

Belstead Parish Council

Approved Minutes of the Council Meeting held on Wednesday 27 March 2019 at 7.30pm at the Village Hall, Belstead

Present: Cllr Richard Clift (Chair), Cllr Trevor Beckett (Vice-Chair) and Cllr Christine Eade

Attendance: David Cobbold (Parish Council Newsletter), Simon Ashton (Parish Clerk) and three Members of the Public

1. Apologies and Approval of Absences

Apologies were received from Cllr Mark Fiske and Cllr Ken Stowe and their absence was approved.

2. Declarations of Pecuniary or Non-Pecuniary Interests by Members

There were no interests declared by any of the Members.

3. Approval of Minutes of the Previous Meeting on 16 January 2019

Minutes of the previous meeting of the Parish Council on 16 January 2019 were received and approved as a true record and signed by the Chair.

4. Reports by the District Councillors and County Councillor

Cllr Barry Gasper and Cllr Nick Ridley (District Councillors) and Cllr Christopher Hudson (County Councillor) did not attend the meeting.

5. Contributions by Members of the Public

In connection with the planning application on the agenda for the land south of Grove Hill, there was a consensus against a closed community which did not want to be inclusive. It was understood that the properties were being marketed as an exclusive development.

6. Consideration of Planning Applications and Decision Notices

(a) BDC DC/19/00459: Application Received (Comments Overdue 22 February 2019)

Kings Piece, Cottage Holly Lane, Belstead, IP8 3LZ

Members agreed that they had not submitted any comments on this application.

(b) BDC DC/19/01002: Application Received (Comments Due 28 March 2019)

Land South of Grove Hill, Belstead, Suffolk

Members agreed to object to this planning application on the grounds that a gated and closed community would become segregated from the rest of the village.

(c) BDC DC/19/01292: Application Received (Comments Due 8 April 2019)

The Blacksmith's Farm, Bentley Lane, Belstead, IP8 3LY

Members agreed to object to this planning application on the grounds that this location would be much better suited to multiple affordable homes which would be in keeping with the village.

(d) BDC DC/18/05327: Application Granted (24 January 2019)
26 Chapel Lane, Belstead, IP8 3LR

Members noted the outcome of this planning application.

(e) BDC DC/18/05330: Application Granted (24 January 2019)
26 Chapel Lane, Belstead, IP8 3LR

Members noted the outcome of this planning application.

7. Governance

(a) Approval to appoint Simon Ashton as the Council's Parish Clerk and Responsible Financial Officer from 1 March 2019 was proposed by Cllr Eade, seconded by Cllr Clift and agreed by Members.

(b) Members discussed the draft agenda of the Annual Parish Meeting prepared by the Parish Clerk and agreed to hold the meeting on 22 May 2019 at 7.00pm. The Parish Clerk agreed to book the Village Hall and send out invitations to the attendees.

(c) Members agreed to hold the Council's meetings at 7.30pm on the second or fourth Wednesday evenings of odd-numbered months of 2019/20. Following agreement of the dates, the Parish Clerk agreed to book the Village Hall. Draft routine agendas for the meetings planned in 2019/20 presented by the Parish Clerk were agreed by Members.

(d) Members had been briefed on the elections process in advance of the meeting by the Parish Clerk following his attendance at the SALC Elections Briefing 2019.

(e) Members noted the poor chargeable life of the SID Battery and that a solar powered version would be a preferred alternative. Conversion costs would need to be investigated for consideration by Members at a future meeting.

(f) Members noted that the There But Not There Tommy had been delivered and subsequently installed at the war memorial with the Council's thanks.

(g) Members noted that the dog waste bin had been fixed to the fence at the Church but was not regarded as suitable as it required its own post. The Parish Clerk agreed to contact BDC Public Realm to request that the bin be attached to its own and new post.

(h) Arrangements for the future housekeeping of the Parish Council's newsletter were discussed in the presence of David Cobbold who had announced his retirement from the position as its Editor following the edition in April 2019. It was hoped that a replacement would be found to take on the role. Members agreed to discuss this matter further at the next meeting. The Chair agreed to review the copy of the forthcoming edition prior to publication and distribution.

(i) Members agreed to consider housekeeping arrangements for any future contributions to the In Touch With Magazine at the next meeting.

8. Finance

(a) Approval to remove the former Parish Clerk's Barclays Bank mandate, restrict the power of payment to Members and amend the correspondence address in favour of the new Parish Clerk was proposed by Cllr Clift, seconded by Cllr Eade and agreed by Members.

(b) The Parish Clerk obtained the co-operation of the Council's bank mandate holders to obtain copies of bank statements for the two Barclays Bank accounts for 2018/19.

(c) The Parish Clerk confirmed that a moratorium was in place until after the election on 2 May 2019 which would postpone the payment of the SCC Locality grant for £1,660.00.

Queries raised in connection with the application for funding of the speed indicator equipment were presented by the Parish Clerk and addressed by Members. The Parish Clerk agreed to submit the requested response.

- (d) Members agreed to a clearance at the site of the village gateways and to postpone further consideration of the purchase of a pair of replacement gateways until the next meeting.
- (e) Following a review of options by Members, the Parish Clerk agreed to contact BDC Public Realm regarding the purchase of an additional dog waste bin.
- (f) Approval to purchase a replacement laptop PC for the Parish Clerk was proposed by Cllr Beckett, seconded by Cllr Eade and agreed by Members.
- (g) Approval of the appointment of Suffolk Association of Local Councils as the Council's payroll provider from 1 March 2019 was proposed by Cllr Clift, seconded by Cllr Eade and agreed by Members.
- (h) Approval of the appointment of Suffolk Association of Local Councils as the Council's internal auditor for 2018/19 was proposed by Cllr Clift, seconded by Cllr Beckett and agreed by Members.
- (i) As the Council's receipts and payments were not expected to exceed £25,000, the Parish Clerk sought agreement to submit an exemption certificate to the external auditors (2018/19) which would not attract any costs. Approval of exemption status was proposed by Cllr Clift, seconded by Cllr Beckett and agreed by Members.
- (j) Approval of the NJCLGS/NALC Parish Clerk Pay Scales (2019/20) was proposed by Cllr Clift, seconded by Cllr Eade and agreed by Members.
- (k) Payments were authorised in favour of the Parish Clerk's wages and office and personal expenses (£706.82), Belstead Garden Club for war memorial maintenance (£50.00), Sharward Services Ltd for 100 Newsletters and postage (January 2019) (£27.97), Belstead Village Hall for venue hire (January 2019) (£26.00), Heelis & Lodge for the internal audit service (2017/18) (£80.00), R Clift for reimbursement for the purchase of a 6ft Tommy including delivery (December 2018) (£776.30), Suffolk Association of Local Councils for the payroll service (March 2019) (£9.00) and Babergh District Council for the emptying of dog and litter bins (2018/19) (£99.10). Approval of these payments was proposed by Cllr Beckett, seconded by Cllr Clift and agreed by Members.

9. Highways

- (a) Members noted that confirmation had been received from SCC Highways that the overhanging trees on Grove Hill had been cut back to avoid them being hit by vehicles.
- (b) The Chair provided Members with an update on discussions with the BDC Enforcement Officer regarding the state of the footpaths at the Mill Farm development. Following discussion and the concerns raised by Members, the Chair agreed to draft a response.
- (c) Members agreed to seek an update on the replacement HGV Sign from Cllr Hudson at the next meeting.
- (d) Members noted that a formal response had still to be received regarding the footpath in disrepair at the bottom of Grove Hill. It had been argued by SCC Highways that good steps for use by pedestrians were available for redirection from the broken steps.
- (e) The Chair summarised correspondence received from James Cartledge MP regarding road noise from A14 and agreed to follow up the issues raised by Members.

(f) Current highways issues were discussed by Members as above. There were no other previous issues requiring discussion or follow up.

10. Matters for Future Consideration

- (a) Governance of Apologies, Reporting & Approval of Absences & Non-Attendances
- (b) Consideration of the Council's Future Purchase of a Defibrillator

11. Dates of the Next Meetings

- (a) 22 May 2019 (Annual Parish Meeting) (7.00pm)
- (b) 22 May 2019 (AGM) (7.30pm) Agenda Items & Documents Received by 14 May 2019
- (c) 10 July 2019 (Agenda Items & Documents Received by 2 July 2019)
- (d) The meeting finished at 10.00pm.

Simon Ashton, Parish Clerk
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22 May 2019