

BACTON PARISH COUNCIL

Chairman: Councillor Richard Peaty
Clerk: Tina Newell
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Minutes of the Parish Council Meeting held on 14 December 2020 held remotely via Zoom

Councillors Present by video: Richard Peaty (RP) (Chairman), David Chambers (DC) (Vice Chairman), Robert Black (RB), Bernard Coxhead (BC) Andi Elstone (AE), Julia Fursdon (JF) and Philip Jeffries (PJ),

Councillors present by audio only: Dave Green (DG)

In Attendance by video: Tina Newell (Clerk) (Parish Council Clerk), Andrew Mellen (AM) (District Councillor). Andrew Stringer (AS) (County Councillor) and one members of the public.

- 141220/01 **Apologies for absence:** Cllr Michael Murphy offered apologies for absence due to prior family commitments.
- 141220/02 All members consented to apologies from Cllr Michael Murphy.
- 141220/03 **Declarations of Interest and Dispensations considered:** None received
- 141220/04 All Cllrs confirmed receipt of the draft minutes for the meeting held on 16 November 2020 prior to the meeting. DC proposed to accept these as a true record with all Cllrs in favour it was resolved to accept the minutes as a true record of the decisions made at the meeting (reference 161120/01 to 161120/51 inclusive).
- 141220/05 Councillors confirmed receipt of the matter of report from previous meeting prior to the meeting:
- **Speed Indicator:** Data is being analysed and made public for social media and notice boards.
 - **Cemetery:** Two new requests for burials have been received and approved by the working party; payment is yet to be received for these. New Regulations and Conditions have been written and are for consideration later this meeting.
 - **Memorials:** Two new memorials have been approved by the working party although no payments have been received.
 - **Shop Green:** Signage has been erected warning of Deep Water. A business located on the Green has repaired the fence
 - **St Marys Playing Field:** Only one quote received as we are waiting on confirmation from the Diocese they are happy with the change to the perimeter fencing.
 - **Cow Green:** Speed signs and Deep-Water signs have been erected. One water sign was taken down by 'anonymous' but has since been re-installed

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- **Live Streaming of meetings:** Facebook will allow live streaming of meetings. I have asked SALC for their view on streaming the meetings on this medium.
- **Barclays:** A new mandate change request has been sent to various Cllrs for completing before returning to me to send to Barclays. Barclays have verbally offered £30.00 compensation for the delay although I am waiting for this to come through in print.

Public Forum

141220/06 All Cllrs received AM report prior to the meeting; AM informed all Cllrs the flooding on entry to the village from Haughley has been reported to Suffolk County Council however the maintenance of this is the land owner's responsibility; concern was expressed regarding the planning application along Broad Road as it still does not have a signed S106 agreement. AM report in full is appended to these minutes.

141220/07 Cllrs confirmed receipt of AS report prior to the meeting which is appended in full to these minutes. AS confirmed a response to the pavement parking has been submitted strongly supporting pavements are for pedestrians and not for parking; Bacton Middle School has been sold subject to contract which is expected to be early in 2021; in response to the COVID-19 pandemic Suffolk County Council are holding an emergency meeting tomorrow to discuss the County's restrictions and tier level.

141220/08 A member of the public asked if the speed sign on entry to the village from Haughley could be cleared of overgrowth. Clerk will report this to SCC via their on-line reporting platform.

Planning:

141220/09 DC/20/05309 Proposal: Application for listed building consent installation of 12 no solar PV panels to rear west roof slope
Location: Willow Hall, Broad Road, Bacton IP14 4HP
After discussion PJ propose to **SUPPORT** the application seconded by DC with all Councillors in favour the Parish Council will submit a comment of SUPPORT.

141220/10 DC/20/05572 Proposal: Full planning application Erection of 1no dwelling on plot 1 including access and creation of separate access for plot 2 forming part of a phased development approved under Outline Planning Permission DC/19/00851
Location: The Bungalow, Church Road, Bacton
After consideration PJ proposed to **STRONGLY OBJECT** to the application with all Cllrs in agreement.

141220/11 Councillors noted there were no applications determined by MSDC

Finance: Cllrs noted the following income:

	Date	Details	£
141220/12	02 11 2020	Rent at Bacton Green	150.00
141220/13	09 11 2020	MSDC Warden Grant	340.08
141220/14	30 11 2020	Rent at Bacton Green	150.00

141220/15 Cllrs received notification of income due from Countryside Stewardship and THE Basic Payment Scheme of £3,246.27 and £1,998.48 respectively. Once received the income will be reported to full Council.

141220/16 All Councillors confirmed receipt of the bank reconciliations supported by bank statements for the period ended 30 November prior to the meeting and agreed the value of available cash at 30 November was £44,952.25.

141220/17 Cllr AE verified the bank reconciliations published agreed to the bank statements.

141220/18 All Cllrs confirmed receipt of the budget to actual report for the period ended 30 November 2020. With no questions Councillors resolved to accept the report as a true and accurate reflection of the Councils finances as at 30 November 2020.

141220/19 All Cllrs confirmed receipt of the schedule detailing the proposed re-allocation of budget against expense lines. With no further comments all Cllrs resolved to accept the proposal.

141120/20 Councillors agreed with the allocation of the financial reserves noting the general reserve held is equivalent to 48% of the precept.

141220/21 Clerk confirmed a credit note had been received from Fordham Landscapes since the original payment schedule for £250.00 plus VAT being the element of work undertaken on behalf of the primary school. DC proposed to approve and pay the following gross expenses (supported by invoices and receipts) seconded by AE with all Councillors in agreement:

	Payee	Details	Invoice No	£
141220/22	T Newell	Clerk, office costs & Parish Warden	n/a	838.98
141220/23	HMRC	PAYE and NI	n/a	11.72
141220/24	SafetySigns4Less	Signs for greens	276873	177.48
141220/25	ElanCity-UK	Two new SIDS	UK2020/00253	4,328.46
141220/26	Fordham Landscapes	Garden of reflection groundwork	14874	6,238.20
141220/27	PDH Electrical	Electrical work for the greens	4269	900.00
141220/28	J Lawes	Posts and ancillary	152462	52.94
141220/29	Viking	Stationery	3451115/1737/4469	68.50

141220/30 DC confirmed the working party have met and considered a draft budget however following MSDC recent announcement that the tax base given is subject to change on or before 8 January 2021 all Councillors agreed to defer setting the budget and precept until the January meeting.

141220/31 Robert Black (Councillor) (RB) entered the meeting room.

- 141220/32 After consideration all Councillors resolved to plant a privet hedge on three boundaries of the Garden of Reflecton and agreed to instruct Fordham Landscapes to execute the works at a cost of £1,472.50 plus VAT.
- 141220/33 Councillors agreed to instruct Birketts to register the three village greens; Cow, Tailors and Shop Green with the land registry at a cost of £500.00 plus disbursements (quote received via email dated 07 12 2020).

Governance

- 141220/34 All Councillors agreed the Internal Audit Plan as scheduled.
- 141220/35 Councillors resolved to accept the Clerks recommendation to appoint Trevor Brown as the Internal Auditor for year ended 31, March 2021. Clerk will send the letter of appointment.

To Receive Updates From Working Party and Agree Appropriate Action:

- 141220/36 **St Marys playing field:** Councillors agreed for the Clerk to ask Fordham Landscapes to quote for the work required on St Marys playing field for consideration at the January meeting.
- 141220/37 **Community Events:** A large number of dwellings have taken part in 'LightUP for joy for hope for life'. The Chairman will present the hampers and request winners send in photographs of their lights for publicising.
- 141220/38 **Road Safety:** Community Speed Watch is halted due to the COVID pandemic. Data is being analysed regularly and publicised on social media and noticeboards. The speed sign on entry to the village from Haughley is still obscured by hedging.
- 141220/39 **Cemetery:** DC confirmed the revised 'Regulations and Conditions of Use' has been issued to local funeral directors, stone masons and a grave digger for comments. All Councillors agreed to adopt the revised 'Regulations and Conditions of Use' as proposed by the working party.
- 141220/40 **Parish Warden:** All Councillors confirmed receipt of the Parish Wardens report prior to the meeting.
- 141220/41 Councillors agreed to remove the old notice board at Shop Green following a site survey.
- 141220/42 Clerk to pursue the idea of a monthly footpath walking group.
- 141220/43 Clerk to print signage stating 'Polite notice: please keep clear for Cemetery' and locate it near to the space reserved for the funeral cortege.
- 141220/44 Clerk to advise all contractors to use warning triangles when working in and around the Cemetery.
- 141220/45 Clerk to ask the school to remove any school property on the garden of reflection daily.
- 141220/46 Council agreed to leave the notice board on Broad Road for the current time acknowledging it could be relocated at a later date to a more visible site.
- 141220/47 Clerk to report the broken-up pavement leading to the kiosk housing the defibrillator to Suffolk County Council.

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- 141220/48 Clerk to look further into posts for protecting the registered village greens for a future meeting.
- 141220/49 **Any other business for information to be noted or for inclusion in a future agenda:** 2021/22 draft budget and precept, PIP, St Marys playing field, road safety, reserved planning applications, signage for Bacton Primary School.
- 141220/50 Councillors noted the Clerk will be on leave from 21, December 2020 returning to work on 4, January 2021.
- 141220/51 Councillors noted the date of the next meeting as 18 January 2021.
- 141220/52 Chairman closed the meeting at 21.14pm.