

# BENTLEY PARISH COUNCIL

## MINUTES OF THE REMOTE PARISH COUNCIL MEETING HELD ON ZOOM - THURSDAY 2 JULY 2020 AT 7.00 PM

### Present

Cllr M Bamford - Chairman      Mrs J Scott – Clerk      Cllr B Feltwell      Cllr M Munday  
Cllr P Cross      Cllr K Spicer      Cllr J Wheals      Cllr N Moxey  
Cllr D Schumacher

Also in attendance, County Councillor Gordon Jones, Tree Warden, Footpath Warden – 2 Residents  
Cllr Bamford welcomed everyone to the meeting - the agenda stated that the meeting is open to the press and public via Zoom by prior request to the Clerk - the Clerk received no other notification. The meeting however, is being recorded.

1. **To record apologies for absence:** - Cllr C Perry - unwell
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 Remote Parish Council Meeting held on Thursday 4 June** -  
The minutes were approved as a true record and will be duly signed.  

Proposed Cllr K Spicer      Seconded Cllr N Moxey      All in favour      CU
5. **Matters Arising from the minutes: Page 1015 item 5** – Oak Tree Link Lane- nothing happening no one has been on site – Oak tree still looks okay. **1017 item 10** SARS were informed of the donation & cheque is to be passed for payment at tonight’s meeting. **Item 11** CIL Expenditure Report was sent to Babergh and published on the website **Page 1018 item 13** the Landowner was informed of the cycling in Dodnash Woods and he was aware. Cllr Munday had a conversation with owners of the water meadow who should be included in any future communication – a sheep had recently been savaged on their land – A copy of Public Rights of Way map in Bentley is on the Website and Bentley Facebook Page.

## Public Session

**County Councillor G Jones** – had sent his written report for July which had been circulated to Councillors – **APPENDIX 1** in the minute book and on the website. He reported that the third return had been submitted to HMCLG re additional costs for Covid – just over £70 million – received just under £35 million leaving a funding gap of £36 million. – there are concerns for next year Council Tax Income and Business Rates and the level of that will be dependent on what happens in the next six months – things will be more challenging with increasing number of redundancies. He spoke of Leicester going back into Lockdown and Pillar testing. He went on to talk about Quiet Lanes status – meeting next week - the Suffolk 2020 fund is now being relaunched - application will be submitted – there is also a meeting on ANPR - there are still one or two issues for the Police to overcome. Trace and Testing was also discussed.

The Chairman welcomed two residents to the meeting.

Resident- Informed the meeting he wanted to know more about the football and was concerned about traffic down Case Lane – he alluded to an incident that had occurred yesterday evening. Cllr Bamford explained that an entire squad of 14 older female football players (formerly from Capel Plough) turned up to the field for training – there were issues with cars reversing & turning in the Lane and an assumption that the pub carpark was an approved carpark for the facility. They were told that if they wished to use the field the Clerk should be contacted. Residents were spoken to and assured that this had nothing to do with the formal arrangement with Maritime FC. It was explained that Maritime was a junior football team meeting on

Thursday evening and Saturday mornings and have agreed to make considerable investments to improve the pitch, including re-seeding goal mouths, improving drainage and adding reinforcements to the surrounding areas to allow parking on the field. It was felt that the field should be developed for the community and for the children.

**Resident** – said he had no issue with using the football pitch he was concerned about the traffic in Case Lane – especially near his property. There were likely to be at least 20 cars. He suggested parking on the School Field but was told that it was County Council land.

It was suggested that there is another access to the field – but we need to evaluate and see how it goes.

Maritime have written a letter to residents thanking them for allowing the Football Club into the village, assuring them that they will keep disturbance on Case Lane to a minimum and giving their contact details. A notice will be put in Bentley Bugle and the letter distributed - Clerks details will be included for any comments/feedback. Another goal post was suggested for children to have a kick around – use of CIL money might be an idea.

**Resident** was concerned about the Walnut tree on the Playing Field which is getting bigger and bigger – the Tree Warden advised that an Arboriculturist should be contacted with a view to reducing the tree. – This will be an agenda item at the next meeting.

Action: Notice for Bentley Bugle – Arboriculturist to be contacted - Agenda item
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County Councillor G Jones left the meeting.

**6. Planning Applications –**

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

<b>DC/20/01026</b>	1 Grove Road Bentley	<b>Conditions have been determined</b>
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<b>DC/20/01122</b>	Land to rear of 4-6 Grove Road	<b>Permission has been granted</b>
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b) To give comments on any new applications in hand –

<b>DC/20/02231</b>	Wayside, Capel Road	Erection of two storey rear extension
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**RECOMMEND APPROVAL**

Councillors were concerned about the change in appearance due to change of materials to the front of the building which significantly alters the street view of the village

Proposed Cllr M Bamford	Seconded Cllr K Spicer	All in favour	CU
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**7. Report by Exception – Tree Warden/Footpath Warden/—Tree Warden –**Damage to trees caused by contractors cutting the grass verges he would like a strong letter to go to Babergh to put a stop to this. It was agreed it needed short stakes around the trees to stop the mowers. The ivy on the Sweet Chestnut by the War Memorial now needs to be removed - it is now smothering the tree and its weight could bring the tree down in a strong wind. The ivy stems should be cut through at a height that is safe to reach on a suitable ladder. The Horse Chestnut on the junction to Grove Road should be removed. It was suggested that the Council contact the person who removed the trees in the Closed Churchyard – Agenda item – Take down tree at Grove Road **Capel Library** – Will re-open on Tuesday 7 July Library staff have been working hard behind the scenes, producing quizzes, updating on social media and volunteering in the community First week will be select & collect –customers to telephone or e-mail to request books that will be ready for collection on a certain day at a specific time. For the time being there will be no browsing, computer facilities, photocopying or group activities. There will be two members of staff on duty at the same time during this interim period -Tuesday, Wednesday, Friday & Saturday 10 until 13.00. These arrangements will be re-assessed until we can offer full service **Footpath Warden:** Nothing to report – could not find the fallen tree in Holly Wood – it will be investigated.

Cllr Bamford informed the meeting that he had had two copies made of the key to the Playing Field – one had been given to Jon Haines, Chairman of Maritime FC and the other he would give to the Footpath Warden.

Action: Contact Babergh re tree damage– Agenda item Tree- Grove Road

**8. To approve Audited end of year accounts for Smaller Authorities 2019/20 –**

- i) **To approve the Annual Governance Statement 2019/20 (Section 1) – Page 4** - It was proposed that the Annual Governance Statement be approved. The Clerk informed the meeting The Notice of Public Rights has been completed and will be put on the notice boards and website on 19 July 2020

Proposed Cllr N Moxey          Seconded Cllr B Feltwell          All in favour          CU

- ii) **To approve Accounting Statements 2019/20 (Section 2) – Page 5 - The Clerk stated Bentley PC Financial Working party – Cllr Cross & Cllr Schumacher - had a remote meeting to go through the accounts before they were e-mailed to SALC for the internal audit on 29 April 2020. Councillors have been sent a copy of SALC’s Report (agenda item 9). Clerk/RFO reported - Receipts for the year 2019/20 amounted to £26,702.50 – this figure includes– includes precept £14,500, VAT repayment £606.64, interest (£26.68), Family Fun Day deposit £692.60 and Firework deposit £2,180.58, NHP grant £7,175.00 & £2,180.58 from Babergh CIL money – as yet unspent. Total payments over the 12 months £28,697.71 included general admin £8,662.40 which includes Clerks salary/expenses, hall hire, insurance and audit fees etc Grants under the power of (S137 £600.00 ), (S19 £200), (S138B £75) & (S142 £200) – grass cutting/leaf clearance –closed churchyard £1,270.00 and grounds maintenance £596.70 - grit bins £795, NHP £5,775.00 & £3,016.99 unplanned expenditure - cutting trees in Closed Churchyard (£1,100), Container for Playing Field (£1,366.99) Assessment Report for P Council by A Farmer (£550.00). £2,900 was returned as unspent NHP grant - otherwise payments are within the budget. There was one uncleared cheque £2,900.00 to Groundworks (NHP). Current Account total £11,172.84 – Family Fun Day Tracker Account £4,275.944 which includes Firework Account - Parish Council Tracker account £9,694.11. The AGAR is to be sent to the External Auditor by 31 July. It was proposed that the accounting statements be approved.**

Proposed Cllr B Feltwell          Seconded Cllr N Moxey          All in favour          CU

Action: Approved accounts to be sent to External Auditor

9. **To Discuss SALC Audit Report –** Councillors had been sent a copy of the Internal Audit Report -**Appendix 2** in the minute book and will be published on the website. The Clerk read out SALC’s comments. Analysis of Variances should have been published on the website – Comment re GDPR compliance – Council should consider the following to ensure compliance with GDPR: Completion of Audit/Impact Assessment – Adoption of & publication of Subject Access Request Policy & Subject Access Procedure Policy, Data Breach Policy and Data Retention & Disposal Policy. New Model Financial Regs to be adopted – (Agenda item 14). Annual Variances will be published on the website in future. Councillors thought that the GDPR documents mentioned by SALC were on the website. This is to be investigated. All GDPR documents will be reviewed. A discussion followed on the set up of the website and it was proposed that any notices that we publish as a Parish Council should go on Bentley Community Page on Facebook as well as Bentley Bugle and the website. It was also agreed that a Working Party (Cllrs Moxey, Schumacher and Munday) meet to discuss making the website easier to negotiate.

Proposed Cllr N Moxey          Seconded Cllr K Spicer          All in favour          CU

Action: Website – Agenda item

10. **To ratify decision made in the Minutes of 9 January 2020 – to appoint SALC as Internal Auditor –** The Clerk explained she had completed the booking form online for the Internal Audit which was reported in the minutes under Correspondence and should have been ratified at the next meeting. It was proposed that this decision be ratified.

Proposed Cllr M Munday      Seconded Cllr M Bamford      All in favour      CU

11. **To discuss funding Cost of Bird Boxes – Silver Leys** – The Parish Council had in the past given £100 for bird boxes on the Village Playing Field it was therefore proposed to fund these bird boxes with a donation of £100. Tree warden will erect.

Proposed Cllr N Moxey      Seconded Cllr D Schumacher      All in favour      CU

12. **To discuss Cleaning & Clearing Signs -** A Working Party to clean and clear signs was not feasible in the present climate this will be considered next year.

13. **Speedwatch – The Way Forward -** No-one had come forward to take over the role of Speedwatch Co-ordinator following the notice in the Bentley Bugle. It was proposed that a notice advertising the vacancy for a Speedwatch Co-ordinator be put in the next Bentley Bugle and on Bentley Community Facebook Page – Clerk to send original notice to Cllr Munday.

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

**Action:** Send original notice to Cllr Munday

14. **To review Standing Orders and Financial Regulations -** The Clerk reported that there were no legislative changes to the Model Standing Orders issued by NALC in 2018. Councillors have been issued with New Model Financial Regulations issued in 2019 which have been customised by the Clerk following recent changes in legislation concerning procurement (see SALC's Internal Audit Report) and it was therefore proposed this new Model be adopted and put on the website as soon as possible.

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

15. **Traffic Calming – Update on SID Poles –** The Clerk reported that she had chased SCC but was unable to get any information on Traffic Restriction in Grove Road, Road markings and SID Poles as the respective officials were off sick and on annual leave. Clerk will continue to chase.

16. **Quiet Lanes –Update** As already mentioned above by County Councillor Jones the Suffolk 2020 fund is being re-launched this week and the application submitted. Cllr Munday confirmed we are just waiting for the funding - a traffic survey will then be undertaken in Bergholt Road. Keep on the agenda.

17. **Neighbourhood Plan – Update -** Councillor Moxey reported that the Neighbourhood Plan is progressing and she is the person to contact for further information.

18. **Affordable Housing -** Nothing to report.

19. **Playing Field Society - The** Clerk reported that the signed Contract had been received from Maritime FC. Cllr Bamford had replied to Resident on behalf of the Trustees – it was agreed that the letter from Maritime be circulated to residents on Case Lane. A notice discussed in the Public Session to go on Council website, Bentley Bugle and Bentley Facebook Page that the use of the pitch by Maritime FC is Thursday evening and Saturday morning starting in August. Also, that Maritime have undertaken to address the playing surface and parking on the field.

20. **To receive Correspondence** – The Clerk drew Councillors' attention to the following - E-mails from Babergh re BMSDC Town & Parish Survey (Planning) – Resident re New entrance onto Bergholt Road, thanks from Tuesday Club for donation, -Ordnance Survey Parish & Town Council survey , SALC Remote meetings Survey – Resident reply re cycling in Dodnash Woods, - Bentley CEVC Primary School re additional space – SALC Code of Conduct consultation – deadline for response 17 August – E-mails x 2 from Village Hall re additional space & 4 e-mails from residents re Village Playing Field

21. **Exchange of information by Councillors and matters for consideration at future Meetings**  
- None

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

101459	N Moxey	Zoom Subscription June/July	£28.78	
101460	SALC	Annual Internal Audit	£282.00	
101461	Peter Baldwin	Grass cut Closed Churchyard	£130.00	
101462	SARS	Donation	£200.00	
101463	HMRC	Clerk's Tax	£6.80	
101464	Mrs J Scott	Salary June	£505.70	
		Minus tax	<u>£6.80</u>	£549.15
			£502.70	
		Plus Expenses	£498.90	
			<u>£50.25</u>	
			<u>£549.15</u>	

It was proposed that these be paid en bloc.

Proposed Cllr N Moxey                      Seconded: Cllr P Cross                      All in favour                      CU

**23. To confirm date of next scheduled meeting –Parish Council Meeting Thursday 3 September 2020 –To be preceded by a Playing Field Society Meeting @ 7.00 pm.**

Footpath Warden - thinking of purchasing £500 worth of rockets in August – to let off on Bonfire Night.

There being no further business the meeting closed at 9.10 pm.

CHAIRMAN:

DATE: