cost of emptying dog/litter bins had been lowered to 25% and was now from £37.13 to £49.66 per litter bin and £43.49 to £58.16 per dog bin. Five and eight bins respectively would cost £688.08 with an additional £58.16 for the new dog bin at Back Hills/B1113.
 - 6.3 **RBR PCC:** The PC received the annual request for churchyard funding having already agreed an amount in the January budget setting. However, it was RESOLVED, with all agreed, to add an extra £100 to make a grant of £1,000.
 - 6.4 **Fairstead Trust:** The PC noted the position of the Trust and current lack of a chair. It was agreed to write to the Trust and suggest that the PC Chair would be willing to take on the position of chair to the Trust.

7. **Ongoing Items:**

- 7.1 **Recreation Ground:** Following the meeting with Urban Forestry on 9 January 2024, the Sub Committee had compiled a draft Order for the Maintenance works for two years from 1 March 2024 (circulated). The Order pricing of £26,880 reflected a two-year fixed price arrangement; a maximum of 56 days Maintenance per annum. The PC would only be charged for the days worked; and the Maintenance scope of work as applicable during the Construction Contract. The draft Order was being reviewed by UF. The annual value of the Order was £13,440 and was within the Draft Budget for 2024-25 as agreed by BPC at the January 2024 Meeting. It was noted that an application had been submitted for Green Flag status. There had also been a few minor issues with graffiti and dog waste, both resolved.
- 7.2 **TRO for Back Hills, Chapel Lane and Mill Road North:** The invoice for the design and legal work had been paid and SCC would soon start work on the project. It was noted that the Health Centre could now send texts to all patients, and it was agreed to write to them again requesting a message about considerate parking.
- 7.3 **TRO for extension of 30mph on B1113:** The invoice for the design and legal work had been paid and SCC would soon start work on the project.
- 7.4 **Village Appraisal:** The Chair had arranged a second review by a resident who had previously been a councillor for another parish. He would report back once that was completed.
- 7.5 **Digital Exclusion:** Cllr Russell had written an article about the issue which had gone in the February parish magazine and on Facebook. There had been a response on Facebook citing the experience of another parish who had set up a coffee and IT clinic. The respondent had been asked for contact details for the clinic.
- 7.6 **Parish Infrastructure Investment Plan:** The PC agreed the request by Mid Suffolk District Council for the PIIP to be used as an example of a well-written Plan in their Community Led Planning guidance. It was noted that a few new members would be welcome for the PIIP review.
- 7.7 **Flooding Prevention:** It was agreed to share fees of £100 with Rickinghall PC towards a two-page flooding article in an upcoming parish magazine.
- 7.8 **Parking Bay on Chapel Lane:** There was no update.
- 7.9 **Sarah's Wood:** It was agreed to write to Burgess Homes to get the process of ownership transfer started.

8. **Other Items:**

- 8.1 **Street Sweeping and Path Cutting:** It was RESOLVED, with all agreed, to continue a contract with Tim Gaddis for the work in 2024-25 with an annual increase from £10.52/hour to £11.22/hour. This was a rise of 6.7% in line with the state pension increase for 2024-25.
- 8.2 **Internal Auditor:** It was RESOLVED, with all agreed, to appoint Trevor Brown as internal auditor at a cost of £400.
- 8.3 **Review of Council Documents:** The PC reviewed the documents, and it was RESOLVED, with all agreed, to accept the unamended Equal Opportunities, Health and Safety and Safeguarding Policies, and the new Complaints Policy. These would be reviewed every three years.
- 8.4 **Mapping:** The PC considered the proposal to produce a map of land ownership within Botesdale parish. It was agreed that the benefits of producing a map were not entirely clear. It was agreed to defer the decision until the next meeting.
- 8.5 **Nextdoor:** It was agreed to establish an account on Nextdoor for dissemination of urgent information.

9. **Village Status Reports:**

- 9.1 **Chair's Report:** The Chair reported that he had reached out to District Cllr Gilly Morgan about reports and attendance at meetings. He had not been able to attend the last Village Hall meeting.
- 9.2 **Clerk's Report:** The steps up to the Marketplace from Back Hills had been hit by a car, dislodging some of the bricks and bending the railing. This had been reported to the insurance company in case a claim was required. The Clerk had approached two firms who were qualified to work on the highway, and one had agreed to give a quote.

9.3 **Local Organisations:**

- Streams and Footpaths – The stream and wildlife were flourishing. It was noted that the bench near the bridge was in a poor state of repair and Cllr Lock volunteered to paint it. The Clerk reported that the information board had been printed and sent to the joiner who would be building and installing the board. It was suggested that it could be positioned next to the “no through road” sign near the Bowls Club or by the bench. The latter location would require the landowner’s permission. It was agreed to write to Chris Lambert to update him on the board and to get his opinion on the siting.
- Suffolk Green Cluster – Cllr Lock would continue to attend meetings to assess whether membership was desirable. He would be attending the next meeting in March and would ask whether membership could be non-participatory.
- Village Hall – The AGM would be held on 25 March 2024.

9.4 **Village Assets:**

- Marl Pits – It was agreed to chase up the two potential volunteers who had written in about the Marl Pits for any advice they might have. It was noted that Chris Lambert had also expressed interest. Cllr Lock would let him know that nothing was planned at present.
- Street Furniture – Cllr Bavington-Lowe would review this in the spring.
- War Memorial – The wreaths would be removed in March as previously agreed.

9.6 **Public Rights of Way:** It was noted that the steps to the boardwalk on the walk between Spring Meadows and Mill Hill had been repaired and new mesh affixed to the surface. The holes on Bridwell Lane had also been fixed but SCC did not consider fixing the pipe to be a priority. The Clerk would follow up with Llanover about the clogged ditch and would also request clearance of ditches on Mill Road.

9.6 **Highways Issues:** The Clerk had requested a traffic review from SCC Highways and had been provided with data from October 2015 which showed that there were approximately 300 vehicles eastbound and 250 vehicles westbound per day. An updated traffic survey would cost around £300. It was agreed to reconsider this after the 30mph TRO was completed.

9.7 **Welcome Packs:** 1 to William. The Clerk would ask Burgess Homes whether all new residents had received welcome packs.

9. **Finance (as of 31/01/24):**

10.1 Account Balance:	£ 140,138.36
Bank Balance:	£ 140,138.36
Income:	£ 0.00

10.2 **Accounts for Payment:**

Admin Payments	£ 1,593.54	Not itemised due to GDPR
Street Sweeping etc.	£ 205.14	St Clean etc February 2024
Rickingham Parish Council	£ 97.50	Contrib to Defib Annual Costs
Botesdale Village Hall	£ 288.00	Hire Fees Mar 22 – Feb 23
TBS Hire	£ 40.56	Xmas Barrier Hire Fees

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

Payments between meetings:

SCC	£ 12,686.99	Professional Services for TROs
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Payments by Direct Debit:

HMRC	£ 433.58	PAYE for 3 rd qtr 2023-24
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10. **Matters to be brought to attention of the Council:**

- It was agreed to hold the Litter Pick on 23 March as per Rickingham PC’s request. The Chair agreed to take over the organisation from Cllr Sargeant.
- Cllr Lock had looked into SCC’s Community Self Help scheme to support sign cleaning and was seeking dates for training to work on the highway.
- It was agreed to ask Burgess Homes about a light at the top of their footpath as requested by a resident.

12. **Next Meeting:** 4 March 2024

The Chair closed the meeting at 8.44pm.