

BEYTON PARISH COUNCIL

Chairman: Graham Jones
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Minutes of the Annual Parish Council meeting of Beyton Parish Council held on Tuesday 7 May 2024 in Thurston Sixth Form, Beyton Campus, Beyton.

Councillors Present: Graham Jones (GJ) (Chairman), John Clark (JC), Helena Harris (HH), Peggy Orsler (PO) and Jonathan Wilson JW).

In Attendance: Tina Newell (TN) (Parish Council Clerk) and one member of the public.

070524/01 **Election of a Chairman of Beyton Parish Council:** JW proposed GJ as Chairman seconded by HH with all Councillors in favour; as there were no other nominations GJ was unanimously elected as Chairman to Beyton Parish Council.

070524/02 GJ duly signed the Declaration of Acceptance to Office as Chairman.

070524/03 **To elect a Vice Chairman of the Council:** JW proposed AA as Vice Chairman seconded by HH with all Councillors in favour. There being no other proposals AA was elected as Vice Chairman of Beyton Parish Council.

070524/04 **Apologies for absence:** Ann Alderton (AA) and Kerry Mason (KM) tendered apologies for absence prior to the meeting.

070524/05 All Councillors voted and accepted AA and KM's apologies for absence.

070524/06 District Councillor David Bradbury offered apologies for absence prior to the meeting due to pre-arranged commitments.

070524/07 **Declaration of Interest:** There were no interests declared for any subsequent agenda items.

070524/08 There were no dispensation requests to consider.

070524/09 **Minutes of the previous meeting:** It was agreed to defer the agreement of the minutes from 9 April 2024 to the next meeting as the physical copy was not available for signing.

Public Forum:

070524/10 There were no questions or comments from members of the public.

Signed: *Ann Alderton*

Dated: *04 June 2024*

Planning

Councillors considered the following planning applications relating to Beyton received since the last meeting:

- 070524/11 DC/24/01543 Householder application Erection of greenhouse
Crossfield, Church Road, Beyton IP30 9AL
After a brief discussion all Councillors agreed to SUPPORT this application noting the greenhouse fits in well with the dwelling.
- 070524/12 DC/24/01519 Full application – erection of a new field gate and upgraded field access (retention of) Land at Cangles Lane and West of Drinkstone Road, Beyton IP30 9Q
All Councillors noted this is a retrospective planning application with a holding objection from Highways; after some debate all Councillors proposed to submit NO COMMENT.
- 070524/13 Councillors noted the District Council has made no determinations relating to Beyton since the last meeting.
- 070524/14 Councillors confirmed receipt of an email from the Community Infrastructure Levy (CIL) Team at Mid Suffolk District Council advising of plans to pursue an outstanding debt; all Councillors agreed to confirm the Parish Councils support with their plan and to copy both District Councillors in to the email.
- 070524/15 Following a meeting with GJ, JW, TN, Tom Baker (planning director) and Phil Isbell (senior planning officer) at Mid Suffolk District Council (MSDC) JW confirmed there was there was no error in the decision making process regarding planning application DC/24/00478; MSDC offered apologies for the lack of transparency, consistency and respect to the Parish Council when making this decision. It was agreed the meeting reminded MSDC of Beyton Parish Councils existance and proves they are listening to the Parish Council.

Finance

- 070524/16 All Councillors confirmed receipt of the finance report for period ended 30 April 2024 as supported by bank statements prior to the meeting. In the absence of both AA and KM all Councillors confirmed the reconciliations as presented matched the bank statements showing total cash available of £58,957.97.
- 070524/17 Councillors noted the general reserve represents 107% of the precept and agreeing it was only the beginning of the year accepted the reserves position as presented.

Councillors noted the following receipts since the last meeting:

	From	Details	£
070524/18	MSDC	50% of Precept	11,678.80
070524/19	HMRC	VAT Refund	1,404.05
070524/20	J S Wright	Batt Willow revenue	2,100.00
070524/21	MSDC	Community Infrastructure Levy (CIL)	635.71

All Councillors confirmed a full schedule of payments, supported by invoices and receipts, had been received prior to the meeting and agreed to make the following payments by internet transfer:

	Payee	Details	£
070524/222	Tina Newell	Salary and reimbursements	1,037.70
070524/23	G H Bullard	Advice re water flow through the parish	270.00
070524/24	Parochial Church Council	Flood Pump	275.30
070524/25	Graham Jones	Reimbursement for printing and geese supplies	226.49
070524/26	Trevor Brown	Internal Audit	252.31

070524/27 All Councillors agreed for GJ, HH and JW to have full access to both Barclays accounts to include setting up and authorising payments in line with the internet banking policy; TN will action any changes to the mandate this requires.

Governance

070524/28 All Councillors agreed to accept the Internal Auditors Report for the year ended 31 March 2024 noting the Council maintains an effective framework of financial administration and internal financial control whilst demonstrating many examples of good practice.

070524/29 Councillors approved the Annual Governance Statements section one of the Annual Governance and Accountability Statement (AGAR) for the year ended 31 03 2024 in turn confirming the Parish Council have a sound system of internal control. It was resolved for GJ and TN to sign Section One of the AGAR with those present at the meeting as witness.

070524/30 All Councillors approved the Accounting Statements for the year ended 31 March 2024 as transposed on section two of the AGAR in turn confirming the

statements present the financial position of Beyton Parish Council for the year ended 31 March 2024. GJ signed section 2 of the AGAR at the meeting, all Councillors noted TN as RFO had signed prior to the meeting.

070524/31 It was noted that Beyton Parish Council are subject to a Limited Assurance review for the year ended 31 March 2024; TN will prepare and send all the information required to PKF Littlejohn as the external auditors within the specified time.

070524/32 It was agreed the dates for public inspection of the accounts will be from 13 June 2024 up to and including 14 July 2024 and a notice will be displayed on line and on the Parish noticeboard.

070524/33 All Councillors reviewed the Staffing committee terms of reference and agreed to re-adopt it with no amendments.

The following appointments were agreed:

070524/34 Asset management officer HH

070524/35 Footpath officer GJ

070524/36 Ditch/flooding officers GJ, JC and HH

070524/37 Play equipment and village green officer KM

070524/38 Risk assessment and policies officer AA

070524/39 Road safety officer KM

070524/40 It was agreed that a resident continue in the role of Tree Warden

It was resolved to appoint the following representatives on to external bodies:

070524/41 Beyton & Hessel village hall PO

070524/42 All Cllrs agreed to continue with annual paid subscriptions to the Society of Local Council Administration (SALC) and non-paid subscription to Community Action Suffolk (CAS).

070524/43 The National Association of Local Councils has pre-released revised model Financial Regulations to County Associations only, it is hoped these will be officially published for use by Parish Councils later this week; all Councillors agreed to consider the new revised regulations at the June meeting.

Updates and reports from working parties and representatives:

070524/44 **Bus service:** The regular bus service continues to run on Wednesdays and Saturdays; it is hoped some news on a proposed additional route will be available for the June meeting.

070524/45 **Road Safety:** As the road safety officer was not present at the meeting it was agreed to defer this item to the June meeting

070524/46 **Flooding:** GJ and JC met with a local contractor who after walking the Parish suggested a record of the levels and gradient of the water flowing into, through and out of Beyton is produced to identify and address the responsibilities with land owners and local authorities. All Councillors agreed to accept this recommendation with a budget of up to £2k for such a report.

070524/47 **Thurston Sixth Form:** JW expressed concern over the future of the Sixth form site quoting examples where the District Council have brought such sites for re-development however at the recent meeting with the planning director and senior planning officer confirmation the settlement boundary is that within the Neighbourhood Plan was given.

070524/48 **The Village Green:** It was agreed to defer this item noting KM, the appointed officer was not at the meeting.

070524/49 **Correspondence:** It was noted the PCC have requested further funding and this will be considered at the next meeting.

070524/50 **Village Voice:** TN suggested a 'pop-up' surgery on The Green to allow residents the opportunity to informally discuss any issues, concerns or praise relating to the Parish. All Councillors agreed this was a good idea and resolved for TN to arrange a date in June 2024 and to advertise it well in advance. The outcome will be discussed in a later meeting.

- 070524/51 Councillors agreed dates for the forthcoming meetings as 4 June, 2 July, 3 September, 1 October, 5 November, 7 January 2024, 4 February, 11 March, 8 April and 6 May.
- 070524/52 GJ tendered his apologies for the June meeting.
- 070524/53 The Chairman closed the meeting at 9.04pm.