

## BEYTON PARISH COUNCIL

### Minutes of the Virtual Parish Council Meeting held on Monday 23 November 2020

Present: Cllrs G Jones (Chair), A Alderton, J Clark, A Newberry and M Orsler (by telephone)

In attendance: Co Cllr P Otton, Dist Cllrs H Richardson and W Turner

20/051	<b>APOLOGIES NOTED:</b> P Lamb (Clerk) due to lack of Zoom connection  In the absence of a Clerk Cllr Alderton agreed to take minutes of the meeting.	
20/052	<b>DECLARATIONS OF INTEREST:</b> None	
20/053	<b>COUNTY COUNCILLOR'S REPORT:</b>  Cllr Otton's report had been circulated and is on website. Cllr Otton ran through the main points of her report, which included the County Council decision to reject a motion on a 20mph speed limit in residential areas. She advised that it could still be possible for the village to apply a 20mph speed limit around the school which might be extended further on application.	
20/054	<b>DISTRICT COUNCILLOR'S REPORT:</b>  The reports of Dist Cllrs H Richardson and W Turner are on the website. The PC discussed the extraordinary meeting of Mid-Suffolk DC on 11 November to put the Joint Local Plan (JLP) forward for consultation. The PC expressed its disappointment at the lack of consultation with Beyton on its proposals in the Neighbourhood Plan and in particular the inclusion of sites in Beyton in the JLP which were not supported by the Beyton NP and the failure to include sites which were felt to be suitable for affordable housing.	
20/055	<b>PUBLIC FORUM:</b>  A member of the public had submitted the following question to the PC by Email:  <i>I am concerned that the Parish Council saw fit to spend £208.20 for refreshments, presumably at a public house, on 24 October 2020 in connection with the litter pick. Are you sure this is the right way to use public funds at any time let alone during a pandemic?</i>  This was discussed and the PC noted that this was higher than previous occasions as the provision of a buffet style platter of light refreshments was not permitted under Covid regulations, increasing the cost from around £6 per head to £10 per head for a sit-down meal. The PC agreed that the provision of light refreshments was an appropriate thank you for those who had participated in the litter pick, that 2020 was an exceptional year, with the previous litter pick having been cancelled due to the first lockdown but that it should be more modest in future and that those providing the meals	

	<p>should be advised of the Council's limited budget and provide a service within that limit.</p> <p>A member of the public had mentioned to the Chair that the village sign for Beyton looked a bit tired and in need of a clean. It was agreed that this would be checked and reported back to the next meeting of the Council.</p>	
20/056	<b>APPROVAL OF MINUTES:</b> The minutes of the meeting held on 5 October 2020 were approved.	
20/057	<b>MATTERS ARISING: ISSUES NOT COVERED BY THE AGENDA:</b> Cllr Orsler reported on a local matter relating to education. Cllr Jones advised that he had followed this up and was assured that the relevant authorities were dealing with the issue and that the PC need not get involved.	
20/058	<p><b>FINANCE:</b></p> <p>Bank balances as at 30 September were confirmed as follows:</p> <p>Community : £38,419.59</p> <p>Deposit £100.56</p> <p>Total £38,520.15</p> <p>Transactions since the previous meeting had included the 2<sup>nd</sup> half of the precept at £8,311 on 29 September 2020.</p> <p>Cllr Alderton advised that she had not seen the bank reconciliation for September and requested that the Clerk provided her with three bank reconciliations (September, October and November) for her to report to the January 2021 meeting.</p> <p><b>Finance Report for October 2020</b></p> <p>This had been circulated to members. It was noted that the PC was in a good financial position and was within its budget for the year to date.</p> <p>Cllr Jones considered that there should be no increase in the precept for 2021/22 and requested that the 2021/22 Budget be drafted for discussion for the next PC meeting in January.</p> <p><b>CIL Income and its Possible Allocation</b></p> <p>The PC noted that the financial position of the PC had been improved by an allocation of £7,258 that had not been included in the budget. Cllr Alderton requested that the PC be advised on the categories of expenditure that were covered by CIL monies in order to ensure that the money was spent correctly and not inadvertently allocated to categories of expenditure that were not allowed. This would be requested from the Parish Clerk for the next meeting, with confirmation of when the money needed to be spent by.</p> <p><b>Corrective Action from the 2019/20 Internal Audit</b></p> <p>Cllr Alderton reported on the 2019/20 Internal Audit report and advised that the PC had prepared a detailed action plan to address its findings and recommendations. The report had six substantive recommendations to which the PC had identified seven actions. Three of the actions had been</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>completed already and two further actions would be addressed at the current meeting, which was the Finance Report on the PC's year to date performance against its budget and the review of the effectiveness of the internal audit. The remaining two would be completed during the preparation of next year's accounts, and Cllr Alderton requested that the Parish Clerk ensured that the action plan was presented at the March 2021 meeting of the PC so that it did not lose sight of what it was required to do. Cllr Alderton advised on the review of the effectiveness of the internal audit, that it was a thorough and detailed report which met the required standards and that the PC accepted their recommendations in full. The PC noted the audit report and action plan and requested that the action plan be sent to the external auditor.</p> <p><b>Payments</b></p> <p>The PC approved the following payments:</p> <p>Mr G Jones: Lunch with Mr A de Solano – AECOM 30.09.20 £53.45</p> <p>Mr G Jones: Refreshments re Beyton Litter Pick 24.10.20 £208.20</p> <p>Parish Clerk: Reimbursement re MS Mailboxes 2.11.19- 1.11.20 £54.72</p> <p>Community Heartbeat Trust: 2 Adult Pads View for Defibrillator £104.40</p> <p>T C Forestry re Footpath and Grass cutting at Beyton £1,142</p>	Clerk
20/059	<p><b>ADMINISTRATION</b></p> <p><u>Review and Sign Risk Assessment (including Internal Control) and Register of Assets</u></p> <p>Cllr Jones advised that he had thought this had been agreed at the previous meeting. Cllr Alderton advised that this was not recorded in the minutes and it was agreed to confirm the position with the Parish Clerk at the next meeting and, if necessary confirm it again for the minutes.</p> <p><u>Current PC Vacancy</u></p> <p>Cllr Jones confirmed that he was putting out a call for expressions of interest in the next issue of the BVN.</p> <p><u>Village Green Lease</u>: No further update</p> <p><u>PC Meeting Dates</u>:</p> <p>These were to be circulated to the members and reported in the BVN.</p>	<p>Clerk</p> <p>Cllr Jones</p>
20/060	<p><b>HIGHWAYS</b></p> <p>Discussions continued with the Highways Agency and related parties over the flooding at Thurston Road, Quaker Lane and Drinkstone Road.</p>	
20/061	<p><b>PLANNING</b></p> <p>The decision notice DC/20/03678: Fieldgate, Church Road was noted.</p> <p>Cllr Newberry gave a brief update on the Housing Needs Survey (HNS). Cllr Jones advised that the vote on the Neighbourhood Plan was important as</p>	

	the proposal regarding smaller housing and more affordable housing would address the issues raised in the HNS.	
20/062	<p><b>COMMUNITY</b></p> <p>Following the October litter pick, the following was noted:</p> <ul style="list-style-type: none"> <li>• Broken glass in the bus shelter. The Parish Clerk had been asked to check where the responsibility for this stood. Update to be provided at the next meeting</li> <li>• Beyton Village sign on Tostock Road was broken. The Parish Clerk had been asked to look into this too. Update to be provided at the next meeting.</li> <li>• Rubbish deposited in a pond opposite Vulcan's cave on Quaker Lane, with further rubbish deposited after the date of the litter pick, thought to be from the previous householders. Cllr Jones agreed to raise the issue with the new householders. The PC noted that this was a flood collection point and that it was important it be kept clear to protect Quaker Lane from flooding.</li> </ul> <p><u>BVN</u>: Cllr Jones reported that he had submitted his report to the next issue of the BVN.</p> <p><u>Playground Safety Training</u>: SALC email was noted but the PC agreed it would continue with current arrangements.</p>	
20/063	<p><b>DATE OF THE NEXT MEETING</b></p> <p>Monday 4 January 2021 at 7:30pm (Venue or Virtual – to be confirmed)</p>	

Signed: Graham Jones 20 January 2021