

BEYTON PARISH COUNCIL

Chairman: Graham Jones
Clerk: Tina Newell
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Minutes of the Parish Council Meeting held on Tuesday 4 May 2021 held remotely via Zoom

Councillors Present by video: Graham Jones (Chairman) (GJ), Ann Alderton (AA), Adele Newberry (AN) and Peggy Orsler (PO).

In Attendance by video: Tina Newell (Locum Parish Council Clerk) (TN)

- 040521/01 Cllr AA proposed that GJ be elected as Chairman of Beyton Parish Council for the year 2021/22. Cllr AN seconded the proposal with all Cllrs in favour GJ accepted the vote to be Chairman of Beyton Parish Council for the year 2021/22.
- 040521/02 Cllr GJ signed the declaration of acceptance to office.
- 040521/03 Cllr GJ proposed AA be elected to the position of Vice Chairman of Beyton Parish Council for the year 2021/22 with PO seconding the proposal and all in agreement AA signed the declaration of acceptance to office.
- 040521/04 Councillors noted no applications for the one current vacancy for post of Parish Councillor had been received. It was agreed for the Clerk to contact both residents who had expressed an interest after the last meeting confirming if no election has been called before 17 May 2021 both posts would become vacant and available to be filled by co-option at the next meeting.
- 040521/05 **Apologies for absence:** Cllr John Clarke (JC) offered apologies due to a prior engagement.
- 040521/06 All Cllrs accepted JC apology for absence.
- 040521/07 **Declarations of Interest and Dispensations considered:** None received
- 040521/08 All Cllrs confirmed receipt of the draft minutes for the meeting held on 27 April 2021 prior to the meeting and agreed to accept these as a true record of the decisions made at the meeting. All Cllrs agreed these minutes would be signed electronically (minute ref 270421/01 to 270421/35 inclusive)
- 040521/09 **Public Forum:** No members of the public were present.
- 040521/10 **Planning:** Councillors noted there were no planning applications to consider.
- Finance:**

040521/11 All Cllrs confirmed receipt of the finance report for the period ended 30 April 2021 prior to the meeting. AA confirmed the bank reconciliations for both accounts, as presented, agreed to the bank statements as at 30 April 2021 with a total balance of £35,593.08 with a forecast balance of available cash at £33,963.47.

040521/12 Cllrs received the budget to actual report for period ended 30 April 2021. With no questions all Cllrs resolved to accept the report confirming this presents fairly the payments and receipts for the period ended 30 April 2021.
Councillors noted the following income since the last meeting

	Date	Details	£
040521/13	12 04 21	Precept	8,311.00
040521/14	19 04 21	Grant	119.00

All Councillors resolved to approve the following gross payments to be made by cheque confirming a full schedule, supported by invoices and receipts, had been received prior to the meeting.

	Payee	Details	£
040521/15	Tina Newell	Salary and re-imbursements	466.27
040521/16	SALC	2021/22 Annual Subscription	340.35
040521/17	Groundwork UK	Neighbourhood Plan refund of unspent grant money	842.99

040521/18 Cllrs noted no payslip was available for Tina Newell and noted the total GROSS payment to the Clerk included tax and NIC; these figures once calculated will be deducted from the Clerks pay and paid to HMRC; the total for the Clerks salary including Pay As You Earn (PAYE) and NIC for the period ended 30 04 2021 would be £446.27

040521/19 Cllrs noted an Infrastructure Officer at MSDC is chasing the outstanding CIL liability of £12, 170.06 from April 2019 (planning application DC/19/00782 Land Adjacent Guerdon Cottage, Drinkstone Road, Beyton) and the applicant has been given seven days to respond. If no response is received MSDC legal team will become involved.

Governance:

040521/20 All Cllrs agreed to defer appointing working parties until all seven seats in the Parish Council are filled.

040521/21 Cllrs reviewed the Standing Orders and resolved to accept them with no amendments.

- 040521/22 All Cllrs reviewed the Financial Regulations and resolved to accept the revision to footnote 3 Regulation 11.1c on page 15 as issued by Derek Kemp, National Association of Local Councils (NALC's) Accounts and Audit advisor: a) for public supply and public service contracts 209,000 Euros (£189,330) b) for public works contracts 5,225,000 Euros (£4,733,252).
- 040521/23 Representations on external bodies: It was agreed to appoint Cllr PO to the Beyton and Hissett Village Hall, Cllr's GJ and JC to Thurston Community College and Cllr GJ to Beyton Environmental Group as Parish Council Representatives for the year 2021/22.
- 040521/24 All Cllrs confirmed receipt of the asset register and delegated authority to AN and the Clerk to review the assets as scheduled on the register and to confirm adequate insurance cover is in place. It was agreed for the review to be brought to the next meeting for all Cllrs to consider.
- 040521/25 All Cllrs agreed to continue with the following annual subscriptions: Suffolk Association of Local Councils (SALC), Community Action Suffolk (at no cost) (CAS) and for the permanent Clerk to become a member to the Society of Local Council Clerks (SLCC) with an annual fee to be confirmed.
All Cllrs confirmed receipt of the following draft policies and procedures and resolved to adopt them with no amendments:
- 040521/26 Accessibility Statement
- 040521/27 Complaints Procedure
- 040521/28 Data Protection Policy
- 040521/29 Disciplinary Procedure
- 040521/30 Document Retention Policy
- 040521/31 Equality Policy
- 040521/32 Freedom of Information Policy and Procedure
- 040521/33 General Contact Privacy Statement
- 040521/34 Guide to Publication Scheme
- 040521/35 Lawful Basis for Processing Data
- 040521/36 Media Policy
- 040521/37 Subject Access Request Procedure
- Village Green:**
- 040521/38 Cllr GJ confirmed there was no update on the lease of the Village Green and agreed to make contact with the land agents before the next meeting. It was resolved the Clerk would look at grants available for outdoor sport equipment.
- 040521/39 As no quotation was available for replacing glass in the bus shelter it was resolved to defer this item to the next meeting

- 040521/40 All Cllrs confirmed receipt of a quotation to maintain land under the management of the Parish Council and resolved to accept the quotation from T C Forestry & Fencing for a period of one year. All Cllrs were in favour of seeking three quotes for the 2022/23 season later this year.
- Road Safety:**
- 040521/41 Cllrs received notification the Clerk had reported a broken road sign on entrance to the village from Tostock to Suffolk County Council (SCC) who replied saying the sign was in place. Clerk has since reported it as having a broken, and therefore dangerous frame and is awaiting a reply.
- 040521/42 GJ updated all present on the flooding on Thurston Road confirming the only remaining work is it to clear the underpass to the A14 which is the responsibility of Highways England. It is key now to secure the agreement with Suffolk County Council to take responsibility for this area. Cangles Lane with the junction of Quaker Lane and Church Road work commenced today. Work is required on Drinkstone Road and should be planned for this Summer/Autumn. It was resolved for JC and GJ to look into recommendations for what can be done and bring a report to the next meeting. The flooding issues on Tostock Road may be included in works being carried out at the Old Nursery site. The Bury Road pathway has been reported to Suffolk County Council.
- 040521/43 It was resolved for the Clerk to speak with the Community Speedwatch team to understand what is required from the Parish Council to support the Automatic Number Plate Recognition (ANPR).
- Neighbourhood Plan (NP):**
- 040521/44 Cllrs heard that the consultation period has closed and the plan is with Mid Suffolk District Council who have asked for an environmental report. GJ will speak with the NP group to understand what the environmental assessment will include and if the Parish Council could use the data to understand what needs to be done throughout Beyton to improve flooding.
- 040521/45 **Beyton Village News:** If enough content is received it is hoped a copy will be produced in June for publication.
- 040521/46 **Any other business for information to be noted or for inclusion in a future agenda:** GJ informed all present that the village clean-up day was a success with 22 people attending.
- 040521/47 **To consider and agree dates for future meetings:** After consideration all Cllrs noted virtual meetings will no longer be lawful after 6 May 2021, and no face-to-face meetings are allowed until phase three of the Roadmap to Recovery are lifted which is currently planned for 17th May 2021. The rule of six will not apply to Council meetings as they will be 'permitted organised gatherings' under the latest Government regulations; however, the organiser will have to complete a risk assessment and comply with Government guidance for the type of building in which the meetings are held. All Cllrs therefore resolved to

- schedule future meetings for: 15 June, 13 July, 14 September, 12 October, 9 November, 11 January 2022, 15 February, 15 March, 12 April and 10 May.
- 040521/48 All Cllrs noted public attendance by remote means has been encouraged by the Ministry of Housing, Communities and Local Government (MHCLG) and agreed to continue subscribing to Zoom as a way of allowing public attendance at meetings remotely.
- 040521/49 **To resolve to exclude temporarily the Public and Press under the Public Bodies Admission to Meetings Act 1960 due to the confidential nature of the business to be discussed:** As there were no members of the public present a resolution was not required.
- 040521/50 **Staffing Matters:** All Cllrs approved a letter to be sent to the outgoing Clerk requesting all Parish Council owned assets and paperwork be returned.
- 040521/51 GJ and AA confirmed they had undertaken a fair review of the applicants for the position of permanent Parish Clerk and Responsible Financial Officer; with all Cllrs in agreement the position will be offered to Tina Newell. A formal offer letter with terms and conditions will be sent after GJ has sought advice from SALC.
- 040521/52 All Cllrs agreed a computer should be purchased for use by the Clerk for Parish Council work and agreed it was important the Clerk should purchase one of choice to enable the work to be carried out efficiently. All Cllrs agreed to delegate authority to the Clerk to purchase a laptop computer of choice with a budget no greater than £938.00.
- 040521/53 The Chairman closed the meeting at 10.07pm.