

BENTLEY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT BENTLEY VILLAGE HALL ON THURSDAY 9 MAY 2019 AT 7.30 PM

Present

Cllr M Bamford - Chairman Mrs J Scott – Clerk Cllr B Feltwell Cllr N Moxey
Cllr P Cross Cllr J Wheals Cllr K Spicer Cllr M Munday
Cllr C Perry

Also in attendance: District Councillor D Busby, Tree Warden and 4 members of the public.

The outgoing Chairman Cllr Bamford welcomed everyone to Bentley's Annual Parish Council Meeting. The Clerk received no notification of anyone planning to film or record.

1. **To Elect Chairman for Forthcoming Year** – It was proposed that Cllr Bamford be elected Chairman for the forthcoming year. There were no other nominations. Cllr Bamford was willing to stand and was duly elected – Declaration of Acceptance of Office was duly signed.

Proposed: Cllr N Moxey Seconded Cllr P Cross All in favour CU

2. **To appoint Vice Chairman for the forthcoming year** – In his absence it was proposed that Cllr Feltwell be elected Vice Chairman. There were no other nominations. Cllr Feltwell was willing to stand and was duly elected. Declaration of Acceptance of Office to be signed asap.

Proposed: Cllr M Bamford Seconded Cllr J Wheals All in favour CU

3. **To record apologies for absence:** Cllr Feltwell, Cllr Schumacher and County Councillor G Jones.

4. **To receive Declaration of Acceptance of Office Forms** – The Clerk accepted the completed Declaration of Acceptance of Office Forms which she countersigned.

5. **To Receive Declarations of Interest relating to Agenda Items** – None received

6. **Dispensations – to consider written requests for dispensation of disclosable pecuniary interest in matters relating to Agenda items** – None received.

7. **To appoint Council Representatives** – It was proposed that Cllr M Munday be Village Correspondent. Cllr Bamford will contact One Suffolk re website.

Proposed: Cllr M Bamford Seconded Cllr J Wheals All in favour CU

Tree Warden – Colin Hawes was proposed and was willing to carry on as Tree Warden.

Proposed: Cllr M Bamford Seconded Cllr C Perry All in favour CU

It was proposed that Tim Hamstead be Footpath Warden.

Proposed: Cllr P Cross Seconded Cllr M Bamford All in favour CU

Folly Farm Representative – Cllr Wheals to contact B Richmond.

8. **To approve payment of subscriptions for 2019/20** – It was proposed that the SALC membership fee be paid

SALC £341.61 Community Action Suffolk *Membership free – This has been renewed*

Proposed: Cllr N Moxey Seconded Cllr M Bamford All in favour CU

9. **To approve minutes of the Parish Council Meeting held on 4 April 2019** – The minutes were approved as a true record and duly signed.

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

10. **Matters Arising from the minutes - Page 959 public session** – Cllr Bamford told the meeting he had had a very stressful discussion regarding the play area - if there were any particular instances to keep in touch with the Parish Council. Cheque for Playground Inspections was re issued (101360 cancelled- 101368) the cheque was scanned with a phone app but was returned to Barclays as illegible. – rest covered by agenda items

Public Session

County Councillor G Jones – Apologies had been received from County Councillor Jones and his report had been sent and circulated to Councillors – **Appendix 1** in the minute book and on the Council website. It was pleasing that SCC have got additional money for children with learning difficulties.

District Councillor Dave Busby: Thanked everyone who had voted for him and stated that it had been a reasonable turn out. He read to a written report **Appendix 2** in the minute book and on the Council website. He talked about the Council magazine “Your Council” which should have been delivered to every household in the area – he was told this was not the case. He is hoping to get a policy group established within the next few months – a housing delivery plan that gets houses for local people and local needs and the need to rethink our approach to the Local Plan. - For Bentley – need to talk with County re the land they hold alongside the A12, continue with the efforts to keep paths and hedgerows tidy and complete the neighbourhood plan – especially in respect of site allocation.

Resident Requested contact details of the Village Correspondent for Bentley Bugle.

Action: Send contact details to Bentley Bugle
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11 **Planning Applications**

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

Land adjacent to Ivy Cottage, Capel Road **Amendment details approved**

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

DC/19/01773	Cedars, Bergholt Road	Erection of replacement cart lodge
RECOMMEND APPROVAL		

Proposed: Cllr N Moxey Seconded: Cllr K Spicer All in favour CU

Appeal Reference	Land to west of Oak Lodge, Bergholt Road	Use of land for the stationing of 28 holiday lodges and 1 lodge for site warden
PP/D3505/W/19/322 22384		

Councillors objected on the grounds as previous - its impact on the setting on the extended Suffolk Coats & Heaths AONB and also its impact on the RAMSAR site at the Stour Estuary.

Proposed: Cllr M Bamford Seconded: Cllr N Moxey All in favour CU

12. **Report by Exception – Tree Warden/Footpath Warden – Tree Warden** – Reported that he had attended the STWN Spring Forum on 28 April where there were morning presentations and an afternoon walk looking at various trees. There was a remarkable lime tree, which must be the largest or second largest in England (the largest is in Cumbria). A report on the day’s events will be sent to BPC in a week or two. **Friends of Capel Library** – Catherine Liu (former assistant librarian) has been appointed manager and will take up her role in June. Next Capel Library film – A Star is born will be shown on Tuesday 21 May at 7.30. Tuesday computer classes are going well with lots of new people attending. There has been a small

increase in FoCL membership. **Bentley Long Barn** – No further news. John Norman went to Bentley Barn and is keeping an eye on things. **Footpath Warden** – Tim Hamstead was informed of duties maintaining footpaths and reporting to Highways re signs etc. Footpath Society – next walk is this Monday 6.30 to Flatford.

13. **To Decide Grants to Village Organisations for Financial Year 2019/20** – It was proposed that the following grants be paid en bloc

			Agreed
Bentley Outdoor Bowls	S19	£200 towards the cost of railway sleepers	6/12/2018
Friends of Chapel Library	S137	£200 towards the cost of replacement shelving	6/12/2018
Tuesday Club:	S137	£200 towards the cost of curling equipment	6/12/2018
Ipswich Citizens Advice	S142	£200 towards updating computer equipment	3/1/2019
SARS	S137	£100 towards running costs	3/1/2019
Headway	S137	£100 to support Headway	3/1/2019

Proposed: Cllr J Wheals Seconded: Cllr C Perry All in favour CU

Action: Send out cheques to Clubs.

14. **Expenses – Annual Parish Meeting -** Expenses for the Annual Parish Meeting totalled £5.20 and it was proposed that this be paid. Thanks to P Rayment for serving refreshments.

Proposed: Cllr M Bamford Seconded Cllr P Cross All in favour CU

15. **To approve Audited End of Year Accounts for Smaller Authorities 2018/19 –**

- i) **To approve the Annual Governance Statement 2018/19 (Section 1)** It was proposed that the Annual Governance Statement be approved.

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

- ii) **To approve Certificate of Exemption – AGAR 2018/19 -Part 2 -** It was proposed that the Certificate of Exemption be approved.

Proposed: Cllr N Moxey Seconded: Cllr C Perry All in favour CU

- iii) **To approve Accounting Statements 2018/19 (Section 2) -** The Clerk stated **Bentley PC** Financial Working party – Cllr Cross - met and went through the accounts before they were taken to SALC for the internal audit on 29 April. Councillors were sent a copy of SALC's Report which will be an agenda item at the June Meeting. Financial Working Party also an agenda item at the June Meeting. Clerk/RFO reported Receipts for the year 2018/19 amounted to £19,920.96 – this figure includes– includes precept £14,500, VAT repayment £715.49, interest (£25.14), Family Fun Day deposit £714.00 and Firework deposit £2,466.33. Total payments over the 12 months £14,505.40 included general admin £8330.60 which includes Clerks salary/expenses, hall hire, insurance and audit fees etc grants under the power of S137 £1061 and S19 £240 – grass cutting/leaf clearance –closed churchyard £1030.00 and grounds maintenance £521.86, £108.50 for calibration of the speed gun £90 bird boxes and £220 unplanned expenditure for wheelie bin stickers and n/hood plan leaflets - otherwise payments are within the budget. There was one uncleared cheque £296.87 to Bamberg District Council. Current Account total £10,309.80 – Family Fun Day Tracker Account £4,4548.94 which includes firework accounts - and Parish Council Tracker account £9676.23. It was proposed that the accounting statements be approved.

Proposed: Cllr N Moxey Seconded: Cllr J Wheals All in favour CU

Action: Agenda items – Financial Working Party – SALC Audit Report

16. **To ratify re-issued cheque to D Bracey, Play Safety Inspections -** It was proposed that the cheque be ratified.

Proposed: Cllr P Cross Seconded: Cllr J Wheals All in favour CU

17. **Parish Infrastructure Investment Plan (PIIP) – Update** – Cllr Bamford stated that bids for CIL claims needed to be in by 31 May. A discussion followed and two items identified – purchase of SID – Clerk to send information received from Brantham Clerk to Cllr Bamford – Cllr Feltwell to be contacted regarding the slide.

Action: Cllr Bamford to be sent info on SID – Cllr Feltwell to be contacted re Slide

18. **Grit Bins – Update** - After some discussion it was proposed that Cllrs Munday & Spicer will walk round the village locate the original salt heaps and use the mapping tool to find out who the Council needs to contact for permission to site a bin – the Council can then write to residents enclosing a stamped address envelope for their reply – hopefully this can be done by the July meeting. Clerk to supply list of salt heaps.

Action: Supply Cllr Munday salt heap list

Proposed: Cllr N Moxey Seconded: Cllr M Bamford All in favour CU

19. **To discuss request for hard standing at Church** - The £2K set aside in the budget was to fulfil legal obligations under the closed churchyard rules, which do not include upgrading, improvements or tree felling. Councillors will await a formal request to re-shingle the existing path.

20. **Slide for the Play Area – Update** - defer until the June meeting.

21. **Spring Litter Pick – Update** - This was discussed at the Annual Parish Meeting and it was felt there wasn't a need at this time as the village is kept reasonably tidy by residents who pick up when walking their dogs. If a specific location is in need of a litter pick – one can be arranged.

22. **Neighbourhood Plan – Quiet Lanes - Cllr Moxey** thanked the Council for issuing the cheque and said she had finally received the invoice from the consultants and closed off the end of year report. The NHP has 26 draft policies with Babergh and are awaiting their comments. 27 people attended the Village drop in session. The grant window is not yet open to get the landscape assessment done. She was told that the PC was prepared to support this if the plan was being held up by funding – Cllr Moxey to explore the possibility to progress- It was therefore proposed that the PC support this pending receipt of the grant from Locality, if necessary.

Proposed: Cllr M Bamford Seconded: Cllr P Cross All in favour CU

Quiet Lanes – Cllr Munday had issued Councillors with information, **Appendix 3** in the minute book and on the Council website. She explained Quiet Lanes – what are they, what type of roads can be designated, Bentley Neighbourhood Plan – Objective 4, Designation, what roads in Bentley could be designated and funding needed to pay for signs etc. Cllr Munday was thanked for her work so far and it was proposed that this be explored further.

Proposed: Cllr M Bamford Seconded: Cllr K Spicer All in favour CU

23. **Traffic Calming – Update** - It was confirmed that we can only have one SID but can have a maximum of six posts to move it. A discussion followed and it was agreed to have one opposite Trevlac one opposite Springfield and two outside and two inside these locations – Cllrs Spicer and Munday will investigate whilst identifying grit bin locations.

24. **Babergh Alliance of Town & Parish Councils – Update** - Three e-mails were received in April.

25. **Affordable Housing - Update-** Nothing to report.

26. **Playing Fields Society** – Date of next meeting – preceding the 6 June Parish Council Meeting.

27. **To receive Correspondence** – The Clerk drew Councillors' attention to the following - E-mails – St Mary's Church – Estimates, Resident re Derelict Garage Block 10 & 11 Silver Leys,

Babergh half yearly CIL payments to Town & Parish Councils, Cllr Wheals re Builders Rubbish- reported, SCC Highways re SID Posts maximum No 6, 3 e-mails BAPTC, EE Broadband increase by £1.50 per month, County Councillor Jones – Town/Parish visits to SDC -Cllrs Moxey Bamford & Feltwell booked on, SALC Internal Audit (report attached) and two hour Councillor Briefing Dates 12 & 17 June at Claydon £23 plus VAT.

28. Exchange of information by Councillors and matters for consideration at future meetings
– None discussed

29. To Authorise Payments - The following payments were authorised.

101368	Play Safety Inspections	Re-issued cheque	£120.00
101369	Mr P Baldwin	First cut grass – Closed Churchyard	£120.00
101370	Ipswich Citizens Advice	Donation – (S142)	£200.00
101371	Mr D I Chapman	Donation towards Petrol	£100.00
101372	SALC	Subscription 2019/20	£341.61
101373	Vertas	Grounds Maintenance Apr/June	£179.03
101374	Mrs J Scott	Expenses – Annual Parish Meeting	£5.20
101375	Bentley Outdoor Bowls	Donation (S19)	£200.00
101376	Friends of Capel Library	Donation (S137)	£200.00
101377	Tuesday Club	Donation (S137)	£250.00
101378	SARS	Donation (S137)	£100.00
101379	Headway	Donation (S137)	£200.00
	Post Office	Clerk’s Tax Nil	Nil
101380	Mrs J Scott	Salary - April 2019	£488.58
		Minus tax	<u>Nil</u>
			£613.58
		Plus Expenses	<u>£488.58</u>
			<u>£125.00</u>
			£613.58

It was proposed that these be paid en bloc.

Proposed: Cllr N Moxey Seconded: Cllr J Wheals All in favour CU

30. To confirm date of next scheduled meeting – Thursday 6 2019. – 7.30 Preceded by Playing Field Society Meeting at 7pm.

As there was no further business the meeting closed at 9.35 pm.

CHAIRMAN:

DATE: