

DRAFT UNTIL SIGNED

Minutes of the Beck Row, Holywell Row & Kenny Hill Parish Council Meeting held on Tuesday 10th October 2023 at 7.00pm

Attendance:

Councillor Gary Peachey Chair
 Ms Jane Spenser Clerk to the Council
 Councillor Alan Vickerage
 Councillor Steve Murrow
 Councillor James Bailey
 Councillor Sue French
 Councillor Anna Petric

Members of the Electorate and other attendees:

Squadron Leader Andy Bell
 Councillor Don Waldron
 Mr James Waters

The Chairman opened the meeting at 7:00pm. A reminder to everyone that the meeting was being recorded for accurate writing of the minutes.

5887	<u>Apologies and acceptance for absence</u> Apologies received from Councillor Philip Haylock	
5888	<u>To receive member's declaration of interest and dispensations relating to items in this agenda.</u> None were received.	
5889	<u>To resolve that the minutes of the meeting of the council held on Tuesday 12th September 2023 are a true and correct record.</u> It was resolved that the minutes of the meeting on 12 th September 2023 were a true and correct record. The minutes were signed by the Chair.	
5890	<u>To resolve that the minutes of the extraordinary meetings of the council held on Thursday 21st September 2023 and Tuesday 3rd October 2023 are a true and correct record.</u> It was resolved that the minutes of the meetings held on Thursday 21 st September 2023 and Tuesday 3 rd October 2023 were a true and correct record. The minutes were signed by the Chair.	

Signed by Chair of meeting:

Date signed:

5891	<p><u>Progress Reports for information:</u></p> <p>a. Clerk including urgent decisions taken since the last meeting. Appendix F attached.</p> <p>b. The Beacon For the next edition information will be needed by November 14th for the Dec/Jan.</p>	
5892	<p><u>Public participation session (15 minutes) to include Police, District and County Councillors Reports.</u></p> <p>Mr James Waters attended to put forward an area for development outside the local plan on The Grove, Beck Row. Mr Waters provided council members with a proposal and development statement and wants to work with the parish council and residents regarding the development. The council members will review the information provided and when appropriate submit consultee comments via the planning portal.</p> <p>a. Squadron Leader Andy Bell – RAF Mildenhall Base Exercises: Thursday 12th October and Monday 23rd to Friday 27th October. Running the scenario of an aircraft crash: only likely to see activity on Monday and Tuesday. The US is aiming to look ahead 3 years or so to enable more advance warning and also integrate UK emergency services in realistic manner.</p> <ul style="list-style-type: none"> - Annual VIP Day for Lord Lieutenant and High Sheriff's 11th October. - Visiting aircrews now receiving additional briefings to reduce disturbance. There are Aircraft warning signs on the A1101 at runway end but these need to be replaced, this would be down to Highways. - Ongoing engagement with District and County Councils re on-base infrastructure investment programme and deconfliction with external plans. - Project Officers have been appointed for Remembrance Day: please let us know any changes ASAP. <p>b. Councillor Colin Noble – Suffolk County Council No report received, apologies received. Please forward any matters for his attention.</p> <p>c. Councillor Don Waldron – West Suffolk Council Councillor Peachey asked Councillor Waldron if he can confirm why West Suffolk Council Planning Officers are still working from home in 2023. There has been a monumental error made by West Suffolk Council regarding an application in Holywell Row. The building is 30% bigger than it should be.</p>	

Signed by Chair of meeting:

Date signed:

	<p>Residents of the Parish have made numerous complaints to Councillor Peachey regarding the building that is not in keeping with surrounding properties.</p> <p>Councillor Waldron advised the Parish Council that they could look at taking the matter further directly with West Suffolk Council.</p> <p>Nothing further to report at this time.</p>	
5893	<p><u>To consider planning applications</u></p> <p>DC/23/1603/FUL – planning application – four dwellings (following demolition of existing bungalow) land at Cherry Tree Gardens, Beck Row. The Parish Council object to the application, it is outside the settlement boundary and concerns regarding additional traffic joining A1101.</p> <p>DC/23/0611/FUL – re-consultation, Planning application - a.subdivision and extension of existing dwelling into two dwellings b. raising of roof. 10 Aspal Close, IP28 8BB – The Parish Council support this application.</p> <p>DC/23/0623/FUL - re-consultation, Planning application - Planning application - a. sub-division of existing property to two dwellings with conversions of roof to create habitable space, b. front, rear, and side extensions. 5 Aspal Close, IP28 8BB – The Parish Council support this application.</p> <p>DC/23/1447/HH - Householder planning application - a. two storey front, side and rear extensions following partial demolition of existing dwelling b. render to all elevations. De Creek Farm, The Common, Beck Row, IP28 8BU – The Parish Council support this application.</p> <p>DC/23/1638/HH - Householder planning application - a. front porch (following demolition of existing porch) b. two storey rear extension (following demolition of existing single storey flat roof extension) c. enlargement of ground floor window to front elevation d. hardstanding driveway. 20 The Street Beck Row Suffolk IP28 8AD – The Parish Council support this application.</p>	
5894	<p><u>Finance:</u></p> <p>a. To receive for information the bank reconciliations -</p> <p>Appendix A and Appendix B - Reconciliation of Parish Council and Parish Hub bank accounts, previously circulated to members ahead of meeting, for the month ending September 2023 were received.</p>	

Signed by Chair of meeting:

Date signed:

	<p>b. To approve payments -</p> <p>i. Parish Council – appendix C ii. Parish Hub - appendix D</p> <p>Payments were approved and authorised. Appendix items can be found in the minute folder with signed minutes relating to this meeting.</p> <p>c. To receive budget comparison for quarter 2. APPENDIX E</p> <p>Previously circulated to members ahead of meeting, budget comparison for quarter 2 of 2023/24 was received.</p> <p>d. To note the conclusion of the external auditor review of AGAR 22/23</p> <p>The external auditor concludes and certifies that they have completed their review of Sections 1 and 2 of the Annual Governance and Accountability Return and discharged their responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.</p> <p>The external auditors opinion based on their review is that the information in sections 1 and sections 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</p> <p>Attention has been drawn by the auditors to the Parish Council of the change in the Practitioners’ Guide 2023 which is mandatory for the 2023/24 period. Paragraph 1.26 relates to requirements in relation to Assertion 3 and states <i>‘Email management – every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a gov.uk or org.uk address or could be an address linked to the council website.’</i> In order to answer yes to Assertion 3 in the 2023/24 AGAR the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently.</p>	
5895	<p><u>To consider the quote and approve the purchase of a solar enabled speed indicator sign.</u></p> <p>It was resolved to proceed with the quote for the one solar enabled speed indicator sign at £1889.99 + vat and to proceed with the purchase of the solar panel from West Row Parish Council at £380.88.</p>	Clerk
5896	<p><u>To discuss the purchase of pond safety equipment</u></p> <p>It was agreed to proceed with obtaining quotes.</p>	

Signed by Chair of meeting:

Date signed:

5897	<p><u>To discuss and approve the purchase of Christmas trees</u></p> <p>It was resolved to proceed with the purchase and delivery of five trees. The Clerk will compare prices prior to proceeding but is likely to make the purchase from Rougham Estates who have provided the trees for the last 2 years having been at least 25% cheaper than Elveden Estates.</p>	Clerk
5898	<p><u>To discuss the Love Your Village Day – 28th Oct 2023 and the USAF Volunteer Day – 27th Oct 2023</u></p> <p>The USAF Volunteer Day is taking place on 27th Oct 2023 it was discussed and agreed that ideally work would take place along the cycle path on the A1101 following conversations held with Suffolk Highways. It is thought this would be the most beneficial area to tend to.</p> <p>28th Oct 2023 is the Parish Council run Love Your Village event. Meeting at the Hub at 11.00am, ideally offering refreshments in the Hub garden. Further details will be published online.</p>	Cllr Peachey
5899	<p><u>To consider obtaining quotes for a shelter with seating on the Toc-H land</u></p> <p>Councillor Peachey has proposed quotes are obtained for a covered seating area for the Toc-H land. This was agreed by all council members. The Clerk will proceed to obtain quotes.</p>	Clerk
5900	<p><u>To discuss plans and dates for Santa Sleigh event 2023</u></p> <p>It is suggested that Friday 22nd December would work well. Mr Canham is available for this date. The aim is to start at 4pm. Councillor Peachey will let Mr Canham know.</p>	Cllr Peachey
5901	<p><u>To discuss progress with Parish Hub including obtaining redecoration quotes</u></p> <p>It was resolved to proceed with the quote from GP Building Services to finish the works at the Hub and obtain quotations for the redecoration of the Hub prior to reopening. Reopening is likely to be January 2024. Drying time will dictate this.</p>	Clerk
5902	<p><u>To discuss streetlighting report and decarbonisation grant funding</u></p> <p>It was agreed to proceed with applying for the decarbonisation funding The Clerk will respond to West Suffolk Council's expression of interest form accordingly.</p>	Clerk

Signed by Chair of meeting:

Date signed:

5903	<p><u>To consider and approve instructing contractor on areas of verge cutting</u></p> <p>It was resolved to contact Mr Smith regarding the areas he cut last year and to look for him to repeat that. Councillor Peachey will contact Mr Smith for a quotation and let council members know if the amount varies from last year. If no variation in cost then the approval to proceed was agreed.</p>	Cllr Peachey
5904	<p><u>To consider obtaining quotes for village gateways</u></p> <p>Discussion took place regarding the village gateways serving as traffic calming on the approach to villages. Many villages have seen improvements following the installation of these gateways as well as being aesthetically beneficial.</p> <p>It was agreed to proceed with obtaining quotes.</p>	
5905	<p><u>To discuss plans for Remembrance Day 2023</u></p> <p>Saturday 11th November – 10.45 am council members and representatives from USAF will gather at the War Memorial in Kenny Hill for 11.00 am wreath laying and a minute’s silence.</p> <p>Sunday 12th November – 10.30am council members and USAF representatives will gather at the War Memorial in Beck Row then on to St John’s Churchyard, War Graves for wreath laying and a minute’s silence. This will be followed by a church service at St John’s Church.</p>	
5906	<p><u>Matters for next meeting</u></p>	
5907	<p><u>Date of next meeting</u></p> <p>To confirm the date of the next meeting is Tuesday 14th November 2023. This will be held at St John’s Church Hall.</p>	
	<p>Meeting closed – 8.48pm</p>	

Signed by Chair of meeting:

Date signed:

BECK ROW PARISH COUNCIL

BANK RECONCILIATION September 23

Balance on 01 Sep 2023 - £77506.41

Receipts

Payments

<u>Date</u>	<u>Details</u>	<u>££</u>	<u>Date</u>	<u>Details</u>	<u>Gross</u>	<u>VAT</u>	<u>Net</u>
01.09.23	ASTCO RECYCLING	6.00	04.09.23	TB SALARY (AUG)	516.00		516.00
			04.09.23	TB MILEAGE	18.00		18.00
			04.09.23	TB EXP - STRIMMER WIRE	23.99	4.00	19.99
			04.09.23	JS SALARY (AUG)	837.56		837.56
			06.09.23	BT	54.18	9.03	45.15
			13.09.23	CLEANING SOLUTIONS	68.76	11.46	57.30
			13.09.23	WICKSTEED LEISURE (PLAY EQPT REPAIR)	84.36	14.06	70.30
			13.09.23	WEST SUFFOLK COUNCIL	81.91		81.91
			18.09.23	SERVICE CHGS	8.70		8.70
	Total	6.00		Total	1,693.46	38.55	1,654.91

Balance on 30 September 2023 - £75812.95

October 2023
Appendix C

Payments - Parish Council Oct 2023					
Date	status	Details	Gross	VAT	Net
20.09.23		Gallagher (Hiscox Ins Co Ltd)	3,289.44		3,289.44
23.09.23	dd	BT	54.18	9.03	45.15
25.09.23		Hags (playground repairs)	186.36	31.06	155.30
25.09.23		PKF Littlejohn (AGAR 22/23 Auditor final fee)	504.00	84.00	420.00
01.10.23		Craig Norman (Beacon Oct/Nov)	1,175.00		1,175.00
03.10.23	paid	Parish Keeper exps - mileage	£ 19.40	£ -	£ 19.40
03.10.23	paid	Parish Keeper exps - Forest Heath Fasteners (lifting wide dee)	3.89	0.65	3.24
03.10.23	paid	Parish Keeper exps - Forest Heath Fasteners (park repairs)	£ 26.03	£ 4.34	£ 21.69
03.10.23	paid	Parish Keeper exps - Field Rd, (fuel for equipment)	£ 27.40	£ 4.57	£ 22.83
03.10.23	paid	Parish Keeper salary	£ 300.00		£ 300.00
03.10.23	paid	Clerk salary (inc tax rebate)	£ 977.60		£ 977.60
05.10.23		Impress Express Signs (HR phonebox repair)	£ 72.00	£ 12.00	£ 60.00
		Total	6,635.30	145.65	6,489.65
	Signed:				
	Print Name:				
	Date:				
	Signed:				
	Print Name:				
	Date:				

BUDGET COMPARISON 2023/2024

Issue	2	30th Sep	2023
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	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Variance	Actual
Salary & Expenses							
Clerk	12,000.00	3,458.67	2,659.36			5,881.97	6,118.03
Assistant Clerk	0.00	0.00	0.00			0.00	0.00
Parish Keeper	4,500.00	1,272.00	1,404.00			1,824.00	2,676.00
Parish Hub Cleaner	1,000.00	269.00	0.00	0.00	0.00	731.00	269.00
Travel/fuel	100.00	28.00	58.60			13.40	86.60
Pension	0.00	0.00	0.00			0.00	0.00
						0.00	0.00
Total	17,600.00	5,027.67	4,121.96	0.00	0.00	8,450.37	9,149.63

Events							
Events general	4,500.00	0.00	57.30			4,442.70	57.30 (reallocated £1500 from fireworks)
Easter Egg Hunt	300.00	274.44	0.00			25.56	274.44 (grant from Cllr Waldron - £300.00)
Christmas Trees	500.00	0.00	0.00			500.00	0.00
Santa Sleigh	0.00	0.00	0.00			0.00	0.00
Total	5,300.00	274.44	57.30	0.00	0.00	4,968.26	331.74

Insurance							
Community Policy	3,000.00	0.00	3,289.44			-289.44	3,289.44
Ride on Mower	200.00	145.05	0.00			54.95	145.05
						0.00	0.00
						0.00	0.00
Total	3,200.00	145.05	3,289.44	0.00	0.00	-234.49	3,434.49

Parish Hub		Hub expense is funded from Hub/flat income. This will be amended for 24/25 budget comparison. Previous year income - £16,000.00					
Loan	0.00	6,000.00	0.00	0.00	0.00	-6,000.00	6,000.00
Maintenance	0.00	195.00	0.00			-195.00	195.00
Window cleaning	0.00	0.00	35.00			-35.00	35.00
Electric	0.00	711.19	231.01			-942.20	942.20
Water	0.00	205.53	295.22			-500.75	500.75
Cleaning	0.00	4.50	106.25			-110.75	110.75
General supplies	0.00	0.00	0.00			0.00	0.00
Total	0.00	7,116.22	667.48	0.00	0.00	-7,783.70	7,783.70

Maintenance							
landscaping equipment	500.00	145.50	148.79			205.71	294.29
equipment fuel	200.00	96.56	79.99			23.45	176.55
Trade waste	500.00	537.16	0.00	0.00	0.00	-37.16	537.16

APPENDIX E
Oct 2023 meeting

Toc-H/Playground maintenance	1,500.00	0.00	338.10			1,161.90	338.10
Parish asset maintenance	500.00	0.00	146.23			353.77	146.23
Flat	0.00	0.00	0.00			0.00	0.00
Defibs	200.00	0.00	0.00			200.00	0.00
Total	3,400.00	779.22	713.11	0.00	0.00	1,907.67	1,492.33

Subscriptions							
SALC	1,000.00	901.61	0.00	0.00	0.00	98.39	901.61
SLCC	200.00	0.00	0.00			200.00	0.00
Total	1,200.00	901.61	0.00	0.00	0.00	298.39	901.61

Licencing							
TV	160.00	0.00	0.00			160.00	0.00
MLPC	270.00	0.00	240.48			29.52	240.48
Premises	200.00	0.00	180.00			20.00	180.00
GDPR	50.00	35.00	0.00			15.00	35.00
Miscellaneous	0.00	0.00	0.00			0.00	0.00
Total	680.00	35.00	420.48	0.00	0.00	224.52	455.48

Street Furniture							
Benches/Bins/Furniture	0.00	0.00	0.00			0.00	0.00
Noticeboard upkeep	0.00	0.00	0.00			0.00	0.00
Welcome Signs	0.00	0.00	0.00			0.00	0.00
Speed Indicator Devices	0.00	0.00	0.00			0.00	0.00
Village Sign upkeep	0.00	0.00	0.00			0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Street Lighting							
Lighting Repairs/maintenance	1,500.00	0.00	0.00			1,500.00	0.00
Electricity Usage	9,000.00	0.00	0.00			9,000.00	0.00
New Lights/Improvements	0.00	0.00	0.00			0.00	0.00
Total	10,500.00	0.00	0.00	0.00	0.00	10,500.00	0.00

Grants, Contributions & Donations							
S137	1,000.00	250.00	0.00			750.00	250.00
Donations - Royal British Legion	150.00	0.00	0.00			150.00	0.00
Methodist church donation	0.00	0.00	0.00			0.00	0.00
Baptist church donation	0.00	0.00	0.00			0.00	0.00
Other	0.00	0.00	0.00			0.00	0.00
Total	1,150.00	250.00	0.00	0.00	0.00	900.00	250.00

General Beacon income for year currently - £1328.80 (Jun payments). Next payments are Jan 2024.

APPENDIX E
Oct 2023 meeting

Capital purchases	0.00	525.16	0.00			-525.16	525.16
Playground equipment	1,000.00	0.00	0.00			1,000.00	0.00
Contingency	0.00	0.00	0.00			0.00	0.00
Consultancy, Legal & Professional Fees	1,000.00	0.00	550.00			450.00	550.00
Bank Account Fees	150.00	15.70	15.70			118.60	31.40
Chair's Allowance	100.00	0.00	0.00			100.00	0.00
Audit Fees	500.00	112.50	420.00			-32.50	532.50
Training Fees	500.00	210.00	0.00			290.00	210.00
Election Costs	2,000.00	0.00	81.91			1,918.09	81.91
Beacon Printing	3,000.00	2,150.00	2,150.00			-1,300.00	4,300.00
Printing	500.00	0.00	0.00			500.00	0.00
Office supplies	500.00	81.93	0.00			418.07	81.93
Website/Advertising/Signs	500.00	0.00	1.49			498.51	1.49
Telephone	700.00	135.17	135.45			429.38	270.62
Postage	50.00	0.00	0.00			50.00	0.00
Total	10,500.00	3,230.46	3,354.55	0.00	0.00	3,914.99	6,585.01

Total	53,530.00	17,759.67	12,624.32	0.00	0.00	23,146.01	30,383.99
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Reserves -	Budget	Quarter 1	Quarter 2
Assistant Clerk	5000	0	0
Parish Hub floor	20000	0	0
Toc-H land	5500	0	0
Training	2000	0	0
Hub Loan	6000	6000	0
Capital projects	60000	525.16	15200
Play equipment	5000	0	0
New street lighting	20000	0	0
Total	123500	6525.16	15200

Oct 2023 meeting
Appendix D

Payments - Parish Hub Oct 2023					
Date	status	Details	Gross	VAT	Net
06.09.23	DD	TOTAL ENERGIES (ELECTRIC SEP)	£ 119.39	£ 5.69	£ 113.70
20.09.23		WAVE (WATER)	£ 322.95	£ 27.73	£ 295.22
15.09.23		MLPC (MOVIE LICENSE)	£ 288.58	£ 48.10	£ 240.48
		Total	730.92	81.52	649.40
	Signed:				
	Print Name:				
	Date:				
	Signed:				
	Print Name:				
	Date:				

BECK ROW PARISH HUB

BANK RECONCILIATION September 23

Balance on 01 September 2023 - £59,210.63

Receipts

Payments

<u>Date</u>	<u>Details</u>	<u>££</u>	<u>Date</u>	<u>Details</u>	<u>Gross</u>	<u>VAT</u>	<u>Net</u>
06.09.23	B CARTER (FLAT)	1,029.60	06.09.23	CLEANING SOLUTIONS	47.40	7.90	39.50
			13.09.23	EXTERISHINE	35.00		35.00
			13.09.23	WEST SUFFOLK COUNCIL	180.00		180.00
			13.09.23	C H ELECTRICAL	70.00		70.00
			13.09.23	PRIOR ASSOCIATES	660.00	110.00	550.00
			14.09.23	GP BUILDING SERVICES	18,240.00	3,040.00	15,200.00
			25.09.23	TOTAL ENERGIES	119.39	5.69	113.70
	Total	1,029.60		Total	19,351.79	3,163.59	16,188.20

Balance on 30 September 2023 - £40,888.44

CLERKS REPORT

October 2023 meeting

- Was there any progress with the property on the corner of Lamble Close regarding overgrown hedges or should the Clerk write to the owner/occupier?
- A resident of Smoke House View has emailed and expressed concern over the lack of amenities and general maintenance of the whole development. Previously a resident contacted regarding lack of bins. The Clerk has responded noting the concern. Will bring to the attention of the District Council.
- The Clerk received rather a lot of post that had been sent to the previous clerk's home address. Among the post was numerous correspondence from the Pension Regulator. The lack of re enrolment as an employer had meant a fine had been issued along with potential legal proceedings. As the current Chair was listed on their files as a contact the Clerk was able to obtain permission to deal with the matter on behalf of the council and subsequently due to the circumstances the pension regulator has waived the fine and cancelled any legal proceedings. The Clerk has completed the reenrolment process to satisfy the pension regulator.
- All issuers of post sent to the previous clerk's address have been contacted ,and the address amended.
- Email correspondence received from Beck Row Primary School regarding section 106 allocation. Contact made with Schools Infrastructure at Suffolk County Council for the school. Confirmation received that they will contact the school after reviewing wording of agreements regarding the funding which would usually state it is to be spent on increasing the capacity of the school.
- Email correspondence received and replied to via email and phone from owner of horses/livestock located near Undley Farm with concerns over the proposed firework event and lack of contact from the event organiser regarding plans. Explanation provided and cleared up regarding confusion over Parish Council involvement. Communication made with the event organiser regarding contacting neighbouring properties and livestock/horse owners in the vicinity to inform them of details.
- Please remember that Mr Tim Passmore is due to attend the Parish Council meeting in November, if you could gather any questions in advance from the electorate and email them to me ahead of time.
- The Clerk is about to start the last Unit of CiLCA, Unit 3 – Finance. The qualification paperwork and submission need to be completed by February 2024 and is on track. It does currently involve at least 4 hours of week.