

# BENTLEY PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD AT BENTLEY VILLAGE HALL ON THURSDAY 1 NOVEMBER 2018 AT 7.30 PM

### Present

Cllr M Bamford - Chairman      Mrs J Scott – Clerk      Cllr B Feltwell      Cllr J Wheals  
Cllr K Hutchings      Cllr P Cross

Also in attendance County Councillor Gordon Jones, District Councillor John Hinton, Tree Warden, and Footpath Warden - 2 members of the public

Cllr Bamford welcomed everyone to the meeting. The Clerk received no notification of anyone planning to film or record.

1. **To record apologies for absence:** Cllr A Graffham, Cllr N Moxey and Cllr K Spicer
2. **To receive Declaration of Interest relating to Agenda items:** None received
3. **Dispensations – to consider written requests for dispensation of disclosable pecuniary interest in matters relating to Agenda items –** None received
4. **To approve minutes of the Parish Council Meeting held on Thursday 4 October 2018 –**  
The minutes were approved as a true record and duly signed.

Proposed Cllr P Cross      Seconded Cllr K Hutchings      All in favour      CU

5. **Matters Arising from the minutes:** – **Page 928** The Clerk understood that Flowline had been to Bentley to flush out the drains but was told that this was not the case, **Page 929 item 8** – Letter of thanks sent to Mrs Goodwin – **Page 931 item 25** Clerk had contacted Babergh regarding parking on green at Highfields. Rest covered by agenda items

## Public Session

**County Councillor Gordon Jones** – had sent his written report, **Appendix 1** in the minute book and on the Parish Council website, before the meeting - forwarded to Councillors - which he was happy to answer any questions on. He told the meeting that the draft budget will be going to Budget Scrutiny later this month and will go to Cabinet at the end of January. There are significant challenges ie extra money for roads, bit extra for adult care and a small amount for children's services which continues to be a challenge. He was asked if they had managed to make savings for this year – he replied over £25million which has still to be finalised but should be achieved – the two areas of big demand on the County Council is Adult care and Children.

**District Councillor John Hinton** – Read to a written report **Appendix 2** in the minute book and on the Parish Council website. He commented on an avenue of Oaks in Bourne Park Hadleigh, sponsored by Babergh – the last tree will be planted in a short ceremony on 2 November for Armistice Day. Special commemorative crosses & symbols will be laid on the graves of first World War Servicemen by Bentley & East Bergholt school children. He talked about Planning, the Budget, the outcome of the East Bergholt JR, highways, bin collections and Elections – due at the beginning of May 2019. He ended his report by informing the meeting that at the SNT Liaison Meeting some unusual traffic consistent with potential drug dealing had been noted in Flatford Lane - Police are aware – they may pick another spot so he urged residents to be vigilant and report anything unusual. He was asked when the new ward boundary changes become ratified. Apparently, the Electoral Roll will come out as usual in

December (with the old boundaries) and before March we will get another one with the new ward boundaries.

**Resident:** Concerned re overhanging hedges. Clerk will put notice in Bentley Bugle.

**Resident:** Concerned about large Oak trees in Bergholt Road without TPO's. Tree Warden to undertake a review of Oak trees

**Resident:** Concerned about drains and ditches – state of Church Road (this is in hand) – but he was asked to compile a list of problem areas – the Clerk will then and report on SCC online tool and County Councillor Jones will then have a look.

6. **Planning Applications**

a) To note decisions of Planning Authority on previous applications -

DC/18/03377      Rowan Acres, Capel Road      **Permission has been granted**

b) To give comments on any new applications in hand – None received

7. **Report by Exception – Tree Warden/Footpath Warden – Tree Warden** – Tree Council's Annual Tree Warden Forum for East Anglia was held on 14 October. Awaiting a report. Sir William Worsley has called for stronger protection of England's street trees with the launch of an Urban Tree Manual which is a toolkit aimed at Local Authorities, Charities and Community Groups. Copy of the download has been given to the Clerk. Free tree whips in bundles of 50 are being offered by the Woodland Trust – two packs have been ordered. These will be planted in hedgerow gaps and other suitable places during December to end of February. **Capel Library:** The monthly film The Leisure Seekers was shown to an almost full house on 16 October. Ollie the Magician was well received by the children who had completed their summer reading challenge. A letter was received thanking organisations who took part in Bentley Family Fun Day. The Cinema Risk Assessment document has been reviewed and a quiz is being held on 24 November in Capel Community Hall. Teams of six- tickets £6.50 with a buffet supper included. **Bentley Long Barn** –No further news. The Tree Warden reported that a large amount of vegetation had been cut down between the School Field and the Village Playing Field – there is a huge amount of Blackthorn the other side and this will be done next year. **Footpath Warden** – Nothing particular to report – Footpath Society AGM took place and the same officers and committee were re-elected. Very few members were present leaving the future of the Society in question. There will be a membership drive in the Spring. Cllr Wheals stated that there will be a membership drive on the New Year's Day walk.

8. **To discuss quotes re frame for slide for the Play Area - Cllr** Feltwell has had a discussion with P Willis and will get the stainless steel slide to him. The slide needs to have a stainless steel frame in a wooden structure. Clerk will contact Sovereign to defer the meeting with them pending discussion with a local source.

<b>Action:</b> Contact Sovereign Playgrounds – defer visit
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9. **Bank Accounts – To change signatory -** Following Cllr Goodwin's resignation, bank accounts need a change of signatory – the forms have been downloaded. Cllr Cross has agreed to become the third signatory on the account and once completed the form will be returned to Barclays.

Proposed Cllr B Feltwell      Seconded Cllr K Hutchings      All in favour      CU

10. **To approve Six Month Accounts April-September 2018 -** Councillors had been issued with a copy of the 6 month Receipts and Payments and the accounts had been reviewed by Cllr Cross. The Clerk reported total receipts for the first 6 months of the year were £15,227.67 this figure includes precept £14,500, VAT repayment £715.49 and interest (£12.18). (£9.64 on the Parish Council Tracker Account and £2.54 on Fun Day Tracker account). Total payments over the 6 months included general admin £3,992.58 which includes Clerks salary/expenses, hall

hire, insurance and audit fees etc grants under the power of S137 £886 and S19 £240 – grass cutting –closed churchyard £550.00 and grounds maintenance £371.60, £108.50 for calibration of the speed gun £90 bird boxes and £220 unplanned expenditure for wheelie bin stickers and n/hood plan leaflets - otherwise payments are within the budget with one uncleared cheque £110. Current Account total £14,010.71 – Family Fun Day Tracker Account £2,555.29 which includes firework accounts - Parish Council Tracker account £9666.59.

Proposed Cllr J Wheals      Seconded Cllr B Feltwell      All in favour      CU

11. **Further to the minutes dated 10 May 2018 the Council confirms they declared themselves as an Exempt Authority exempt from a limited assurance review for 2017/18 on the Annual Governance & Accountability Return -** The Clerk contacted auditors Littlejohn regarding end of year audit - who replied as follows: *Notifying us that your authority is claiming exemption from our review this year means we are not required to carry out a review and therefore there is nothing for us to conclude on. Exempt authorities will not hear from us now until we start planning for 2018/19. Should the Council wish for us to undertake a full review in future years (at a cost of £200 plus VAT) please submit an AGAR Part 3 upon receipt of our instructions in the Spring.* She explained that the Certificate of Exemption was page 3 of the Annual Governance and Accountability Return 2017/18 - Council approved Section 1 and Section 2 but didn't mention the Exemption – although it was signed at the meeting. SALC advised that this be confirmed. Councillors therefore confirmed that Bentley Parish Council declared themselves an exempt authority – exempt from a limited assurance review for 2017-18 on the Annual Governance and Accountability Return.

Proposed Cllr M Bamford      Seconded Cllr P Cross      All in favour      CU

12. **Speedwatch Co-ordinator Expenses -** Following last month's meeting the Clerk confirmed that the Speedwatch Co-ordinator had agreed a sum of £25 per annum regarding his expenses.

Proposed Cllr B Feltwell      Seconded Cllr P Cross      All in favour      CU

District Councillor Hinton said that figures for the Speedwatch show Bentley on top. County Councillor Jones said there was money in hand - the VNPR is taking a lot longer than he would have liked but that he was not prepared to give up on it.

13. **To discuss Parish Infrastructure Investment Plan (PIIP) – Utilisation of CIL monies -** This item was deferred – not yet had results of the Neighbourhood Plan survey.

14. **Bentley Commemoration of end of WW1 on November 11<sup>th</sup> – To agree donation for celebration -** Calculations are a bit difficult as they do not know how many people will be coming back to the Hall after the Memorial Service - it was thought that £75 would cover the costs which would include tea and coffee - they are asking for cakes etc to be donated. any money left over will be returned to the Parish council. A donation of £75 was therefore proposed. Cllr Bamford confirmed that the permit has been issued for closing the road SCC will be responsible for signage and the notice is on the notice boards and PC website.

Proposed Cllr B Feltwell      Seconded Cllr K Hutchings      All in favour      CU

<b>Action:</b> Clerk to inform S Mehen
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15. **Neighbourhood Plan -Update –** In Cllr Moxey's absence the Clerk reported that the Plan is on schedule as per the project plan on the website – Village Questionnaire is due to close on 31 October and the response has been excellent (estimated 25%) – analysis has started and is due to take around 4-6 weeks. The children's questionnaire has closed with 100% response from the Primary School. Analysis is completed with several excellent options for the front of the NP documentation. Business Questionnaire has been circulated – response requested by end of November. Village meeting was a bit sparsely attended. Committee has started to discuss consultancy with Parker Planning (recommended by Babergh) and is accepting quotes for a Landscape & Historical Character survey - a traffic and junction survey will be carried out over winter on days when the A12/A137 traffic is diverted through us. These activities – taking the

various survey results and seeing how they fit into the NPPF, completing the evidence base for traffic and landscape character are the focus of the activity for the rest of the financial year. The Tree Warden stated that himself and Cllr Moxey had attended a Landscape Training for Consultees on 16 October.

16. **To discuss replacing dog bin at South View Green -** It was proposed that the damaged bin at South View Green be replaced at a cost of £70 plus VAT.

Proposed Cllr M Bamford      Seconded Cllr J Wheals      All in favour      CU

**Action:** Clerk to contact Mortimer Contracts

17. **Increased signage to the Village Hall – Update** No response received. Keep on the agenda.
18. **To discuss quote for Notice Board Refurbishment -** The Clerk reported that she left a message for Mr Cooper but the quote has not yet received – Clerk will chase.

**Action:** Chase quote for Notice Board

19. **Response to Joint Local Plan Consultation Document - Update** This has been delayed due to NPPF.
20. **Traffic Calming – Update** – Nothing to report.
21. **Babergh Alliance of Town & Parish Councils -** Clerk reported that minutes of the last meeting are on the website.
22. **Affordable Housing – Report on progress – Update – Nothing** has been heard from Hastoe. Clerk will chase.
23. **Playing Fields Society – Update -** Fireworks were a great success and very well attended and appreciated. Clerk to write a letter of thanks to T Hamstead & J Burton.

**Action:** Clerk to write to T Hamstead & J Burton

24. **To receive Correspondence** – The Clerk drew Councillors’ attention to the following - E-mail BDC – Estimated Parish Election costs May 2019 - Charge for Contested 4-yearly election £1,481.78 - Charge for Contested 4-yearly election combined with District Election £941.55 Charge for uncontested election £107.78. – E-mail BDC opens second Pop up customer service point in Hadleigh – E-mail Headway letter asking for donation E-mail Tree Warden – Suffolk Tree Warden Group Meeting notes. E-mail Resident re car parked on grass opposite Grove Road. E-mail Babergh Mid Suffolk Councils – Draft homes strategy & homelessness reduction strategy 2019-2024 – open for consultation – E-mail SCC Planning in a designated landscape event 25 January 2019 **Late Correspondence:** E-mail SALC Membership subscriptions 2019/20 E-mails District Cllr Hinton re Media release Further dates for Leaders Question Time Events and change to costs of dog and litter bin emptying and an e-mail invitation to Awards night Dinner from Headway cost £50 on 22 November

**Action:** Headway re donation

25. **Exchange of information by Councillors and matters for consideration at future Meetings** – Cllr Bamford; Following C Goodwin’s resignation a vacancy now exists on the Council if anyone is interested please contact the Clerk. **Resident:** Enquired about item 17 on Correspondence List.

26. **To Authorise Payments** - The following payments were authorised

101334	LCPAS	Understanding Planning Course	£120.00
101335	Mortimer Contracts	Supply & install dog bin	£276.00

101336	P Baldwin	6 <sup>th</sup> cut grass Churchyard	£110.00
101337	HMRC	Clerk's Tax	£ 0.40p
101338	Mrs J Scott	Salary October	£488.5
		Minus tax	8      £530.80
			5.
		Plus Expenses	<u>£0.40</u>
			£488.1
			8
			<u>£</u>
			<u>42.62</u>
			<u>£530.8</u>
			<u>0</u>
1013393	Bentley PCC	WW1 Commemoration	£75.00

It was proposed that these be paid en bloc.

Proposed: Cllr B Feltwell      Seconded: Cllr P Cross      All in favour      CU

27. **To confirm date of next scheduled meeting** - Parish Council Meeting Thursday 6 December 2018.

There being no further business the meeting closed at 8.48 pm.

CHAIRMAN:

DATE: