

# BENTLEY PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD AT BENTLEY VILLAGE HALL ON THURSDAY 5 OCTOBER 2017 AT 7.38 PM

### Present

Cllr R Feltwell - Chairman      Mrs J Scott – Clerk      Cllr K Spicer      Cllr J Wheals  
K Hutchings      Cllr C Goodwin      Cllr P Cross

Also in attendance: Tree Warden & Footpath Warden- 1 member of the public.

Cllr Feltwell signed the Declaration of Acceptance of Office Form and welcomed everyone to the meeting. The Clerk received no notification of anyone planning to film or record.

- To record apologies for absence:** — Cllr M Bamford, Cllr N Moxey (Holiday). Cllr A Graffham (Work) and County Councillor Gordon Jones
- To receive Declaration of Interest relating to Agenda items:** Cllr Feltwell declared an interest in the Discharge of Conditions for Woodfield.
- Dispensations – to consider written requests for dispensation of disclosable pecuniary interest in matters relating to Agenda items –** None received
- To approve minutes of the Parish Council Meeting held on Thursday 7 September 2017**  
The minutes were approved as a true record and duly signed.  
  
Proposed Cllr C Goodwin      Seconded Cllr K Spicer      All in favour      CU
- Matters Arising from the minutes: Page 876 SCC** was again contacted re the Ash tree –the responsibility of maintenance on school property lies with the school and their maintenance team; CC Jones has been contacted - **Page 878 item 13** – Councillors have been issued with an updated version of the Standing Orders – **Page 880 item 21** Meeting dates for 2018 have been sent to the Village Hall.

**Action:** Clerk will continue to chase SCC re Ash Tree

## Public Session

No reports received from County or District Councillors.

Editor of Bentley Bugle was congratulated on the cover picture.

**Resident:** Reported that garden and domestic rubbish is being fly tipped opposite Highfields, Church Road. Clerk to report to Babergh.

**Resident:** Concerned that road signs cannot be seen around the village – they are very dirty or covered by branches – SCC had been approached by the Clerk regarding this several years ago and were not happy for members of the public to clean the signs. -

**Action:** Inform BDC re fly tipping Church Road

## 6 Planning Applications

- a) To note decisions of Planning Authority on previous applications -

DC/17/03960	Dingle Dell, Station Road	<b>Prior approval has been granted</b>
DC/17/03472	17 Highfields	<b>Permission has been granted</b>
B/17/00936/FUL	Woodfield, Bergholt Road, <b>DISCHARGE OF CONDITIONS</b> – Condition 4 Arboricultural Method Statement	

b) To give comments on any new applications in hand –

**DC/17/04756** Alcove, Capel Road Erection of single storey front & rear extensions

**RECOMMEND APPROVAL**

Proposed Cllr K Spicer      Seconded Cllr C Goodwin      All in favour      CU

**DC/17/04596** Teapot House, Grove Road Erection of a two storey side extension additional/modification to windows

**RECOMMEND APPROVAL**

Proposed Cllr K Hutchings      Seconded Cllr K Spicer      All in favour      CU

7. **Report by Exception – Tree Warden/Footpath Warden – Tree Warden** – Large coppice Ash tree – high winds have split two large trunks away from the stool and these have fallen across the footpath numbers 32-33 leading from Capel Road into Holly Wood. Needs urgent attention and removal. Coppicing the remaining trunks is suggested as a safety measure. Resident in Case Lane has asked if the large Walnut tree on the Village Playing Field can be reduced in height – this would need to be carried out in mid-July when sap is still active – Advice required from a tree surgeon. Sweet Chestnut blight is still spreading and has reached London. Tree Warden reported on the Suffolk Tree Warden meeting held on 30 September – a Suffolk Tree Warden Network (STWN) is being set up and a Suffolk Tree Policy is being written and will be adopted by SCC early in 2018. Woodland Trust and Tree Council celebrating the 800<sup>th</sup> anniversary of the Charter of the Forest by launching a Charter for Trees and Woods and People for Trees – Finally presentations given at the STW meeting - Tree Values – “Involving Communities in Valuing Trees: Tree Wardens in Action; Suffolk Tree Strategy and Treezilla the latter is a partnership of organisations co-ordinated by Open University making a Monster map of Britain’s trees To register a tree on line see [www.treezilla.org](http://www.treezilla.org) and contact [treezilla@open.ac.uk](mailto:treezilla@open.ac.uk) . **Capel Library:** It was reported that over 200 books were sold at Bentley Family Fun Day - 1 October Olly the Magician entertained children who completed the Summer Reading Game –Meeting on 3 October discussed the quiz, 2018 budget and estimated expenditure, Suffolk Libraries Report – AGM to be held on 27 January at 4pm Churchill is the next showing for FoCL Community cinema on 17 October and the next committee meeting is 5 December. **Bentley Long Barn** – No further news. **Footpath Warden** - Reported that the Earlwood Path mentioned by the Tree Warden had been cleared by himself and R Bloomfield. There was some confusion about who is responsible for the footpath which is the Capel/Bentley boundary as a lot of the trees along the strip are in the same condition and need some attention before the winter storms. Following the notice in the Bugle a member of the public had reported this to the Clerk. The Footpath Warden was very concerned about the dangerous condition of the Ash tree on the School Playing Field as children are playing in there. The Clerk had contacted County Councillor Jones about this problem but will chase with some urgency. At the Footpath Society AGM held this week all committee members were re-elected – the Society is not enjoying the best of times at the moment. There is a walk on Saturday 10.30 from the Village Hall.

Cllr Feltwell had received an e-mail from the WI who had produced a leaflet on the circular walk of Bentley and wondered if the Parish Council would fund the printing of a number of leaflets to be put in the village shop. Councillors agreed in principle to this but it will need to be an agenda item at the November meeting to be discussed and voted upon.

Action: Clerk to contact County Cllr Jones re dangerous Ash tree – WI leaflet – Agenda item.
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8. **Post Box – Update.** No progress.

9. **To approve 2016/17 Audited Accounts** The accounts have been signed off by the External Auditor (BDO) – *In our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that*

*relevant legislative & regulatory requirement have not been met-* An Issues Arising Report was raised as the Smaller Authority was subject to an intermediate review which requested additional information to be submitted with the annual return – this was not submitted with the Annual Return and the issue has been raised because BDO had to request this information in order to form their opinion – They recommend that in future the smaller authority should submit all of the requested information with the initial submission. – *No other matters came to our attention* It was therefore proposed that the accounts be accepted.

Proposed Cllr C Goodwin      Seconded Cllr K. Hutchings      All in favour      CU

10. **To Review Risk Assessment** - Councillors had been sent a copy of the October 2017 Risk Assessment. The Clerk reported that assets had been increased by RPI and it was proposed that the document be accepted.

Proposed Cllr K Spicer      Seconded Cllr P Cross      All in favour      CU

11. **To discuss the formulation and publishing of perceived priorities re CIL payment**  
- It was explained that builders pay a surcharge on a new build - £10-15K or more which goes to the Local Authority and a percentage is given to the Parish Council – this surcharge does not apply to self-build properties – The Parish Council have to come up with some idea of what to spend the money on in the village. Bentley has no Neighbourhood Plan so would get a smaller amount – An outdoor adult gym on the Village Playing Field was suggested. Ideas should be sent to the Clerk for discussion at a later meeting – keep as an agenda item.

12. **To ratify payment for Fireworks** – A cheque for £1,039.20 had been issued for the purchase of fireworks for Bentley Fireworks on Saturday 28 October and it was proposed that this payment be ratified.

Proposed Cllr C Goodwin      Seconded Cllr P Cross      All in favour      CU

13. **To agree cost of upgrading Clerk's computer to Windows 10** - The Clerk had been unable to access the internet and it was proposed that £136.98 be paid for the upgrade.

Proposed Cllr K Spicer      Seconded Cllr K Hutchings      All in favour      CU

14. **To agree cost of Clerk attending Data Protection Course at SALC** - New legislation will be introduced in 2018 and it was proposed that the Clerk should attend this course at a cost of £22 plus VAT – Clerk will circulate course papers to Councillors.

Proposed Cllr K Spicer      Seconded Cllr P Cross      All in favour      CU

15. **Boundary Commission – Electoral Review of Babergh Warding Arrangements - Update**  
Letters had been sent to Copdock & Washbrook, Capel St Mary, Stutton, Tattlingstone and Brantham Parish Councils to find out their preferences. This will remain an agenda item.

16. **Traffic Calming – Signage – Play Area – Update** - The Clerk had been unable to contact anyone at SCC regarding the signage for the Play Area, County Councillor Jones is investigating.

17. **Babergh Alliance of Town & Parish Councils** -. BAPTC suggested split of sections in Joint Local Plan with some questions highlighted for review. Asking which section/s we are prepared to review in depth and comment on. So can then pull each section into one larger document to enable everyone to input/submit comments on the whole document. If sections remain ownerless there will be an attempt to spread these evenly across the group (open to negotiation). Final comments are needed by **5:00pm 10Nov 17.**

18. **Affordable Housing – Report on progress – Update** – No news to date.

- 19 **Playing Fields Society –Bentley Family Fun Day – Firework Display** - Family Fun Day was a huge success and made a surplus for next year's event. The financial figures will be presented at the December meeting. Letters of thanks to be sent to the organisers. **Firework Display – 28 October 2017** - A two page list had been received and read out at the Playing Field Society Meeting and appears to be being run professionally by qualified people. Posters will be going up to advertise the event.
20. **To receive Correspondence** – The Clerk drew Councillors' attention to the following - 4 e-mails BAPTC re Joint Local Plan – Pick your Section Review 2 – e-mail Capel Plough Under 11's – e-mail Resident re Village Hall Loop System Agenda item? E-mail Speedwatch Co-ordinator – reply from Sutton PC, e-mail – Update on Bonfire/Fireworks – e-mail Resident re Post Box and Resident re fallen tree on footpath **Late Correspondence** – 2 e-mails BAPTC - meeting 10 October – e-mail Boundary Commission re Consultation draft boundaries e-mail Babergh & Mid Suffolk – Parish Liaison meetings 7 November – e-mail County Cllr Jones re Highway reporting and e-mail WI re Village Walk leaflet
21. **Exchange of information by Councillors and matters for consideration at future Meetings**  
**Cllr Goodwin:** Was concerned about the subjects of the Boundary Commission, Joint Local Plan etc – important decisions need to be made, there is no time to discuss at meetings and she would like to be better informed. It was agreed a series of Working Parties would be set up to discuss these subjects and report back. Clerk to circulate dates. **Cllr B Feltwell** – Informed the meeting that the 45 volunteers working in Bentley Community Shop had won an award and a cheque for £100. There is going to be a notice board on the side of the shop – it will take 8-9 A4 sheets and will be open to anyone in the community – if it's an advert there will be a small charge. **Cllr K Spicer** – told the meeting that the High Sherriff and Lord Lieutenant visited the pub and shop and were extremely impressed – especially with the method of stock control.

<b>Action: Circulate dates for Working Party Meetings</b>
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22. **To Authorise Payments** - The following payments were authorised
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|--------|-------------------------|-----------------------|----------------|
| 101260 | Firework Emporium       | Purchase of Fireworks | £1,039.20      |
| 101261 | Karzees                 | Fun Day event toilet  | £126.00        |
| 101262 | BDO LLP                 | Annual Audit          | £156.00        |
| 101263 | P Baldwin               | 6th cut grass         | £110.00        |
| 101264 | Royal British Legion    | Donation - Chaplet    | £75.00         |
| 101265 | Bentley Village Hall    | Hall hire July/Sept   | £30.00         |
| 101266 | Robserve Consulting Ltd | Clerk's computer      | £136.98        |
| 101267 | Mrs J Scott             | Salary August         | £479.00        |
|        |                         | Minus tax             | <u>Nil</u>     |
|        |                         |                       | £479.00        |
|        |                         | Plus Expense          | <u>£ 72.17</u> |
|        |                         |                       | £551.17        |

It was proposed that these be paid en bloc.

Proposed: Cllr K Spicer                      Seconded: Cllr J Wheals                      All in favour                      CU

- 23 **To confirm date of next scheduled meeting** – Parish Council Meeting Thursday 2 November 2017 at 7.30 pm.

There being no further business the meeting closed at 9.01pm.

CHAIRMAN:

DATE: