

BEYTON PARISH COUNCIL

Chairman: Councillor Graham Jones

Clerk: Claire Usher

5 Sand Martin Way

Needham Market IP6 8FH

parishclerk@beyton-pc.gov.uk

07881 724924

Minutes of the Annual Parish Council meeting held on Tuesday 5th May 2026

In The Vestry of All Saints Church, Beyton

Councillors Present: Graham Jones (GJ) (Chairman), Ann Alderton (AA) (Vice Chairman), John Clark (JC) Helena Harris (HH), Helen Preston (HP) and Jonathan Wilson (JW)

Others in attendance: Claire Usher (Clerk) and 6 members of the public.

050526/01 **Election of a Chairman of Beyton Parish Council:** AA proposed GJ as Chairman and seconded by JC with all Councillors in favour; as there were no other nominations GJ was unanimously elected as Chairman to Beyton Parish Council.

050526/02 GJ duly signed the Declaration of Acceptance of Office as Chairman.

050526/03 **Election of a Vice Chairman of Beyton Parish 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.

050526/04 AA duly signed the Declaration of Acceptance of Office as Vice Chairman.

050526/05 **Apologies for absence:** None

050526/06 **Declarations of Interest (DoI):** No interests were declared.

050526/07 **Dispensation:** Councillors noted no requests had been received and none were requested at the meeting.

050526/08 **Minutes of previous meeting:** All Councillors resolved to accept the minutes of the Parish Council meeting held on 7th April 2026 as a true reflection of the decisions made and authorised GJ to sign the minutes.

Public Forum:

050526/09 Report of the County Councillor – Penny Otton had sent her apologies.

Report of the District Councillor – Harry Richardson had sent his apologies.

There were no questions from the public.

050526/10 **Planning:**

- a. Councillors noted that there had been no applications made to the local District Council relating to Beyton since the last Parish Council meeting.

b. Councillors noted the following planning decisions that had been made since the last meeting:

- a. DC/26/00080 – Variation of Conditions 2, Condition 9 (bin storage details), Condition 13 (Lighting Design Scheme) and Condition 14 (biodiversity) of permission DC/20/00663 – Erection of 9 Dwellings – Beyton Nurseries, Tostock Road - Approved by MSDC

Finance:

050526/11 All Councillors confirmed receipt of the finance report for the period ended 30th April 2026 prior to the meeting.

050526/12 **Bank Reconciliation:** Councillors agreed that the reconciliation for the period ended 30th April 2026 as presented agrees to the bank statements with cash available of £72,163.65; £31, 074.33 in the Community account and £41,089.32 in the Premium account. It was agreed to move £15,000 from the Community Account to the Premium Account.

050525/13 **Budget to Actual:** All Councillors noted the actual spend to 30th April 2026 is £1,285.85 against a budget of £24,301.03.

050526/14 **Reserves:** Councillors noted the reserves report.

050526/15 **Receipts:** Councillors noted that £12,563.45 1st half of the Precept and the VAT claimed for 2025/26 of £2094.30 had been received.

050526/16 **Payments:** All Councillors resolved to approve the following gross payments by internet banking confirming a full schedule, supported by invoices and receipts, had been received prior to the meeting:

	Payee	Details	£
050525/17	Claire Usher	Clerks Wages	495.00
050525/18	HMRC	PAYE	123.80
050525/19	Trevor Brown	Internal Audit	300.00
050526/20	SALC	Membership 2026/27	344.30

Governance:

050526/21 **Internal Audit Report ending March 2026** – All Councillors and received and accepted the internal report.

- 050526/22 **Annual Governance Statements ending March 2026** – All Councillors approved the completion of the Annual Governance Statements of the Governance and Accountability Return (AGAR) for the year ending 31st March 2026.
- 050526/23 **Accounting Statements** – All Councillors approved the accounting statements as transposed on the AGAR form for the year ending 31st March 2026. The Clerk will publish the Statements on the website.
- 050526/24 **Policies of Beyton Parish Council** – Councillors agreed to approve the following policies with no amendments:
- Code of Conduct
 - All Risk Assessment policies including the financial risk assessment
 - Reserves Policy
 - Internet Banking Policy
- 050526/25 **To Appointment Councillors to the Staff Committee and Review its Terms of Reference:**
- All Councillors reviewed the Staffing committee terms of reference and agreed to re-adopt it with no amendments.
- The following appointments were agreed:
- 050526/26 Asset Management Officer – AA
- 050526/27 Footpath Officer – HP
- 050526/28 Flooding Officers – GJ, JC and HH
- 050526/29 Play Equipment and Village Green – Vacant
- 050526/30 Risk Assessment and Policies – AA and HH
- 050526/31 Tree Warden - Vacant
- 060526/32 Beyton and Hessel Village Hall – Vacant
- 050526/33 All Councillors agreed to continue with annual paid subscriptions to SALC and to Community Action Suffolk (CAS).
- To receive updates and reports from officers and take appropriate action:**
- 050526/34 **Outstanding Actions:** The Clerks report had been circulated prior to the meeting.
- 050526/35 **Footpath 1 Behind All Saints Churchyard:**
- GJ declared an interest in this item and it was agreed that he should remain in the meeting.
- Following the receipt of a quote from Survey Solutions, and having approached the adjoining resident to contribute towards the survey, it was agreed that the Parish

Council continue with the survey at a total cost of £1225.00 plus VAT so that this boundary can be correctly mapped before any planting can commence.

050526/36 **Village Green – Citifibre and Openreach:** JW reported that Citifibre had agreed to contribute £1600 to compensate for the works and siting of their green cabinet on The Green. He was continuing to have contact with Openreach seeking compensation for the installation of their green boxes also on The Green. It was agreed that the installation of wooden posts to protect the grass edge on the one-way side of The Green should go ahead.

050526/37 **Neighbourhood Plan:** The Chairman updated Councillors on the progress of the neighbourhood plan update. A questionnaire was now being prepared by consultants to ask residents of Beyton where they would like to see green spaces created and where they would like to see future development within the village.

050526/38 **Correspondence:** The Clerk reported that she had received correspondence regarding concern about speeding in the village. It was agreed to add an item to the next agenda.

050526/39 **Any other Council business for information to be noted or for inclusion in a future agenda:** Speeding in the village.

050526/40 All Councillors noted that the next meeting of the Parish Meeting will be at 7.30pm on Tuesday 2nd June 2026.

050526/41 The Chairman closed the meeting at 8.15pm.