

BENTLEY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT BENTLEY VILLAGE HALL ON THURSDAY 10 MAY 2018 AT 7.30 PM

Present

Cllr M Bamford - Chairman Mrs J Scott – Clerk Cllr B Feltwell Cllr N Moxey
Cllr P Cross Cllr C Goodwin Cllr K Hutchings Cllr J Wheals
Cllr A Graffham

Also in attendance: Tree Warden, Footpath Warden and one member of the public.

The outgoing Chairman Cllr Bamford welcomed everyone to Bentley's Annual Parish Council Meeting. The Clerk received no notification of anyone planning to film or record.

1. **To Elect Chairman for Forthcoming Year** – It was proposed that Cllr Bamford be elected Chairman for the forthcoming year. There were no other nominations. Cllr Bamford was willing to stand and was duly elected – Declaration of Acceptance of Office was duly signed.

Proposed: Cllr N Moxey Seconded Cllr J Wheals All in favour CU

2. **To appoint Vice Chairman for the forthcoming year** – It was proposed that Cllr Feltwell be elected Vice Chairman. There were no other nominations. Cllr Feltwell was willing to stand and was duly elected. Declaration of Acceptance of Office was duly signed.

Proposed: Cllr C Goodwin Seconded Cllr A Graffham All in favour CU

3. **To record apologies for absence:** Cllr K Spicer, - County Councillor G Jones and District Councillor J Hinton

4. **To Receive Declarations of Interest relating to Agenda Items** – None received

5. **Dispensations – to consider written requests for dispensation of disclosable pecuniary interest in matters relating to Agenda items** – None received.

6. **To appoint Council Representatives** – The Tree Warden and the Footpath Warden and Cllr Graffham were all willing to carry on and it was proposed they be elected en bloc.

Mr C Hawes Tree Warden Mr A Cribb Footpath Warden
Mr A Graffham Village Correspondent Folly Farm Representative

Proposed: Cllr M Bamford Seconded Cllr C Goodwin All in favour CU

It was proposed that a letter be sent to Folly Farm asking if they would be willing to have someone from the Parish Council as a contact. Cllr Wheals was willing to be the contact.

Proposed: Cllr J Wheals Seconded Cllr C Goodwin All in favour CU

Action: Letter to be sent to Folly Farm

7. **To approve payment of subscriptions for 2018/19 -** It was proposed that the SALC membership fee be paid

SALC £341.64 Community Action Suffolk Membership free – This has been renewed

Proposed: Cllr C Goodwin Seconded: Cllr K Hutchings All in favour CU

8. **To approve minutes of the Parish Council Meeting held on 5 April 2018** – The minutes were approved as a true record and duly signed.

Proposed: Cllr P Cross Seconded: Cllr J Wheals All in favour CU

9. **Matters Arising from the minutes - Page 906** Play Area Annual Inspection took place – cheque for £120 to be passed for payment at tonight’s meeting **Page 907 item 6** - E-mail sent to SCC with a copy to District Councillor Hinton re “Street Lighting” mentioned in the Oakleigh planning decision . TPO Oak Tree Link Lane reported to Arboricultural Officer at Babergh who has passed it on to the Enforcement team for investigation. **Page 908 item 12** Babergh have been informed that the Spring Clean will not go ahead this year. Play Area Annual Inspection - comments concerning use of weed killer were noted. – rest covered by agenda items

Public Session

District Councillor John Hinton: In District Councillor Hinton’s absence Cllr Bamford read to a written report **Appendix 1** in the minute book and on the Council website. He remarked on lack of individual involvement in the decisions that affect local communities, Boundary Commission review, face to face communication, a recent meeting with Highways England re A12 and planning.

Resident Concerned about the state of the drains – exceptional rain had washed bank away – pathways in particular from the pub to Church Road where hedges were overgrown so there was only room for one along the path – Clerk to put notice in Bentley Bugle re hedges. The Footpath Warden asked for permission to clear the scrub by the War Memorial with the Tree Warden – by the bus stop – The Chairman thanked them both.

10 **Planning Applications**

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

| | | |
|--------------------|---------------------------------------|------------------------------------|
| DC/18/00150 | 1, Dodnash Farm Cottages, Hazel Shrub | Permission has been granted |
|--------------------|---------------------------------------|------------------------------------|

| | | |
|--------------------|---------------------|------------------------------------|
| DC/18/00813 | Samburu, Capel Road | Permission has been granted |
|--------------------|---------------------|------------------------------------|

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

11. **Report by Exception – Tree Warden/Footpath Warden – Tree Warden** – Reported a large branch across the pathway in Martins Wood which can be stepped over. - **Friends of Capel Library** – 15 May Film Their Finest - about 1940’s London – 5 July Committee meeting – 19 June Film The Greatest Showman. **Bentley Long Barn** – No further news. **The bird boxes** have been received and will be put up with the help of a resident. **Footpath Warden – Reported** that he had not had any reports about problem footpaths. One through Dodnash a detour has been made because of flooding - Owner is going to be contacted. A couple of signs have been reported as being in need of re- erection as they have fallen down.

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| Action: Clerk to write a letter of thanks to resident |
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12. **To Decide Grants to Village Organisations for Financial Year 2018/19** – The amounts for Friends of Capel Library (£286 for purchase of mats & pouffes), Bentley Outdoor Bowls (£240 for top soil & hard core for pathway to the green), Tuesday Club (£250 help with the cost of the summer outing) and WI (£200 to help with cost of hiring guest speakers to help boost their membership)) had been included in the budget following applications received in December together with their accounts. It was proposed that they be paid en bloc

Proposed: Cllr N Moxey Seconded: Cllr K Hutchings All in favour CU

Action: Send out cheques to Clubs.

13. **Expenses – Annual Parish Meeting -** Expenses for the Annual Parish Meeting totalled £5.23 and it was proposed that this be paid. Thanks to P Rayment for serving refreshments.

Proposed: Cllr M Bamford Seconded: Cllr C Goodwin All in favour CU

14. **To approve Audited End of Year Accounts for Smaller Authorities 2017/18 –**

- i) To approve the Annual Governance Statement 2017/18 (Section 1) It was proposed that the Annual Governance Statement be approved.

Proposed: Cllr C Goodwin Seconded: Cllr P Cross All in favour CU

- ii) The Clerk stated Bentley PC Financial Working party met and went through the accounts before they were taken to SALC for the internal audit on 23 April. Councillors were sent a copy of SALC's Report - SALC's comments were - that during the Councils annual review of its Standing Orders, Council should bear in mind that new Model Standing orders have been produced by NALC to take into account changes in legislation since those produced in 2014 LO4-18 Model Standing Orders refers – Agenda item at the June meeting. The Council has not complied with the requirements of the Accounts and Audit Regulations 2016/17 and has not published the following on its website Section 1 Annual Governance Statement 2016/17 - Accounting Statements 2016/17, Section 3 External Auditor Report 2016/17 Section 4 Internal Auditor Report 2016/17. The Clerk explained that the statements were previously on the website – were missing following the website upgrade.

Receipts for the year 2017/18 amounted to £17,146.92 – this figure includes– Precept £14,500, Family Fun Day deposits £412.52, Fireworks deposit £1663.70 - Capel Football £150 and VAT a refund £412.57. Expenditure for the year £13,772.55 – which included £8,346.99 general administration - picnic tables for Village Playing Field £428.40 CAS Web hosting (£50) grass cutting £1,943.31. Accounts held at 31 March – Current Account £6,612.84 – Family Fun Day Tracker Account £2,552.75 (Fun Day £1,276.72 – Fireworks £1,124.50 and Capel F/C cheque £150) and the Parish Council Tracker Account £9,656.95 giving a total of £18,822.54. The Bank Reconciliation shows no cheques outstanding. It was proposed that the Accounting Statements 2017/18 be approved.

Proposed: Cllr C Goodwin Seconded: Cllr B Feltwell All in favour CU

15. **Bentley Commemoration of end ow WW1 November 11th incl 'Beacons of Light -**

Following discussion at the Annual Parish Meeting it had been agreed that the Church and Village Hall Committee would liaise. It was proposed that a letter be sent to SCC Highways asking if it would be possible to close the road on the day of the service either formally or informally for 15 minutes as this is a particularly memorable anniversary. Clerk to contact Bentley Comrades again- WI are proposing to knit poppies for the War Memorial. It was agreed that there was nowhere to put a beacon in Bentley to participate in the Beacons of Light.

Proposed: Cllr M Bamford Seconded: Cllr N Moxey All in favour CU

It was also proposed that a letter be sent to Village Hall and Church welcoming their suggestions and asking for any specific thoughts about dressing the War Memorial with flowers and whether it would be an idea to involve the village archivist (J Tombs). Also should they require any financial support the Parish Council would be prepared to support it within reason.

Proposed: Cllr M Bamford Seconded: Cllr C Goodwin All in favour CU

Action: Contact Bentley Comrades and write to SCC Highways. Village Hall & Church

16. **To discuss quotes for 30mph stickers -** This idea had met with approval at the Annual Parish Meeting and the quotes from Smart Wheelie (100 £80 500 £220) MyWheelie bin.com(100 £99.99 500 £329.99 and E-bay packs of 12 £15.99 (100 £128 500 £640). It was proposed that the quote from Smart Wheelie be accepted. It was also agreed that stickers could be picked up at Bentley Community Stores. The Clerk to check delivery time and order so a notice can be put in the Bentley Bugle.

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

Action: Clerk to check delivery times/order – notice to be put in Bentley Bugle

17. **To discuss Neighbourhood Plan:** Cllr Moxey reported on the meeting with James Cartlidge where 2/3rds of Babergh Parishes were represented of which 1/2 are making a neighbourhood plan three have done the 12 step plan to get one. She outlined why the East Bergholt plan had failed but was impressed with the Lavenham Parish Council plan and felt that Bentley should have a Neighbourhood Plan. There were concerns regarding the cost of a plan (£25K) Babergh will give £7-9K grant and if we were to go in with another parish that would double – it would cost Bentley around £4K a year. It is a 12 stage plan (33 Sections) and would involve a lot of work - the first stage is for the Parish Council to put forward a proposal to parishioners for their help and support. The five year plan will effectively come up with a quota for village areas. After a great deal of discussion it was proposed that a public meeting be held to find the views of parishioners and whether they will participate.

Proposed: Cllr K Hutchings Seconded: Cllr N Moxey All in favour CU

A leaflet drop round the village to publicise the meeting was proposed – Clerk to contact Village Hall on Hall availability from 11 June.

Proposed: Cllr K Hutchings Seconded: Cllr C Goodwin All in favour CU

Action: Contact Village Hall re Hall availability

18. **Boundary Commission – Electoral Review of Babergh Warding Arrangements – Update**
- Nothing to report.

19. **Response re Joint Local Plan Consultation Document – Update -** Nothing to report

20. **General Data Protection Legislation – May 2018 – Update –** 25 May is the deadline – at the moment we do not have to get a Data Protection Officer but we do have to issue a Statement of Compliance and contact anyone we hold information on -ie suppliers. The Clerk has printed off SLCC documentation and it was proposed that a working party (Clerk Cllrs Bamford, Graffham & Spicer) meet to go through and make sure we are compliant.

Proposed: Cllr M Bamford Seconded: Cllr A Graffham All in favour CU

21. **SALC Training Course on Planning –** Cllr Moxey expressed a wish to attend the SALC Training Course on Planning in July and it was proposed that this be agreed.

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

22. **To discuss refurbishment of the Notice Board -** Clerk to get a quote from Mr Cooper to refurbish. Keep as an agenda item.

Action: Obtain quote

23. **Traffic Calming – Update -** Play Area signs are on the priority list but not yet installed.
24. **Babergh Alliance of Town & Parish Councils – Update -** We continue to receive e-mails and the next meeting is at Sproughton Barn on 24 May.
25. **Affordable Housing - Update-** Nothing to report.
26. **Playing Fields Society – Cheque for bird boxes to be ratified (£90) – Picnic Tables - Update -** It was proposed that the cheque for the bird boxes (£90) be ratified.

Proposed: Cllr K Hutchings Seconded: Cllr C Goodwin All in favour CU

Cllr Cross informed the meeting that the slabs were ready to go – a working party will get the tables from Nelson Potters and install on the Village Playing Field.

27. **To receive Correspondence** – The Clerk drew Councillors’ attention to the following - 6 e-mails from BAPTC e-mail from Dis Cllr Hinton re planning application The Oaks – e-mail SALC internal Audit information – e-mail Babergh to John Hinton - A response will be drafted as soon as possible. E-mail thanks from Neighbourhood Watch Association for £50 donation e-mail SALC – Standing orders need to be changed – June Agenda e-mail from resident requesting more dog bins – SCC Report re flooding Church Road Late **Correspondence:** e-mail County Cllr Jones SCC Cabinet paper notification Travel Policy Statement 2018/19 – e-mail from Copdock Washbrook PC re Neighbourhood Plan e-mail from Bentley CEVCP school re grass cutting.
28. **Exchange of information by Councillors and matters for consideration at future meetings** – **Cllr Moxey:** Reported broken bottles found under the goal asked if people could keep an eye out. – also take the nets down to stop children climbing on them.- Cllr Feltwell reminded the meeting that spare set of nets and clips were held at the Community Shop. Footpath Warden said some areas of the field were in need of a clean-up and asked permission to clear debris and put on existing bonfire – PC had no objections. **Cllr Bamford;** CIL - If we get new developments need to have a plan on how best to spend it – we have a list of needs such as traffic calming – we need to develop a PIP Plan and get ideas on things we could include – agenda item
29. **To Authorise Payments** - The following payments were authorised.

| | | | |
|-------|--------------------------|-------------------------------------|---------|
| 10129 | Canon | WI Leaflets | |
| 3 | | | £100.00 |
| 10129 | SALC | Subscription 2018/19 | |
| 4 | | | £341.64 |
| 10129 | Play Safety Inspections | Play Area inspection | |
| 5 | | | £120.00 |
| 10129 | R Feltwell | cheque 101290 cancelled | |
| 6 | | | £19.14 |
| 10129 | Mr P Baldwin | First cut grass – Closed Churchyard | |
| 7 | | | £110.00 |
| 10129 | Mrs J Scott | Expenses – Annual Parish Meeting | |
| 8 | | | £5.23 |
| 10129 | SALC | Annual Audit 2017/18 | |
| 9 | | | £220.80 |
| 10130 | Friends of Capel Library | Donation | |
| 0 | | | £286.00 |

| | | | | |
|-------|-----------------------|------------------------------|--------------|---------|
| 10130 | Bentley Outdoor Bowls | Donation | | £240.00 |
| 1 | | | | |
| 10130 | Tuesday Club | Donation | | £250.00 |
| 2 | | | | |
| 10130 | WI | Donation | | £200.00 |
| 3 | | | | |
| 10130 | Vertas | Grounds Maintenance Apr/June | | £222.96 |
| 4 | | | | |
| | Post Office | Clerk's Tax Nil | | Nil |
| 10130 | Mrs J Scott | Salary - April 2018 | £474. | |
| 5 | | Minus tax | 24 | £573.75 |
| | | | <u>Nil</u> | |
| | | Plus Expenses | £459. | |
| | | | 5 6 | |
| | | | £ | |
| | | | <u>94.75</u> | |
| | | | £573. | |
| | | | 75 | |

It was proposed that these be paid en bloc.

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

30. To confirm date of next scheduled meeting – Thursday 7 June 2018. – 7.30 Preceded by Playing Field Society Meeting at 7pm.

As there was no further business the meeting closed at 9.30 pm.

CHAIRMAN:

DATE: