


## BEYTON PARISH COUNCIL

**Chairman:** Councillor Graham Jones

Clerk: Tina Newell

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Minutes of the Parish Council meeting held on Tuesday 14 September 2021  
In The Vestry of All Saints Church, Beyton

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

**Others in attendance:** Tina Newell (Clerk) (TN) and five members of the public.

140921/01     **Apologies for absence:** Councillors noted apologies from Councillor's Adele Newberry (AN) and Helena Harris (HH) both due to illness.

140921/02     All Councillors accepted the apologies for absence from Councillors Newbury and Harris.

140921/03     Councillors noted apologies from District Councillors Richardson and Turner and County Councillor Otton.

140921/04     **Declarations of Interest and Dispensation considerations:** No declarations of interest were received and no dispensations were requested.

140921/05     **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes for the meeting held on 13 July 2021 prior to the meeting. All members accepted a change of date on minute reference 130721/43 to 20 July 2021. With this amendment all Councillors agreed to accept the minutes and Councillor GJ, as Chairman, signed the minutes (references 140721/01 to 140721/49 inclusive).

**Public Forum:**

140921/06     All Councillors confirmed receipt of District Councillors Richardson and Turner's reports with no questions.

140921/07     All Councillors confirmed receipt of County Councillor Otton's September report with no questions.

Signed: Graham Jones

Date: 12 October 2021

140921/08 A member of the public asked for a breakdown of the website costs. The Clerk confirmed the total included £76.00 for IT repairs/maintenance and informed all present the website cost remains at £110.00.

140921/09 The same member of the public asked who the editor of the Beyton Village News is and when the three new geese will be released.

**Planning:**

140921/10 DC/21/02762 Householder application - forming of bathroom within first floor and fireplace for the wood burner at ground floor and external alterations to outbuilding including 3 no roof lights and new doors.

Location: Bridge House, The Green, Beyton IP30 9AJ

After consideration all Councillors agreed the work as proposed would not adversely impact the building neither its façade and therefore resolved to **SUPPORT** this application.

140921/11 DC/21/04763 Application for listed building consent – forming of bathroom within first floor and fireplace for the wood burner at ground floor and external alterations to outbuilding including 3 no roof lights and new doors.

Location: Bridge House, The Green, Beyton IP30 9AJ.

After consideration all Councillors agreed the work as proposed would not adversely impact the building neither its façade and therefore resolved to **SUPPORT** this application.

Councillors noted the following determination made by MSDC since the last meeting:

140921/12 DC/21/03165 Single storey extension Balmedie House, Bear Meadow, Beyton  
MSDC: **Granted.** BPC: Support

140921/13 Councillors heard the CIL team at MSDC continue to pursue the outstanding CIL liability on Land adjacent Guerdon Cottage, Drinkstone Road noting the amount outstanding due to the Parish is £12,170.06. All members agreed for the Clerk to approach the CIL department at MSDC requesting a loan should a

project come forward that requires funding before this money has been collected.

140921/14 A member of the public, resident in Beyton and neighbour to the site confirmed that he is in dispute with the land owner and developer and spoke against the proposed drainage off the development of the former nursery site. Concern was raised following a conversation on 18 August 2021 he had with a surveyor who confirmed the drain had collapsed and there was root ingress.

140921/15 After much discussion all Councillors remain concerned over the proposed drainage off the site of the former nursery considering it to be inadequate. All Councillors agreed to write a further letter to MSDC planning department expressing once again these concerns sending a copy to Suffolk County Council Highways.

**Finance:**

140921/16 All Councillors confirmed receipt of the finance report for the period ended 31 August 2021 prior to the meeting. Councillor AA, as a non-signatory, confirmed the bank reconciliations as presented agreed to the bank statements showing cash available of £31,735.72.

140921/17 After consideration all Councillors agreed to vier budget from expense lines as the Clerk's proposal.

140921/18 All Councillors resolved to approve the following gross payments and agreed to make payment by cheque confirming a full schedule, supported by invoices and receipts, had neem received prior to the meeting.

	Payee	Details	£
140921/19	Tina Newell	Salary and reimbursements	826.39
140921/20	HMRC	Clerk's PAYE and NIC	197.75
140921/21	Business Services at CAS	Annual Insurance	401.25
140921/22	SALC	Internal Audit	292.80
140921/23	SALC	Training	30.00

- 140921/24 All Councillors resolved to support Beyton Environmental Group with equipment hire and resolved to make a donation of £40.00.
- 140921/25 All Councillors agreed to amend the business address on all bank accounts to the current Clerks home address. Councillor GJ, as an authorised member on the bank accounts, will initiate this request.
- 140921/26 All Councillors agreed to amend the bank mandate to add access and authorisation to internet banking for Councillors GJ, JC, AN and HH. Councillor GJ, as an authorised member on the bank accounts, will initiate this request.
- 140921/27 All Councillors agreed to amend the bank mandate to add Councillor HH as cheque signatory on the Community bank account. Councillor GJ, as an authorised member on this bank account will initiate the request.
- 140921/28 All Councillors agreed to amend the bank mandate to add administration access only to internet banking for the Clerk. Councillor GJ, as an authorised member on the bank accounts, will initiate this request.
- 140921/29 All Councillors noted the VAT return for 2020/21 had been submitted.
- 140921/30 All Councillors noted CIL money is to be spent within five years of receipt; failure to do so may result in the money being recalled.

### **Governance**

- 140921/31 Councillors HH and AA have yet to review the Internal Controls and Councillor AA agreed to bring this review to the October Parish Council meeting.
- 140921/32 Councillor HH and the Clerk confirmed they are working through the risk assessments and will bring a review to the October Parish Council meeting. After discussion all Councillors agree to adopt the following policies/procedures:
- 140921/33 Filming, Videoing, Photography and Audio Recording v1.0
- 140921/34 Freedom of Information v1.0
- 140921/35 Publication Scheme v1.0
- GDPR Policies:
- 140921/36 Consent form v1.0
- 140921/37 Data Protection Policy v1.0

- 140921/38 Document Electronic Data Retention v1.0
- 140921/39 Lawful Bases for Processing Data v1.0
- 140921/40 Subject Access Request Policy & Procedure v1.0
- 140921/41 General Privacy Notice V1.0
- 140921/42 All Councillors agreed to adopt the Website Accessibility Statement v1.0 after considering the Webmasters comments.
- 140921/43 All Councillors noted some historical documents were now with the Clerk and received an audit of the documents received. After consideration it was agreed to accept these as the only documents available and to make no further requests for those missing.

**Working parties:**

**Flooding:**

- 140921/44 All Councillors noted work to mitigate flooding on Drinkstone Road is scheduled to take place between 18 and 22 September 2021.
- 140921/45 Neither Councillor GJ nor the Clerk have been successful in contacting the Highways England representative to discuss clearance of the culvert on Thurston Road; it was agreed both GJ and the Clerk would continue trying to make contact.

**Play Equipment:**

- 140921/46 Councillor GJ and HH carried out a visual inspection of the play equipment and gave thanks to a resident who had relayed the matting in front of the football goal. A member of the public has been approached to look at the bearing on the play pole.
- 140921/47 All Councillors noted the annual play inspection has been booked with the Play Inspection Company (as per minute 13072137)
- 140921/48 All Councillors noted receipt of an email the Clerk has received from CAS regarding insurance in which CAS confirm should a claim be made against the Councillors the Officials Indemnity insurance would cover all members.

**Village Green**

- 140921/49 The Clerk is in contact with the land agents representing the owners of the Village Green who are hoping to have an update on the lease/purchase for the October Parish Council meeting.
- 140921/50 A member of the public left the meeting.
- 140921/51 Beyton Environmental Group have yet to offer a proposal for the grass cutting considering wildlife areas, therefore, all Councillors agreed to continue with the current cutting schedule.
- 140921/52 Councillors discussed and considered ideas regarding parking on the Village Green. Clerk informed all Councillors as this is a registered Village Green and there is no security of tenure currently, there is little the Parish Council can do.

### **Footpaths**

- 140921/53 Councillor JM has written to the footpath officer at MSDC regarding unregistered footpaths.

### **Village Groups**

### **Community Speedwatch**

- 140921/54 A member of the team attended the meeting and gave a report to all present in which he confirmed the group has twelve members and reported 682 vehicles were travelling in excess of 35 miles per hour in a recent Speedwatch.
- 140921/55 There was no representative for Beyton Village News and therefore no update given.
- 140921/56 Apologies were received from Beyton Environmental Group who confirmed they would be pleased to attend the next meeting and report on recent activities and future plans.
- 140921/57 **Any other matters for information, to be noted, or for inclusion on a future agenda:** risk assessments, The Queens jubilee, parish litter pick, social media, Village Green, Tostock road.
- 140921/58 All Councillors noted the date of the next meeting as 12 October 2021.

- 140921/59 Under the Public Bodies (Admission to Meetings) Act 1960 all Councillors resolved to exclude the Press and Public due to the confidential nature of the business to be transacted concerning employment.
- 140921/60 All members of the public left the meeting.
- 140921/61 All Councillors agreed to the continuation of the current Clerks employment with an increase in hours.
- 140921/62 **GJ closed the meeting at 9.31pm.**