

**Minutes of Great Bealings Parish Council meeting held by video conference at 7.00pm on
Wednesday 18th November 2020**

Present: Charles Barrington (Chairman) (CPB), Colin Hedgley (CH), Sally Johnson (SJ), John Carter-Jonas (JCJ), Rob Munn (RM), Martin Cripps (MC)

In attendance: Mrs Dee Knights (DPK) - Clerk to the Council, Fiona Powell – GotoMeeting Organiser, Anthony Sheppard (AS), Emily Turner (ET), Steve Condon (SC), Sue Prentice (SP), Regan Scott (RS) and one member of the public

1. Apologies for Absence

None

2. Declaration of Members' Conflicts of Interests in any items on this Agenda

LNPI, District Cllr – CH.

3. To approve the Minutes from the Meetings held on 3rd September and 13th October 2020

The Clerk reported a necessary amendment to minute 9(i) of 3rd September – The correct title of the book being compiled is “Walking through History (A History of Bealings). This was noted on the minutes and both sets of minutes were approved for signature

4. Matters arising from the Minutes

- (i) **Trees, planting etc** – The Clerk advised that there was still funding available from the grants in respect of tree planting and Parish Planters (PP). MC said that work will continue in the New Year at the Grundisburgh Rd corner and that there will be maintenance expenditure needed for the new trees. AS agreed to continue to help with this.
SCC have taken no action regarding the dilapidated tree at the junction of Rosery Lane and Lodge Rd. MC will approach them again, and also contact the adjacent householder.
- (ii) **Finger Post, Holly Lane** – CH reported that SCC Highways will not be replacing this. Cllrs agreed his suggestion that the PC funds a replacement and also undertakes some landscaping, which can be financed from the PP fund. He will investigate.
- (iii) **Update of Emergency Plan** – AS gave a report on what is needed and made some recommendations. He is willing to provide a full handover of all documentation, and will assist where possible. Another Cllr will need to take this over, and this will be decided at the meeting in January 2021. CPB will act in the interim period if any emergency occurs.
- (iv) **Water Meadow** – RM reported on the latest position regarding the deposit and subsequent part removal of the soil from the works at Croft Cottage. ET confirmed that they have been given one year to complete the removal, but she anticipates this taking much less time. RM advised that the Environment Agency are still investigating the dumping of green waste by the meadow owner without a licence, but under the current circumstances, this will not have a high priority.

5. Councillor Vacancies

- (i) **Vacancy Notices** – The Clerk reported that to date there have been no requests for an election, therefore it is almost certain that the PC will be able to co-opt two Cllrs. The vacancies will be advertised on the website, the FLN and the email newsletter
- (ii) **Co-option Policy** – The Clerk had circulated a proposed policy document, and it was **RESOLVED** that this would be adopted – proposed by CH and seconded by MC
- (iii) **Selection Procedure** – If there are more than two applicants, it was decided that selection would be made at an open meeting to be held on 14th December

- (iv) **Vice-Chairman** – Following a nomination by CPB, seconded by SJ, it was agreed that Rob Munn would be the interim Vice-Chairman, until the formal election in May. MC asked if another nomination was in order and he proposed Councillor Johnson (SJ). After discussion however, SJ declined to accept the nomination.
(*This item was not on the agenda and therefore will need to be included at the 12th January meeting*)

6. Report by District Councillor Colin Hedgley (CH)

A report had been circulated to Cllrs and a full copy is attached to these minutes. CH verbally reported on the second lockdown arrangements, the funding boost for small businesses, an environmental grant scheme and the Green Flag that has been awarded to Felixstowe Seafront Gardens for the fifth time. There were no questions from Cllrs.

7. Planning Applications

- (i) **DC/20/4032/PN3 - Barn A, Land adjacent former Wood Barn Cottages, Seckford Hall Road – Conversion of an agricultural building to a dwelling house**

SP had done some research into the new permitted development rules and had circulated a report, which she explained to the PC. The Council **RESOLVED** to object to this application, and will submit a list of concerns to ESC

- (ii) **DC/20/4136/LBC – Seckford Hall – Internal alterations to the East Wing Ground Floor to provide five bedrooms each with an en-suite bathroom**

MC raised some issues on Disability Access, which were not clear in the plans. CH will liaise with him with regard to looking further into the rules, and possibly consult the agents for further details. A final decision was deferred until this matter is resolved.

- (iii) There were no further applications

- (iv) **Decision Updates :**

DC/20/2575/FUL – The Boot, Boot Street – permitted by ESC

8. Other Planning Matters:

- (i) **ESC Planning Consultations:**

Statement of Community Involvement

In addition to comments, there are 7 key questions to be answered. DPK and CPB will liaise on this

Cycling and Walking Strategy

MC expressed concerns about cyclists on footpaths, with no system of enforcement. Our response should be that greater signage is required

Recreational Disturbance Avoidance

There were no comments on this

Affordable Housing Supplementary Planning

There is none identified in the Neighbourhood Plan (NP). A response will be drafted and circulated for comment

- (ii) **SCLP New Local Plan Policy 5.4**

CPB queried whether this is sufficient to trigger a review of the NP. CH advised that, although there is no immediate need, this should be considered in the New Year, with possibly a Working Party set up to look at this. CPB will liaise with the appropriate officer at ESC.

- (iii) **Other** – None

9. Suffolk Division Boundary Changes

CH stated that it is his opinion that Gt Bealings should stay a rural area and be linked with the Grundisburgh and Wickham Market ward, rather than be included with Woodbridge. It was agreed that a formal objection would be submitted. The additional joint response proposed by Lt Bealings PC was agreed and the Clerk will liaise with them.

10. Code of Conduct (CoC)

(i) Establishment of Working Party (WP)

CPB and RM volunteered for this, and AS and SP were both co-opted to assist.

(ii) Draft Revisions

A draft revised national Code had been circulated for comment, and is now under consideration by NALC, with no date given for conclusion. The aim of the WP will be to consider the draft in the light of recent concerns and, if thought fit, to add or amend some clauses in the existing CoC, and to incorporate these into an approved version of the new national Code for approval by GtBPC at the next Annual PC meeting. The WP will aim to make recommendations accordingly to the next full meeting of the PC in January 2021.

11. Highways

(i) Boot Street Bridge - Extension to Speed limit

SCC are progressing with the legal aspects of this scheme. The Clerk reported that two grants of £500 have been awarded to the PC in respect of this scheme, one from District Cllr Tony Fryatt's Enabling Communities Fund, which has already been received, and the other from the ESC Community Partnership Group. Some residents have offered to contribute if there is a shortfall, and CH stated that if the request for payment for the scheme runs over into the next financial year, he will be able to make a contribution from his Fund.

(ii) SAVID/SID – CPB confessed that he had not charged the batteries recently, therefore Phil Holmes (PH) had been unable to collect any data. He will do this shortly and advise PH.

(iii) Quiet Lanes – A bid from the Quiet Lanes Group for some funding from SCC has been successful. MC has volunteered to be the Lead Officer for Gt B and has registered our individual lane nominations

(iv) Other Highways – JCJ had asked SCC for permission to create some wildflower verges, but they had refused, without giving a reason. He will take this up with them.

12. Finance and Admin

(i) The following cheques were authorised; proposed by JCJ and seconded by CH

Chq No	Payee	Description	Amount £
2025	Mrs D P Knights	Office Expenses	36.52
2053	Mrs D P Knights (dated 28.11.20)	November salary	227.21
2054	HMRC (dated 06.12.20)	November PAYE	56.20
2055	Mrs D P Knights (dated 28.12.20)	December salary	176.16
2056	HMRC (dated 06.01.21)	December PAYE	43.80
2057	Lt Bealings PC	Village Sign Insurance	5.16

(ii) **Draft Budget 2021/22** – The Clerk had circulated a draft budget for the next financial year, which showed that proposed expenditure showed a significant increase, largely due to the need to provide for training expenses for two new Cllrs.

- (iii) **Provisional Precept Discussion** - ESC had advised that a precept of £4754 would need to be requested to reflect a 0% increase on the PC element of Council Tax. However, this was a reduction on the current year and was insufficient to meet the PC's expected expenditure next year. The Clerk had circulated information about the recommended levels of reserves that PCs should hold, and it was clear that Gt B's is below this level, which needs consideration when setting the precept. The Clerk has received a useful spreadsheet from ESC which calculates the additional cost for each property Band for varying precepts. She will circulate some figures so that a final decision can be made in January 2021.
- (iv) **Banking Arrangements** – Since the departure of AS, the PC now only has three signatories for the bank account. It was agreed to leave the selection of a fourth signatory until the Annual Meeting in May 2021. The Clerk will investigate the possibility of then moving to online-banking, possibly with a new provider in order to preserve the two-signatory rule.
- (v) **Data Protection – Retention Policy** – a draft policy document had been circulated by the Clerk. It was agreed that approved minutes on the website need only be displayed for two full years. The policy was adopted, proposed by CPB and seconded by MC.
- (vi) **Other Finance and Admin matters** – The second precept instalment has been received, and the Bank Reconciliation which had been circulated was approved for signature.

13. Correspondence

- (i) **Future of Fynn Lark News** – a paper had been circulated by the editor with several recommendations for the future of the magazine. These were agreed by Cllrs and it was confirmed that the PC's annual donation of £200 would continue. CH agreed to be the PC's representative on the magazine's committee
- (ii) **Community Partnership-Talking Benches Proposal** – Andy Jolliffe from ESC has offered local parishes the opportunity to be supplied with a bench to be located in a public space to encourage people to start conversations. The PC would have to fund installation and future maintenance. There was general approval for this scheme and SJ said she would look into this, and that she had a location in mind.
- (iii) **Claimed Public Footpath** – Some correspondence between a resident and SCC had been circulated regarding FP11 which was first raised as an issue two years ago. SCC have stated that this is on their list of medium priority cases, to be determined within 2-5 years. It was noted that the PC is unable to take any action to progress this matter. JCJ reported that there is a dangerous area of barbed wire by the stile and MC agreed to investigate this.

14. Date of Next Meeting – The “Co-option” meeting was arranged for Monday 14th December and the next full PC meeting will be on Tuesday 12th January 2021.

The meeting closed at 9.30pm.

Signed.....
Chairman