

# BENTLEY PARISH COUNCIL

## MINUTES OF THE REMOTE PARISH COUNCIL MEETING HELD ON ZOOM - THURSDAY 3 SEPTEMBER 2020 AT 7.00 PM

### Present

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

Also in attendance, County Councillor Gordon Jones, District Councillor D Busby, Tree Warden, and Footpath Warden.

Cllr Bamford welcomed everyone to the meeting - the agenda stated that the meeting is open to the press and public via Zoom by prior request to the Clerk - the Clerk received no notifications.

1. **To record apologies for absence:** - None received
2. **To receive Declaration of Interest relating to Agenda items:** None received
3. **Dispensations – to consider written requests for dispensation of disclosable pecuniary interest in matters relating to Agenda items –** None received
4. **To approve minutes of the Remote Parish Council Meeting held on Thursday 2 July 2020 -**  
The minutes were approved as a true record and will be duly signed.

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

5. **Matters Arising from the minutes: Page 1019 item 65** – Oak tree Link Lane? – Notice re Maritime FC was sent to Bentley Bugle **Page 1020** – Babergh were contacted re damage to tree caused by contractors cutting the verges – photographs were requested and sent – not heard back yet **Page 1022 item 13** – Notice was sent to Bentley Bugle re Speedwatch Co-ordinator **Page 1021 item 8** – AGAR sent to PKF Littlejohn 9 July for external audit – **Page 1022 item 13** advert for Speedwatch Co-ordinator was sent to Bentley Bugle and also put on Bentley Community Facebook Page – Rest covered by agenda items.

## Public Session

**County Councillor G Jones** – had sent his written report for September which had been circulated to Councillors – **APPENDIX 1** in the minute book and on the website. He reported that the latest return to HMCLG is due in tomorrow – the biggest concern is the level of Council Tax and Business Rate collection – Government have indicated they will assist but this is a significant uncertainty. Suffolk 2020 Fund – first three bids have been approved – one is for Quiet Lanes – Fund for electric car charging points - might be of interest to the Village Hall – SCC put in the connection free of charge the Village Hall would receive some income – Village Hall Trustees would have to contact County Councillor Jones asap if they are interested – Clerk will e-mail Trustees to make them aware. ANPR is still progressing with two recent meetings with Police. Since lockdown applications have slowed down re Locality Budget – any applications need to be in and agreed within the next six months. County Councillor Jones was asked if any impact study had been done re closure of Children’s Centres particularly Brett Rivers and Cherry Blossom. The local view is that services had improved. He was also asked about buses – in particular the service to Suffolk One – He was told that Villagers were delighted with the off peak shopper service. SCC have been supporting bus companies which have been struggling due to Covid19 lockdown.

Action: Clerk to e-mail Village Hall Trustees

**District Councillor D Busby** – had sent September Councillors Briefing notes for Town & Parish Councils which had been circulated to Councillors – **APPENDIX 2** in the minute book and on the website. He reported that Babergh & Mid Suffolk are to receive Government funding to install solar carports, Business Innovation Awards - Litter Pick would be helpful to do later in the year – White Paper on Planning - identifying three categories of land – Babergh are putting together a response – Devolution – Babergh Growth Fund - find sites for development – with right kind of houses for villages - smaller houses and bungalows.

Count Councillor Jones told the meeting about a white paper on Local Government due to be released within the next fortnight.

**6. Planning Applications –**

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

**DC/20/02231** Wayside, Capel Road **Permission has been granted**

**DC/17/05497** Land East of Grove Road **Approved conditions**

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

**APPEAL REFERENCE** Holly Oak, Hazel Shrub Outline Planning application (all matters reserved) Erection of 2  
**App/D35905/W/20/3249004 DC/19/05429** No dwellings

**7. Report by Exception – Tree Warden/Footpath Warden/Capel Library/ Bentley Long Barn Tree Warden** – (Connection was very bad) – Nothing to report – **Friend of Capel Library** – Meeting first Thursday in October to hopefully expand the facilities in the library. **Footpath Warden** – Reported that the tree that came down on Don Baker’s land (reported on Facebook) had been dealt with.

**8. To discuss provision of dog bin at Potash Lane** - It was suggested that the bin be situated by the footpath exit. After some discussion it was proposed that landowner and residents in 3 Red Cottages be contacted as a first step.

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

Action: Landowner & residents to be contacted
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**9. Insurance Policy – To renew yearly premium** - The Clerk informed the meeting that the renewal notice had been received from CAS (forwarded to Councillors) – we are in a Long Term Agreement – Parish Protect – until 30 September 2022 - It was proposed that the premium of £364.95 be paid. Footpath Warden asked the Clerk to inform CAS that there would be no firework display this year but a small aerial display will take place with no attendees.

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

<b>Action:</b> Clerk to contact CAS re firework display
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**10. To approve Quarterly Accounts – April-June 2020** Councillors had been issued with a copy of the 3 month Receipts and Payments 2010/201and the accounts had been reviewed by the Finance Working Party – Cllr Cross and Cllr Schumacher who were both happy with the accounts and were aware of the very healthy cash position. The Clerk reported total receipts for 3 months of the year £16,186.63 this figure includes precept £7,250, VAT repayment £2363.31, interest (£3.75 and £4,389.00 from Groundworks re Neighbourhood Plan. Total payments over the 3 months included general admin £2089.90 which includes Clerks salary/expenses, hall hire, grants under the power of S137 £600, S142 (citizens Advice) £250 – grass cutting/leaf clearance –closed churchyard £260 and grounds maintenance £149.19 - unplanned expenditure for Trees in closed churchyards £400.00 - otherwise payments are within the budget. There was one uncleared cheque £100.00 for Headway. Current Account total 20,563.29 – Family Fun Day Tracker Account £4,277.09 which includes firework accounts and Parish Council Tracker account £9696.71. It was proposed that the accounts be accepted.

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

11. **Arboriculturist to be contacted re Walnut Tree (Playing Field) & Tree Grove Road –**  
Councillors agreed that the Walnut tree on the Playing Field and the Horse Chestnut on the triangle of Grove Road needed to be tidied up and the Clerk was asked to get three quotes for this work. Tree Warden to be contacted regarding the work required.

**Action:** Obtain three quotes

12. **To discuss Website Accessibility -** Cllr Munday had attended a Website Accessibility Webinar and reported that she had totally restructured the website before One Suffolk did the Accessibility Audit, Scan and Fix (Cost £144.00 which is included in Clerk's Expenses as they do not take cheques). We have a good relationship with One Suffolk who have been through the website and made a few points about making an Accessibility Statement which is now on the website – we are as accessible as we can be and pdf documents are allowed for in our Accessibility Statement. Cllr Munday was thanked by the Chairman.

13. **To ratify Councillor Training – Cllr Munday Website Accessibility & Cllr Moxey Planning**  
- It was proposed that cost of £25 for Councillor Munday & £120 for Councillor Moxey's training be ratified.

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

14. **To ratify cheques paid in August – (ICO £40, Cllr Spicer £100.22, Action Play & Leisure £540, SALC £30, Vertas £179.03, P Baldwin £130, HMRC £6.8-0 & Clerk £539.47) –** It was proposed that these payments be ratified.

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

15. **Village Historian -** The meeting was told that Mr Tombs who had been doing the work of Village Historian since 2004 had retired and the post has been taken over by Cllr N Moxey. It was proposed that a letter of thanks be sent to Mr Tombs and a notice be put in the Bentley Bugle informing Residents of the change.

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

**Action:** Letter of thanks to Mr Tombs – Notice in Bentley Bugle (check with R Owen)

16. **Speedwatch – Update** – The meeting was informed that a resident is interested in taking on the role of Speedwatch Co-ordinator. – Stutton now have their own speed gun as they have come down in price and do not need calibrating - Clerk to contact Stutton Clerk for details.

**Action:** Contact Stutton Clerk re speed gun

17. **Traffic Calming – Update on SID Poles –** The Clerk had heard from SCC they are very behind with this and will contact us as soon as they can.

18. **Quiet Lanes –Update** As already mentioned above County Councillor Jones confirmed that the Quiet Lanes Suffolk project bid has been successful. Cllr Munday had sent Councillors a copy of the leaflet to be sent residents and business in the village. This is a County wide project – Bentley, Glemsford & Snape are to trial a 'self help' model which other villages can follow. The project will run for a year. Roads identified as being suitable are Bentley Hall Road, Church Road, Grove Road, Hazel Shrub & Bergholt Road (to East End in partnership with East Bergholt PC – Cllr Munday will liaise with East Bergholt on this) – only single track roads. Cost of leaflet printing is £50 – any comments to be directed to the Clerk. A public meeting via Zoom will be held at a future date. It was proposed that the £50 printing cost be paid by the Parish Council.

Proposed Cllr D Schumacher      Seconded Cllr P Cross      All in favour      CU

**Action:** Notice to be sent to residents and put in Bentley Bugle

The signs cost in the region of £500 and it would be nice if the Parish Council offered to pay for one of the signs – to be discussed at a later date.

19. **Neighbourhood Plan – Decision to Consult -** Councillor Moxey reported on the Neighbourhood Plan and it was proposed that the Parish Council approve the Draft Plan for formal public consultation in accordance with the Neighbourhood Plan Regulations for a minimum of six weeks and that any further factual, typographic or grammatical errors to the Draft Plan can be made without reference back to the Parish Council.

Proposed Cllr D Schumacher                      Seconded Cllr P Cross      All in favour      CU

It was also proposed that £50 printing costs be paid by the Parish Council.

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

Cllr Bamford thanked Councillor Moxey.

20. **Affordable Housing -** Nothing to report.
21. **Playing Field Society** – Firework Display will not take place this year but £500 of rockets will be set off on 5 November (with no attendees) – if the weather is inclement it could be 6 or 7th – Clerk to inform Insurers. Maritime FC – successful commencement of the season - things seem to be going well – now offering training for 8-9 year olds with a view to starting a second team to run alongside the existing one to provide an opportunity for local children and also a pathway for the pupils at the school – there would be no additional use of the field and would be within the agreement for the Village Field. Parish Field Enhancement was discussed with suggested outdoor table tennis table and basketball hoop for older children – village will be surveyed as to what their priorities would be. Paint has been ordered for the container which will be painted shortly. Next Remote meeting 1 October preceding the Parish Council Meeting.
22. **To receive Correspondence** – The Clerk drew Councillors’ attention to the following – **July sent to Cllrs 6 August with Cheque List-** 9 x e-mails from residents re use of Village Playing Field by Maritime FC – 3 from Suffolk County Council re Road up outside Old Post Office 1 x Headway thanks for donation – 3 re Speedwatch Co-ordinator – 2 x SALC Training Webinars – Cllr Munday & Moxey booked onto Website & Planning .& 1 Hastoe re Proposed Rural Exception Site. **August** – E-mails CAS Computer Accessibility Scan & Fix – Speedwatch Co-ordinator – Babergh Consultation draft housing land supply statements – SCC Suffolk Minerals & Waste Local Plan Tree Warden 2 x re Suffolk Minerals & Waste latest document – Maritime FC x 2 re football training for 8-9 year olds – SALC New Pay rates 2020/21 (Agenda item October Meeting) – CAS Insurance Renewal – Letter from Babergh District Council re Licencing Act.
23. **Exchange of information by Councillors and matters for consideration at future Meetings** - Cllr Bamford to write to Mr Gunby Development Manager re Suffolk Minerals & Waste Local Plan re time scale, priorities and mitigation.

24. **To Authorise Payments** - The following payments were authorised

101473	Peter Baldwin	Grass cut Closed Churchyard		£130.00
101474	HMRC	Clerk’s Tax		£6.80
101475	Mrs J Scott	Salary August	£505.70	
		Minus tax	<u>£6.80</u>	£688.97
	NB: Expenses include BACS payment (£144) to CAS re website accessibility scan & fix		£498.90	
		Plus Expenses	<u>£190.07</u>	
			<u>£688.97</u>	
101476	Community Action Suffolk	Insurance Renewal		£364.95

It was proposed that these be paid en bloc.

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

25. **To confirm date of next scheduled meeting** – Parish Council Meeting Thursday 1 October 2020 @ 7.00 - To be preceded by a Playing Field Society Meeting @ 6.30pm.

There being no further business the meeting closed at 8.51 pm.

CHAIRMAN:

DATE:

DRAFT