

BEYTON PARISH COUNCIL

Chairman: Graham Jones
Clerk: Tina Newell
25 Shakespeare Road
Stowmarket IP14 1TU

email: parishclerk@beyton-pc.gov.uk
tele.: 07767 163706

Minutes of the Annual Parish Council Meeting held on Tuesday 10 May 2022 in All Saints Vestry, Beyton

Councillors Present: Graham Jones (GJ) (Chairman), Ann Alderton (AA) (Vice Chairman), John Clark (JC), Helena Harris (HH), Peggy Osler (PO) and Jonathan Wilson (JW).

In Attendance: Penny Otton (County Councillor) (PO), Harry Richardson (District Councillor) (HR), Austin Davies (District Councillor) (DC), Tina Newell (TN) (Parish Council Clerk) and two members of the public.

- 100522/01 AA proposed to elect GJ as the Chairman of Beyton Parish Council for the year ended 30 March 2023. JW seconded the proposal and with all in favour GJ accepted the nomination.
- 100522/02 GJ signed his Declaration of Acceptance to Office form and TN countersigned it as the Clerk.
- 100522/03 All Councillors agreed with HH proposal to elect AA to the position of Vice Chairman of Beyton Parish Council for the year ended 30 March 2023.
- 100522/04 AA accepted the position of Vice Chairman and signed the Declaration of Acceptance to Office form countersigned by the Clerk.
- 100522/05 **To fill the Casual Vacancy for a Parish Councillor by co-option:** All Councillors noted there had been no applicants for the position and agreed to continue advertising.
- 100522/06 **Apologies for absence:** None required as all Councillors in attendance
- 100522/07 **Declarations of Interest:** None received.
- 100522/08 **Dispensations:** No requests for dispensation were received.
- 100522/09 All Cllrs confirmed receipt of the draft minutes for the meeting held on 12 April 2022 prior to the meeting. All Councillors resolved to accept these as a true record of the decisions made at the meeting (minute ref 040422/01 to 040422/53 inclusive). GJ signed and dated the minutes.

Public Forum:

Signed: Graham Jones

Date: 14 06 2022

- 100522/10 County Councillor Penny Otton (PO) presented a report in brief, which is appended in full to the minutes.
- 100522/11 It was agreed to re-order the agenda to take the update on planning application DC/22/01358. GJ updated those present on continued concerns over flooding on the site noting the recent application does not have a condition, as the previous application did, to discharge surface water. After much discussion It was agreed for the Clerk to email PO, HR and AD, the planning officer and director at MSDC and Suffolk Highways registering these concerns and for HR to informally speak with the local Member of Parliament (MoP) confirming they have been aware of previous flooding in the village.
- 100522/12 PO left the meeting.
- 100522/13 District Councillor Harry Richardson (HR) presented his annual report in brief, the full report is appended to these minutes; there is a delay with the Mid Suffolk District Council Joint Local Plan as the independent examiner believes there is insufficient evidence to support some site allocation plans. This pause by the inspector does not mean the plan is open again to public consultation, however it does mean the inspector could exclude sites that have been put forward (although there is no clarity as to what issues the inspector has with these sites).
- 100522/14 JW expressed concern as the Beyton Neighbourhood Plan team had put a lot of time and energy into site allocations.
- 100522/15 Councillors confirmed receipt of District Councillor Austin Davies (AD) report prior to the meeting in which he confirmed there are no objective members on the Peer Review at MSDC, his full report is appended to these minutes.
- 100522/16 AD and HR left the meeting.
- 100522/17 The Green: Councillors noted the amended Heads of Terms include the ladies of the manor reserving the manorial title. Quotes had been sought from two solicitors and after discussion AA proposed to instruct Gudgeons Prentice to carry out the conveyancing work at a cost of £1,250 plus disbursements plus VAT. JW seconded the proposal with all Councillors in favour it was agreed to progress the purchase with a completion date as soon as possible.
- 100522/18 **Planning:** All Councillors considered the following application:

DC/22/01911 Erection of single storey rear and first floor side extension over existing garage. Construct pitch roof over existing rear flat roof extension.

Russetts, Bury Road, Beyton IP30 9AB

After consideration all Councillors agreed this application looks reasonable and sensible and resolved to offer SUPPORT to this application.

100522/19 Councillors noted the following determination:

DC/21/01331 Reduce and thin 1 Beech tree Crossfield, Church Road

MSDC: NO OBJECTION BPC:Supported.

Councillors received an update on the following planning applications:

100522/20 DC/21/04987 Land on the south side of Bury Road: The planning officer is in receipt of fresh drawings for this site and is working on an extension of time to the application confirming the Parish Council will be reconsulted.

100522/21 Outstanding CIL liability on land adjacent Guerdon Cottage: Councillors noted demand notices were issued by MSDC on 28 April 2022 relating to planning applications DC/18/00336 and DC/19/01991; these have a Neighbourhood CIL value of £4,197.15 and £4,491.70 respectively.

Finance:

100522/22 All Cllrs confirmed receipt of the finance report for the period ended 30 April 2022 prior to the meeting and confirmed the bank reconciliations for both accounts, as presented, agreed to the bank statements as at 30 April 2022 showing available cash of £38,697.64.

100522/23 All Councillors confirmed receipt of the budget to actual payments and receipts prior to the meeting. With no questions all Councillors accepted the budget to actual report for the year ended 30 04 2022.

100522/24 All Councillors confirmed receipt of the reserves account prior to the meeting and noted the General Reserve is 61% of the Precept.

100522/25 Councillors noted the first 50% of the Precept, £11,593.01 was received in April. All Councillors resolved to approve the following gross payments to be made by internet banking confirming a full schedule, supported by invoices and receipts, had been received prior to the meeting.

	Payee	Details	£
100522/26	Tina Newell	Salary and re-imbursements	700.18
100522/27	BVA	Jubilee fireworks	235.00
100522/28	Precision Marketing	Beyton Village News Production	165.60
100522/29	Suffolk Cloud	Website	120.00

100522/30 Replacement notice boards: After discussion it was resolved to delegate authority to TN and HH to purchase two replacement, larger notice boards, for siting on the bus shelter up to £1k for both.

100522/ 31 Refurbishment of the benches: Quotes had not been forthcoming for the repair of two benches despite reminders and it was noted the bench under the Oak Tree cannot be repaired. After discussion all Councillors agreed for TN to obtain a price for a bench and a picnic table both to mark the jubilee.

Governance

100522/32 All Councillors confirmed receipt of the new Local Government Association (LGA) Model Councillor Code of Conduct. The Clerk confirmed the local principal authorities have adopted this new model and SALC have recommended it is adopted. After consideration all Councillors agreed to adopt the new LGA Model Councillor Code of Conduct.

100522/33 All Councillors resolved for GJ, AA and JC to remain on the staffing committee.

100522/34 It was agreed to re-adopt the terms of reference of the Staffing committee with no amendments.

100522/35 Councillors noted the amendment to the Model Standing Orders regarding Financial controls and procurement and resolved to adopt the Model Standing Orders with this amendment.

100522/36 All Councillors agreed to adopt the Financial Regulations with no amendments. After consideration the following Officers were appointed to Parish positions:

100522/37 Asset management officer - HH

100522/38 Risk assessment officer – AA

100522/39 Flood management officer – GJ and JC

- 100522/40 Footpath officer – GJ
- 100522/41 Reclaim the Rain project officer – TN to ask a local resident
- 100522/42 Playing field officer – JW
- It was resolved to appoint the following representatives on to the following external bodies:
- 100522/43 Beyton & Hesselsett village hall – PO
- 100522/44 Beyton Sixth Form – GJ and JC
- 100522/45 Beyton Environmental Group – GJ
- 100522/46 Neighbourhood Plan – GJ and JW
- 100522/47 Beyton Village Association - HH
- 100522/48 All Cllrs agreed to continue with annual paid subscriptions to the Society of Local Council Administration (SALC), and the Society of Local Council Clerks (SLCC) and non-paid subscription to Community Action Suffolk (CAS).
- All Councillors resolved to re-adopt the following risk assessments noting these are working documents; the appointed officer will recommend updates during the year as necessary:
- 100522/49 Financial
- 100522/50 The Village Green
- 090522/51 Councillors confirmed the re-adoption of the following policies with no amendments noting SALC are compiling a data bank including a list of preferred policies:
- 090522/52 Health and Safety
- 090522/53 Equal Opportunities
- 090522/54 Complaints
- 090522/55 Filming at a meeting
- 090522/56 Co-option
- All Councillors confirmed receipt of the following policies and resolved to adopt them with no amendments:
- 100522/57 Safeguarding

- 100522/58 Internet Banking
- 100522/59 All Councillors resolved to schedule future meetings for June 14, July 12, September 13, November 8, December 13, January 10, February 7, March 14, and April 11. Noting in an election year the Annual Parish meeting must be held on or within 14 days after the day on which the Councillors elected take office, it was agreed to hold the Annual meeting of the Parish Council on May 9 2023 (MSDC elections are scheduled to take place May 4, 2023).
- 100522/60 All Cllrs agreed to accept the Internal Auditors Report for the year ended 31 March 2022 noting the Council maintains an effective framework of financial administration and internal financial control whilst demonstrating many examples of good practice.
- 100522/61 Councillors approved the Annual Governance Statements section one of the Annual Governance and Accountability Statement (AGAR) in turn confirming the Parish Council have a sound system of internal control. GJ and TN signed section one of the AGAR in the presence of the meeting.
- 100522/62 All Councillors approved the Accounting Statements for 2021/22 as transposed on section two of the AGAR in turn confirming the statements present fairly the financial position for the year ended 1 March 2022 of the Council. GJ signed section 2 of the AGAR noting TN as RFO had signed prior to the meeting.
- 100522/63 It was agreed the dates for public inspection of the accounts will be from 13 June 2022 up to and including 22 July 2022 and a notice will be displayed on line and on the Parish noticeboard.
- 100522/64 **Suffolk Torch Relay:** Councillors noted the relay will arrive in Beyton on Monday 23 May; the Beyton hero is aware of the details. It was agreed to advertise and encourage people to be present as the Rickshaw makes its way through the village.
- 100522/65 **To receive an update on the appointment of the Parish Warden:** Councillors noted no applications have been received and agreed to advertise the vacancy with SALC and CAS.
- 100522/66 **Business for information or inclusion on a future agenda:** insurance and parish land

100522/67 The Chairman closed the meeting at 21.26pm.

Signed: Graham Jones

Date: 14 06 2022