

BEYTON PARISH COUNCIL

Chairman: Councillor Graham Jones

Clerk: Tina Newell

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07767 163706

Minutes of the Parish Council meeting held on Tuesday 15 June 2021 in Rougham Sports Hall

Councillors Present: Graham Jones (Chairman) (GJ), Ann Alderton (Vice Chairman) (AA), John Clarke (JC), and Peggy Orsler (PO).

Others in attendance: Wendy Turner (District Councillor) (WT), Penny Otton (County Councillor) (CC PO), Tina Newell (Clerk) (TN) and four members of the public.

- 150621/01 **Apologies for absence:** Cllr Newbury and District Councillor Richardson sent apologies.
- 150621/02 All Cllrs accepted the apologies for absence from Cllr Newbury.
- 150621/03 **To receive applications to fill the two casual vacancies, noting no election has been called, and consider co-opting two new members to the position of Beyton Parish Councillor:** Cllrs received two applications to fill two casual vacancies for the post of Beyton Parish Councillor prior to the meeting.
- 150620/04 Cllrs voted on the first vacancy for Parish Councillor. Cllr AA proposed to co-opt Jamie Meiklejohn, seconded by Cllr PO. With all Cllrs in favour Jamie Meiklejohn was co-opted on to Beyton Parish Council as a Parish Councillor.
- 150621/05 Mr Meiklejohn signed the declaration of acceptance to office and joined the meeting as a Councillor (JM).
- 150621/06 Councillors voted on the second vacancy for the post of Parish Councillor. Cllr JC proposed to co-opt Helena Harris, seconded by Cllr PO with all in favour Helena Harris was co-opted on to Beyton Parish Council as a Parish Councillor.
- 150621/07 The Declaration of Acceptance to Office was signed and Helena Harris joined the meeting as a Councillor (HH).

- 150621/08 The Clerk will send a link to both new Cllrs to complete a Register of Interest; both new Cllrs understood this must be completed within 28 days of taking office.
- 150621/09 **Declarations of Interest and Dispensation considerations:** Members were reminded of *their* responsibility to declare any interest in respect of any matter contained or brought up in this meeting in accordance with the Councils Code of Conduct. No declarations of interest were received and no dispensations were requested.
- 150621/10 **Minutes of previous meeting:** All Cllrs confirmed receipt of the draft minutes for the meeting held on May 4, 2021 prior to the meeting. All Councillors agreed to accept these as a true record of the decisions made at the meeting and Cllr GJ, as Chairman, signed the minutes (references 040521/01 to 040521/53 inclusive).
- Public Forum:**
- 150621/11 The Chairman invited a representative from Manor Oak Homes (MOH) to the meeting noting there has been communication sent to all residents on a proposed development on Bury Road for which MOH represent.
- 150621/12 The Clerk confirmed, as official officer of the council, the Parish Council had not received a copy of the plans. All Cllrs were made aware that this is not a formal planning application and therefore no views can be expressed by the Parish Council.
- 150621/13 MOH confirmed the application will be submitted in outline only and will be for 14 dwellings, with 35% (5) to be affordable homes. Assurance was given that the dwellings will be built tenure blind and there are no plans for access to land beyond the proposed site. Confirmation was given that this site is the only site MOH will consider in the village.
- 150621/14 MOH thanked the Council for their time and left the meeting.
- 150621/15 Cllrs confirmed receipt of County CC P O report prior to the meeting. CC PO confirmed the change in cabinet members drawing attention to Cllr West being the member for Ipswich, Operational Highways and Flooding.

150621/16 Cllr GJ thanked CC PO for her involvement with work to clear the flooding on Thurston Road and the junction of Church Road/ Quaker Lane/ Cangles Lane, confirming the Parish Council are happy with all the work that has been completed. All that remains is for Highways England to clear the culvert under the A14 and for SCC to confirm they will assume responsibility for the ditch along Thurston Road at the north end of Beyton. Suffolk Highways are keen to work with 'the team', including Jo Churchill, CC PO and the Parish Council, on further issues. Priority for the village being Drinkstone Road, SCC Highways would like to take on this work, however, it is not a priority for them. Beyton PC wants to resolve flooding here and GJ, JC and MJ were given the task to find a way before the coming winter – even if this means BPC has to pay.

150621/17 Cllr Turner presented her report confirming whilst some potholes have been filled there are still a number waiting to be filled.

Planning:

150621/18 Councillors considered the following planning application: DC/21/03165 Erection of single storey rear extension to host dwelling. Balmedie House, 2 Bear Meadow, Beyton IP30 9HS. Cllrs noted previous planning applications have been granted within the curtilage (DC/19/03667 and DC/19/03669). After consideration all Cllr's resolved to **SUPPORT** this application on the condition that if this application is minded for approval the previous two applications granted, DC/19/03667 and DC/19/03669, are relinquished by entering into a planning obligation for the new planning permission to covenant not to proceed with the implemented development if the new planning permission is granted.

150621/19 All Cllr's noted the following determination by MSDC:

DC/21/01082 Little Court, The Green

MSDC: **Granted**

BPC: Supported

150621/20 All Cllrs noted the outstanding CIL liability relating to DC/19/00782 Land adjacent Guerdon Cottage, Drinkstone Road, Beyton had been referred to MSDC legal team.

Finance: (all supporting papers appended):

- 150621/21 All Cllrs confirmed receipt of the finance report for the period ended 31 May 2021 prior to the meeting. Cllr AA as a non-signatory confirmed the bank reconciliations as presented agreed to the bank statements showing cash available of £34,101.47 in the community account and £100.56 in the premium account.
- 150621/22 All Cllrs agreed to accept the budget to actual report as presenting fairly the receipts and payments for the period ended 31 May 2021.
- 150621/23 Cllrs noted there was no income to report since the last meeting.
- 150621/24 After consideration all Cllrs resolved to approve the following gross payments and agreed to make payment by cheque confirming a full schedule, supported by invoices and receipts had been received prior to the meeting.

	Payee	Details	£
150621/25	Tina Newell	Salary and reimbursements	1,304.69
150621/26	HMRC	Clerk's PAYE and NIC	76.40
150621/27	A C Rollett	Maintenance	110.00
150621/28	Graham Jones	Reimbursement of payments made	216.24
150621/29	Sportsnet	Netball equipment	688.00
150621/30	Suffolk iCloud	Hosting website	110.00
150621/31	ICO	Data Protection	40.00

- 150621/32 Cllrs agreed to pay T C Forestry & Fencing invoice number 297, received after the agenda had been distributed, noting agreement had been made for the work previously (minute reference 040521/40)
- 150621/33 Cllrs noted GJ, JC and AN are on the current bank mandate with approval to sign cheques. After consideration it was resolved to add Cllr HH to the mandate.
- 150621/34 After discussion all Cllrs resolved to amend the bank mandate to add access and authorisation to internet banking for Cllrs GJ, JC, AN and HH.
- 150621/35 Cllrs resolved to add the Clerk to the bank mandate allowing administration access only to internet banking.

- 150621/36 All Cllrs agreed for bank statements and correspondence from Barclays be sent to the Clerks address.
- 150621/37 All Cllrs confirmed receipt of an insurance renewal report prior to the meeting. After much consideration all Cllrs agreed the asset register with the inclusion of the bridge on the village green at a value of £4k giving a total value of assets of £93,972. Cllr AA proposed to instruct Community Action Suffolk as the broker with Military Mutual as the insurer, with an indemnity limit up to £100k for all risks and £50k for fidelity cover, at a cost of £401.25 per year. Seconded by GJ with all in favour it was agreed to instruct CAS.
- 150621/38 The Clerk confirmed the Insurance is held by the Parish Council which is a body corporate in name and a separate legal entity to its Councillors.
- 150621/39 Cllrs noted a formal grant offer and funds had been received prior to the meeting for the Neighbourhood Plan to the value of £1.2k. As this was the third offer with the same terms and conditions as all previous offers all Cllrs agreed to the retrospective consent.

Governance:

- 150621/40 All Cllrs resolved to re-adopt of the Councils Code of Conduct, After consideration it was resolved to set up the following working parties noting these are short term projects and will have an agreed end date:
- 150621/41 Flooding: Cllrs GJ. JC and JM.
- 150621/42 Playing field working party: Cllr HH and GJ
- 150621/43 Risk Assessments: HH and the Clerk
- 150621/44 It was agreed Cllr JM would contact the Beyton Village Association to ask if they have plans to celebrate The Queens Jubilee.
- 150621/45 All Cllrs confirmed receipt of the email report issued with the agenda. After a brief discussion all Cllrs resolved to official Parish Council email addresses and agreed to accept the Clerk's recommendation to use Freethought with a Beyton.gov.uk domain at an annual cost of £60.00 plus a further £60.00 per year for 10gb storage paid once every two years.

- 150621/46 Cllrs appreciated live streaming /broadcasting meetings would allow members of the public to view meetings however all Cllrs agreed to defer the decision until such time as a meeting venue with internet connectivity is available.
- 150621/47 Cllr GJ confirmed the Clerk has access to amend and add data to the Parish Council page on the website. All Cllrs were made aware that as the website is paid for by the Parish Council the website needs to be compliant with the Web Content Accessibility Guidance (WCAG 2.1); the Clerk will check this monthly for compliance.
- 150621/48 After receiving advice from the Parishioner responsible for the upkeep and maintenance of the defibrillator all Cllrs resolved not to register the defibrillator on 'Circuit' noting the current reporting tool 'Webnos' connects with East Anglian Ambulance Service.
- 150621/49 All Cllrs present noted Mid Suffolk District Council formally adopted the Drinkstone Neighbourhood Plan on 19 May 2021 and agreed to send a note congratulating Drinkstone Parish on their achievement.
- Village Green:**
- 150621/50 Cllr JM proposed to defer reviewing the grass cutting schedule to the next meeting to allow him time to speak with members of the Beyton Environmental Group (BEG) for advice and support.
- 150621/51 Cllr GJ has contacted the land agents regarding the lease on the village green and is waiting for them to call him.
- 150621/52 Cllr GJ has received pledges of private financial donations to allow the purchase of three new goslings to join the current flock of geese at The Green. All Cllrs agreed the new additions would improve the gene pool of the current geese. After discussion it was agreed for three new goslings to join the flock with no financial cost to the Parish Council other than the ongoing cost for their upkeep.
- 150621/53 Cllr JM agreed to liaise with BEG regarding the invitation for free trees and hedges from MSDC.

- 150621/54 All Cllrs agreed to defer the decision on appointing an annual play inspection contractor to the next meeting noting Cllr HH and the Clerk will review last year's annual inspection before the next meeting.
- 150621/55 **Automatic Number Plate Recognition:** All Cllrs noted the application form to take part in the ANPR trial has been completed and sent by the Speed Watch co-ordinator.
- 150621/56 **Beyton Village News:** All Cllrs agreed for Cllr GJ to contact the editor and agreed to delegate authority to Cllr GJ to instruct the printing of a quarterly newsletter if there was sufficient content.
- 150621/57 **Any other matters for information, to be noted, or for inclusion on a future agenda:** risk assessments, outstanding CIL, grass cutting schedule, annual play inspection
- 150621/58 **To note the date and venue for the next meeting:** All Cllrs noted the next meeting will be held on Tuesday 13 July 2021. With current guidelines still looking to be in place it was agreed to book Rougham Sports hall.
- 150621/59 **To resolve to temporarily exclude members of the press and public under the Public Bodies Admission to Meetings Act 1960 due to the confidential nature of the business to be discussed:** All Cllrs agreed to close the meeting to members of the press and public present.
- 150621/60 All members of the public left the meeting.
- 150621/61 It was agreed to seek further advice and support from the Suffolk Association of Local Councils (SALC) regarding retrieving historical paperwork from the previous Clerk.
- 150621/62 **GJ closed the meeting at 10pm.**