

**Minutes of Great Bealings Annual Parish Council Meeting held by video conference at
9.30am on Saturday 1st May 2021**

Present: Sue Prentice (SP), Charles Barrington (CPB), Colin Hedgley (CH), Rob Munn (RM), John Carter-Jonas (JCJ), Regan Scott (RS), Steve Condon (SC), Sally Johnson (SJ)

In attendance: Mrs Dee Knights, Clerk to the Council (DPK), Anthony Sheppard (AS) plus one resident

1. Election of Chairman

CPB confirmed that he was standing down as Chairman, and resigning as a Cllr at the end of this meeting. He nominated that Sue Prentice be elected Chairman for the following year. This was seconded by RM and SJ. Sue Prentice accepted the position and was elected without dissent. She signed the Declaration of Acceptance on camera, witnessed by the Clerk.

Presentation

CH made a short speech thanking CPB for his service to the PC and expressing regret at his departure. He presented CPB with a leaving gift from everyone.

2. Apologies for Absence

There were no apologies but SJ will be leaving at 10.30

3. Declarations of Interest

LNPI, District Cllr-CH, no other declarations

4. Declarations of Lobbying and Responses to Lobbying

There were no declarations

5. Election of Officers:-

Vice Chairman – Rob Munn – proposed by CH, seconded by SP

Footpaths – Regan Scott– proposed by SP, seconded by CPB

Tree Warden – John Carter-Jonas, proposed by SP, seconded by RM

Village Hall Rep – Sally Johnson – proposed by SP, seconded by CH

Each person was elected without dissent.

6. To approve the Minutes from the Meetings held on 9th March and 19th April

The minutes were approved for signature

7. Matters arising from the Minutes:

(i) Trees, planting etc

Martin and Sharon Cripps have completed the planting of Black Poplars along the River Lark, complete with stakes, guards and labels, and repair work to the tree guards around the limes near the church is in hand. Other tree planting is postponed until Autumn. Cllrs expressed their appreciation for this work. AS said it is hoped to get a replacement lime tree for the one that has died. SJ confirmed that the dead Rosery Lane tree has been removed and it is planned to have shrubs in that area. SP confirmed that money is available from the Parish Planters fund.

(ii) Talking Bench

SJ reported that this is a great success and is well used. Steps to provide easier access will be completed soon then ESC will inspect it. A handrail was suggested but it was decided that this would raise liability issues.

8. Report by District Councillor Colin Hedgley

The report had been circulated to Cllrs and the full copy is attached to these minutes. CH reported verbally on the recent High Court decision concerning the cessation of virtual meetings. He talked about the distribution of the hardship fund and mentioned that the new financial year has commenced for his Councillor's Enabling Budget. RS enquired about this in relation to the Green Villages programme, but CH explained it is for new projects. CPB stated that this could be included in the review of the Neighbourhood Plan.

9. Planning Applications:**(i) New Applications - None****(ii) Decision Updates – The following four applications have all been permitted by ESC:**

DC/21/0728/FUL – Small Acre, Lodge Road – Extensions and alterations

DC/21/0848/FUL – Green Close, Lodge Road – Alterations and single storey extension

DC/21/0886/FUL – Brook House, Kiln Lane – Erection of cartlodge

DC/21/0923/FUL – Rosery Farm, Lodge Road – Retrospective planning permission for open fronted agricultural building

10. Other Planning Matters:

- (i) Enforcement matters –** Two matters have been reported to the PC by residents and these have been referred to ESC for investigation
- (ii) Review of Neighbourhood Plan –** CPB reported that the PC needs to set up a review in conjunction with ESC. He volunteered to be co-opted as a non-Councillor for this purpose. SP proposed a small working party of four to review this, who can report back to the PC with recommendations for modifications to line up with the new ESC Local Plan. She will join this, as will SC and a resident should be sought to be included. If this is unsuccessful, RM will join.

11. Highways:

- (i) Boot Street Speed Limit Extension -** Despite two requests for an update, SCC have not responded with a start date
- (ii) SAVID/SID -** CH mentioned a forthcoming ANPR camera project which will shortly commence. He will report further to the next meeting. JCJ confirmed that the SID in Lodge Road is working well. RS asked about the possibility of extending the single lane near Playford Mount, but CH stated that this has previously been rejected.
- (iii) Quiet Lanes (QL) –** SP has agreed to take on this project. She confirmed that the five roads nominated to be included in Wave 2 are Rosery Lane, Grundisburgh Road, Seckford Hall Road, Hasketon Road and Lower Street. There will be a potential cost of approx. £150 for signage, which CPB offered to personally cover if necessary. The PC formally accepted these nominations and **resolved** that the scheme should proceed as planned.

12. Befriending Scheme

Correspondence has taken place since the Annual Parish Meeting, and SC commented that this is getting more complicated than envisaged. AS talked about the widespread

Good Neighbour Scheme and explained how this could be introduced in GtB. Community Action Suffolk can provide advice and training. A joint steering committee comprising one from each PC and PCC of GtB and LtB should be convened. He volunteered to deal with the legal and administrative matters. There is a potential cost, but funding may be available. SP suggested that SC's informal scheme could be started just in GtB, then expand it as and when. It was suggested and agreed that an assessment of need should be carried out before any scheme was introduced. SC and AS will take this forward and liaise with LtB.

13. Review of Procedures

The following documents have all been reviewed and were approved and accepted by Cllrs:

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- Freedom of Information – Model Publication Scheme – amended 2021
- 2018 Model Standing Orders –amended 2021
- 2019 Financial Regulations – amended 2021
- Code of Conduct – updated 2021
- Risk Assessment (updated 2018)
- Emergency Plan V2 (2021)

14. Finance and Admin

(i) Authorisation of payments

The following payments were authorised, proposed by CPB and seconded by SP:

Payee	Description	Amount £
Mrs D P Knights (dated 28.05.21)	May salary	247.56
HMRC (dated 06.06.21)	May PAYE	61.80
Mrs D P Knights (dated 28.06.21)	June salary	247.56
HMRC (dated 06.07.21)	June PAYE	61.80
Bealings Village Hall Trust	Donation	750.00
Fynn-Lark News	Donation	200.00
Mrs D P Knights	Annual Working from Home Allowance	312.00
Mrs D P Knights	Office Expenses	40.41
SALC	Councillor Training	150.00
SALC	Annual Subscription	144.32
SALC	Councillor Training	180.00

(ii) **Annual Internal Audit Report 2020/21**– this had been completed and circulated, and was approved by Cllrs. CPB expressed his thanks to the auditor Eric Barnett, and to the Clerk for the clarity of the accounts, as mentioned by the auditor.

(iii) **Annual Governance Statement 2020/21** - This was approved for signature, proposed by SP and seconded by CPB

(iv) **Accounting Statements 2020/21 and Certificate of Exemption** - The Accounting Statements for 2020/21 were approved by Councillors. SP proposed that we accept these and this was seconded by CPB. The hard copies of the AGAR forms - Accounting Statements and Certificate of Exemption will be signed in due course.

(v) Other Finance and Admin matters

(a) **Bank Signatories and appointment of new bankers** – CPB reported that he had investigated Unity Trust Bank (UTB), and had managed to make contact with them. He recommended that they be appointed as the PC's new bankers to enable

on-line payments to be made. Cllrs were in agreement and therefore it was **resolved** that the Clerk should commence the switching process to UTB.

It was agreed that the DPK should be a signatory to the account for administration purposes, and that the other three signatories are Sue Prentice, Rob Munn and Sally Johnson. The existing mandate should continue i.e. any two Cllrs can authorise up to £500. Any payment in excess of this must be endorsed by the PC. Cllrs approved the payment of the forthcoming invoice for approx. £2000 to SCC for the Boot Street scheme.

(b) Precept – The complete annual precept and grant payment for £5918 has been received

(C) Annual Bank Reconciliation – This was approved for signature

15. Correspondence

(i) Tree Warden Briefing – Queen’s Green Canopy – details of this scheme had been circulated. It will be discussed further at the next PC meeting, it can probably link in with our existing tree planting scheme. RS mentioned the possibility of including the water meadow. RM and JCJ will discuss further in July.

(ii) Fynn Lark News– It is the turn of GtB to provide the lead article for the July edition. SP suggested the topic could be trees, and she asked for suggestion from Cllrs

(iii) Resignation – The Clerk reported she had received a formal letter of resignation from the PC from CPB. She will commence the necessary proceedings with ESC.

(iv) Letter from residents – The Clerk reported that she had received a letter from the residents of Hasketon Road expressing their regret at the resignation from the PC of Martin Cripps.

16. Date of next meeting: Tuesday 7th July at 7.00pm

The meeting closed at 11.10am

Signed
Chairman