

# BENTLEY PARISH COUNCIL

## MINUTES OF THE REMOTE PARISH COUNCIL MEETING HELD ON ZOOM - THURSDAY 7 MAY 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	Cllr C Perry		

Also in attendance, County Councillor Gordon Jones, District Councillor Dave Busby, Tree Warden, Footpath Warden

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 notification. The meeting however, is being recorded.

1. **To record apologies for absence:** None received.
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 5 March 2020.** - The minutes were approved as a true record and will be duly signed.

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

5. **Matters Arising from the minutes: Page 1007 – Matters arising** Oak Tree Link Lane? – **Page 1008 item 8** - nothing to report– **item 9.** Training Cllr Bamford – unable to enrol at the moment **item 10** Letter sent to Chief Executive re Parish Boundaries – was to be discussed at APM – **item 11** – Notice was sent to Bentley Bugle – this was also going to be discussed at the APM - **Page 1009 item 12** – Grove Road Parking – contacted SCC my contact is working from home at the moment but will chase – **item 14** SCC have been contacted to let them know the bins are in situ. **Item 15** SID Poles – heard nothing from SCC **item 18** - Hastoe has been contacted – & replied they will start looking for a site and will keep the Clerk updated. Cllr Moxey requested Hastoe's e-mail details. **item 19** – Playing Field –enquiry re Football pitch – see Correspondence. Rest covered by agenda items

**Action:** Send Hastoe details to Cllr Moxey

## Public Session

**County Councillor G Jones** – had sent his written report for May and News Highlights Report 2019/2020 both of which had been circulated to Councillors – **APPENDIX 1 & 2** in the minute book and on the website.

**District Councillor D Busby** - Sent a Covid-19 update which has been circulated to Councillors – **APPENDIX 3** in the minute book and on the website.

The Volunteer Group in the Village had been asked for a progress report and if they needed any additional help or support – **APPENDIX 4** in the minute book – there are 41 volunteers who are shopping for vulnerable clients, helping with prescription collection and telephone support.

**County Councillor G Jones** joined the meeting – he was reminded that the meeting was being recorded. He talked about the Lowestoft Crossing which is due to be updated, SCC are rolling out 1000 Ipad Lights providing video care phones for elderly people so they can keep in touch with family and friends. The 94 bus service was discussed – the volume of traffic is not great – Hadleigh Community Transport has been considered – looking to hold a meeting to discuss

what service can be provided and Councillor Munday will be contacted. Rural transport is a challenge – it needs passengers to make it viable. Re-cycling centres are set to open but with social distancing possibly telephoning to book a slot– brown bin collections commence on Monday 11 May. There will undoubtedly be significant changes once things get back to normal with more people working from home so less travel.

**Cllr D Busby** joined the meeting and was thanked for the latest updates from Babergh.

**6. Planning Applications –**

- a) To note decisions of Planning Authority on previous applications – None received
- b) To give comments on any new applications in hand – No new applications had been received since the two applications received in March **DC/20/01122** Land to the rear of 4-6 Grove Road - **RECOMMEND APPROVAL** and **DC/20/013124** Case Cottages **RECOMMEND APPROVAL**. As there was no meeting in April the decisions were voted on remotely and sent to Babergh.

**Resident:** Reported that the railway crossing at Brantham Bridge was still closed – it was supposed to be closed for six months – should have been re-opened in October. He was also concerned about cyclists on the footpaths they are wrecking the water meadows (Highways matter) - also there was a BBQ in Old Hall Woods – Cyclists on footpaths agenda item at the June meeting.

<b>Action:</b> Agenda item – Cyclists on footpaths
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7. **Report by Exception – Tree Warden/Footpath Warden/–Tree Warden** – Reported that the Tree Council and Suffolk Tree Warden Group are in touch by e-mail for an update on tree health. There will be no further Tree Warden meetings until the lockdown is lifted. **Footpath Warden:** Will catch up with Tree Warden later.

8. **To Ratify the cancellation of the Annual Parish Meeting for 2020 & postpone the Annual Parish Council Meeting -** Following guidance from SALC re the Coronavirus it had been decided to cancel the APM for year 2020 and the Clubs have been informed. This decision was ratified by Councillors.

Proposed Cllr N Moxey      Seconded Cllr M Munday      All in favour      CU

The Chairman was not happy to hold the Annual Parish Council Meeting remotely and it was proposed that it be held as early as July. Councillors were not in agreement and it was proposed that the situation be reviewed monthly pending lifting of lockdown. The Chairman and Officers were happy to stay in office until a face to face meeting is held.

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

9. **To ratify April Payments to SALC (£19.20), HMRC (£3), Clerk (£580.42) & GeoXphere (£90) -** It was proposed that these payments be ratified.

Proposed Cllr N Moxey      Seconded Cllr C Perry      All in favour      CU

10. **To appoint Responsible Financial Officer –** The Clerk told Councillors that the Responsible Financial Office should be appointed annually and should have been done when the SALC internal audit was booked but was overlooked. Councillors proposed that the Clerk be appointed the Responsible Financial Officer.

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

11. **Play Area – Annual Playground Inspection** – The inspection was due in March and it was proposed that the inspection to be undertaken in the next few weeks at a cost of £120 should go ahead,

Proposed Cllr P Cross      Seconded Cllr D Schumacher      All in favour      CU

12. **Quiet Lanes** – Cllr Munday reported that at the moment they are waiting for a meeting with SCC to discuss Quiet Lane Suffolk bid which includes Bentley, Glemsford and Snape. D Chenery seems to be positive about the process and has stated that Church Road, Grove Road and Hazel Shrub could qualify but is not sure about Bergholt Road – suggest we wait to see if the bid is successful and then have the traffic survey done. County Councillor Jones – delayed until next month. Quiet Lanes could be a policy in our NHP and is going before the consultant at the moment who is talking about community actions – whether it should be part of that rather than a policy.

13. **To Decide Grants to Village Organisations for Financial Year 2020/21** - It was proposed that the following grants that been agreed for inclusion into the budget in December, be paid en bloc

Friends of Capel Library	\$137	£250	Lockable case for computer
Tuesday Club:	\$137	£250	Towards coach fares
Ipswich Citizens Advice	\$142	£250	
Headway	\$137	£100	

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

14. **To discuss Traffic Survey – Bergholt Road** - This item was discussed under item 12 - wait to see if the Quiet Lanes Suffolk bid is successful and then have a traffic survey undertaken. - other traffic surveys have been done for planning applications and SCC are happy to use them so we are saving money.

15. **To discuss funding Bird & Bat Boxes, Silver Leys** - It had been decided to make the bird and bat boxes at Bentley Family Fun Day. T Hamstead told the meeting that Bentley Family Fun Day probably won't happen this year.

16. **Neighbourhood Plan – To discuss potential extra funding – Places4people** Cllr Moxey reported that the draft is back with the consultant Places4people and we were notified today that the grant application to cover his consultancy work has been received today. Cllr Moxey is very impressed with the Consultant – he knows his stuff – he is doing 8 or 9 NHP's across East Anglia and is getting the policies as standard as possible. A couple of policies he is not comfortable with - Quiet Lanes & housing. As soon as we are happy with the pre-Regulation 14 viewing and consultancy document Babergh will assess to see if we need an Environmental Assessment. Cllr Moxey wants to make sure that the NHP is robust and fit for purpose - any shortfall in the grant which the PC will be asked to cover is likely to be at the referendum stage.

8pm – some Councillors left the meeting to Clap NHS – the meeting was muted until their return 5 minutes later. Meeting resumed

17. **To receive Correspondence** – The Clerk drew Councillors' attention to the following -**March e-mails** - Suffolk Police re securing sheds & outbuildings, Police & Parish Forum Meeting cancelled – PKF Littlejohn – Audit instructions delayed-Tree Warden Comments on Planning application Grove Road/Dog defaecation & grass cutting on Playing Field – SALC's invoice Annual Subscription. **April e-mails** -Babergh Neighbourhood CIL payment (£2,180.57) & Letter re Important information Planning, e-mails Civil parking enforcement briefing – SARS request and info for a grant (Agenda item), BDC Amendments to CIL Expenditure Framework, -SALC re internal audit, Play Inspections re Play Area Annual Inspection, Boundary Commission Infor Suffolk Electoral Review not likely to be introduced until 2025 – Enquiry re Bentley Football pitch (Agenda item) & BDC re garden waste collections to start next week commencing 11 May.

Action: Agenda items Football Pitch and Request for Grant SARS

18. **Exchange of information by Councillors and matters for consideration at future Meetings**  
**Cllr Bamford** – Football Pitch – problem last year with drainage – will e-mail. Volunteer Group's only expense is the flyer. **Cllr Moxey** – Funding ZOOM – so the meeting can carry on uninterrupted about £11.95 per month – Agenda item. Code e-mail requesting information – Clerk was told to respond saying we are not in a position to respond to date. **District**

**Councillor Busby** – asked if the Council had applied for the £10K grant – this has not been applied for as Bentley PC has not incurred any additional expenditure – The Clerk told the meeting she had sent details for the £10K grant for loss of expenditure for Village Halls to Mark Usher.

<b>Action:</b> Agenda Item – Funding ZOOM – Reply to Code
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**19. To Authorise Payments** - The following payments were authorised

101440	SALC	Training Cllr Cross	Ratified		£19.20
101441	HMRC	Clerk's Tax	"		£3.00
101442	Mrs J Scott	Salary March	"	£505.70	
		Minus tax		<u>£3.00</u>	£580.42
				£502.70	
		Plus Expenses		<u>£77.72</u>	
				<u>£580.42</u>	
101443	GeoXphere Ltd	Parish Online subscription "			£90.00
101444	Joseph Tremaine	Felling trees closed Churchyard			£400.00
101445	Bentley Village Hall	Hall Hire Jan/Feb/Mar			£45.00
101446	SALC	Subscription 2020/21			£353.16
101447	Peter Baldwin	Grass cut Closed Churchyard			£130.00
101448	Friends of Chapel Library	Donation			£250.00
101449	Tuesday Club	Donation			£250.00
101450	Citizens Advice - Ipswich	Donation			£250.00
101451	Headway	Donation			£100.00
101452	HMRC	Clerk's Tax			£3.00
101453	Mrs J Scott	Salary April		£505.70	
		Minus tax		<u>38.20</u>	£505.50
				£467.50	
		Plus Expenses		<u>£38.00</u>	
				<u>£505.50</u>	
101454	Play Safety Inspections	Play Area Inspection			£120.00
101455	Vertas	Grounds Maintenance			£179.03

It was proposed that these be paid en bloc.

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

**20. To confirm date of next scheduled meeting** – Remote Parish Council Meeting Thursday 4 June 2020 – 7.00 pm.

There being no further business the meeting closed at 8.12 pm.

CHAIRMAN:

DATE: