

## **Minutes of the meeting of Great Bealings Parish Council held on Wednesday 4<sup>th</sup> September 2024 at 6.30pm at the Angela Cobbold Hall**

**Present:** Sue Prentice (Chairman) (SP), Colin Hedgley (CH), John Carter-Jonas (JCJ), Regan Scott (RS)  
Trevor Harris (TH), Rachel Lamb (RL)

**In attendance:** Mrs Dee Knights (DPK) - Clerk to the Council,

### **1. Welcome**

SP welcomed Rachel Lamb to the Council for her first meeting. The Declaration of Acceptance was signed and witnessed.

### **2. Apologies for Absence – Caroline Saunders and Elaine Bryce**

### **3. Declarations of Interest**

NRI, District Cllr – CH.

### **4. Declarations of Lobbying and Responses to Lobbying**

None

### **5. To approve the Minutes of the Parish Council Meeting held on 9<sup>th</sup> July 2024**

The minutes were approved for signature.

### **6. Clerk/Councillor Updates not on agenda – None**

### **7. Public Participation Session – none present**

*Agenda Item 15 was discussed at this point and is reported further in these minutes*

### **8. Reports by:**

(i) **County Councillor Elaine Bryce** - a report has been received and circulated to Cllrs, and a full copy is attached to the minutes on the website

(ii)

#### **&(iii) District Councillors Dan Clery and Colin Hedgley**

Two reports have been circulated to Cllrs and full copies are attached to the minutes on the website. CH verbally provided an update on the staffing changes in the Planning Dept at ESC. He mentioned that a survey has just been circulated to all PCs on pre-application advice for planning applications. Some details of this were further explained by SP and it will be circulated to all Cllrs, who discussed the best way in which to respond. Cllrs will let SP know their views once they have studied it.

### **9. Emergency Planning:**

(i) **ESC Emergency Planning Meeting 15<sup>th</sup> July** – CH provided a brief report on this

(ii) **The Way Forward** – SP said that there is still an emphasis on paper plans and she recommended that our current plan should remain in place. She proposed setting up a residents WhatsApp phone group for local notifications. Cllrs decided that in order for the Clerk to be the Administrator for this, she will need a dedicated mobile phone for PC use only. DPK will investigate this further and report to the next meeting.

(iii) **Risk Assessment** – Cllrs decided that no changes were necessary and the current Risk Assessment was approved for 2024/25.

### **10. Community Partnership Meeting:**

SP attended the meeting on 2<sup>nd</sup> September. The main point of discussion was volunteering and how to promote it within the community. She will circulate some notes about some identified ways to proceed and will prepare an article for a future issue of Fynn Lark News.

**11. Planning Applications:**

- (i) There were no new applications
- (ii) **Decision Updates** – no further updates

**12. Other Planning Matters:**

- (i) **Report on ESC Planning Forum 25<sup>th</sup> July**  
The Clerk attended this at which the organisation of the ESC Development Management teams were explained. It was confirmed that ESC has no areas officially classified as green or grey belt. A Developers Charter is being prepared but it will not be compulsory for developers to sign up to it. The Enforcement Team has been expanded and the call-in process was explained.
- (ii) **Review of Neighbourhood Plan** – DPK had raised this outstanding matter at the Forum and an update was promised, but nothing has been received.
- (iii) **Other Matters** – none

**13. Highways and Footpaths**

- (i) **List of problem areas to refer to County Councillor**  
The Clerk has already referred the matter of the blank 30mph sign in Lodge road, but has not received any response, despite chasing. White lines outside Annesley House has been outstanding since 2022. It was recommended that white lines be painted along where the roadside has been eroded – exact locations must be identified.
- (ii) **SAVID/SID** – JCJ now has a contact to assist with the downloading of information from the SID
- (iii) **Other Highways matters - none**
- (iv) **Footpaths:**  
The Claimed Footpath case is currently being investigated by SCC and a draft committee report will be issued to interested parties including Parish Councils. There was a general discussion on permissive footpaths and SP mentioned that a resident has reported to SCC an issue with the footpath that runs south-east from Park Farm.

**14. Environmental Issues**

- (i) **Trees** – JCJ still has some oak trees surplus to requirements which are available to anyone who would like them
- (ii) **Other matters** – None

**15. Finance and Admin:**

- (i) **Insurance Premium Renewal** – The insurer has confirmed that the SID is covered under our current policy, therefore it was agreed to accept the renewal quotation of £264
- (ii) **Authorisation of payments** – The following payments were authorised; proposed by SP and seconded by CH:

Chq No	Payee	Description	Amount £
-	Mrs D P Knights	Office Expenses	60.09
-	Mrs D P Knights (dated 28.09.24)	September salary	305.61
-	HMRC (dated 06.10.24)	September PAYE	76.20
-	Mrs D P Knights (dated 28.10.24)	October salary	305.61
-	HMRC (dated 06.11.24)	October PAYE	76.20
<b>041</b>	Information Commissioner	Data Protection Fee	40.00
-	Little Bealing PC	Village Sign Insurance	10.03
-	John Carter-Jonas	Fixings for Depth Gauge	22.38

**(iii) Financial Regulations:**

The Clerk has amended the new Financial Regulations to suit our needs and this had been circulated together with suggestions for the variable values that need to be set by the PC. These were all approved and it was **RESOLVED** that these Regulations be formally adopted.

**(iv).Gov.uk Domain**

The Clerk had circulated a report setting out the pros and cons of proceeding with a .gov.uk domain, (as recommended by the LGA and strongly endorsed by NALC and SALC) together with some provisional costings. Cllrs agreed that this is the correct way forward. It is necessary to purchase a domain from a list of Approved Registrars and it was agreed to proceed with Suffolk Cloud. The suggested domain name will be: greatbealingspc.gov.uk.

**(v) Other Finance and Admin matters:**

- (a) The Bank Reconciliation was approved and signed
- (b) The Clerk and the Chairman have been looking at the data on the village website, which is very out-of-date. Phil Holmes is the website administrator and posts all the information submitted, but it seems that no-one has overall responsibility for the actual content. It was unanimously agreed that this should be the responsibility of the PC and the Clerk has offered to take this on.

**16. Correspondence – none**

**17. Date of next meeting–** This will now take place on Monday 11<sup>th</sup> November (instead of the 12th) and will (hopefully) be back in the Bealings Village Hall at 6.30pm. .

The meeting closed at 8.30pm.

Signed.....  
Chairman