

## DRAFT UNTIL SIGNED

Minutes of the Beck Row, Holywell Row & Kenny Hill Parish Council Meeting held on Tuesday 9<sup>th</sup> January 2024 at 7.00pm

## Attendance:

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

Members of the Electorate and other attendees:

1 member of the electorate  
 Sgt Pete Maxfield

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

5938	<b><u>Apologies and acceptance for absence</u></b>  Apologies from Cllr Murrow that he may arrive late due to call out (SARS)	
5939	<b><u>To receive member's declaration of interest and dispensations relating to items in this agenda.</u></b>  None were received.	
5940	<b><u>To resolve that the minutes of the meeting of the council held on Tuesday 12<sup>th</sup> December 2023 are a true and correct record.</u></b>  It was resolved that the minutes of the meeting on 12 <sup>th</sup> December 2023 were a true and correct record. The minutes were signed by the Chair.	
5941	<b><u>Progress Reports for information:</u></b>  <b>a.Clerk including urgent decisions taken since the last meeting.</b> Appendix F – attached with minutes.  <b>b. The Beacon</b> Reports by January 14 <sup>th</sup> 2024 for inclusion in the February/March edition. Councillor Bailey will write up a piece for Councillor French regarding plans for the Mildenhall Air Race and for the Easter Egg Hunt – Saturday 30 <sup>th</sup> March 2024.	<b>Cllr Murrow Arrive 1906</b>  <b>Cllr Haylock Arrive 1907</b>

Signed by Chair of meeting: .....

Date signed: .....

5942	<p><b><u>Public participation session (15 minutes) to include Police, District and County Councillors Reports.</u></b></p> <p>Mr Canham came to report on the success of the sleigh. It was once again a very well received event. A great turn out by the Parish and also those who joined the procession with their tractors/cars. Councillor Haylock and the Parish Council thank Paul and Louise Canham for the huge effort they put in to preparing and organising the sleigh which takes a lot of work and time.</p> <p><b>a. Squadron Leader Andy Bell – RAF Mildenhall</b> No specific report to send this month, just to say Happy New Year to all.</p> <p><b>b. PS Pete Maxfield – Community Police Sergeant</b> Attended to introduce himself as the Community Police Sergeant having responsibility for this Parish. Suffolk Constabulary have recently had a major re-shuffle in its provision of community policing with the intention of being much more visible, involved in many more local engagements and in working together with other agencies and stakeholders to tackle community issues such as Anti-social behaviour much more effectively. This is a major change to the previous model, which saw the local community teams also managing volume and low-level investigations as well as community engagements, problem solving etc. Sgt Maxfield would like to begin attending Parish Council meetings, shifts permitting, in order that he can provide information such as crimes and issues affecting the area. On the occasions when he is not on duty at the time of the meeting, he will aim to provide a written update. He will present policing updates and answer questions or concerns that councillors, or attending public may have. Beck Row and Lakenheath will share a police officer PC Green.</p> <p><b>c. Councillor Colin Noble – Suffolk County Council</b> a. The Rows report circulated previously.</p> <p><b>d. Councillor Don Waldron – West Suffolk Council</b> a. Nothing to report at this time.</p>	
5943	<p><b><u>To consider planning applications</u></b></p> <p><b>DC/23/2009/TPO</b> – TPO 048 (1963) tree preservation order – two conifers (T1 and T2 on plan within A1 on order) – fell. 13 Parkside, Beck Row. <b>APPLICATION NOTED BY THE PARISH COUNCIL.</b></p> <p><b>DC/23/2086/OUT</b> – Outline planning application (means of access to be considered) – two dwellings with associated access. Land south of St John’s Street, Beck Row. <b>SUPPORT</b></p>	<b>Clerk</b>

Signed by Chair of meeting: .....

Date signed: .....

5944	<p><b><u>Finance:</u></b></p> <p><b>a. To receive for information the bank reconciliations -</b></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 December 2023 were received.</p> <p><b>b. To approve payments -</b></p> <p>i. Parish Council – appendix C ii. Parish Hub - appendix D</p> <p>Payments were approved and authorised for payment. Appendix items can be found in the minute folder with signed minutes relating to this meeting.</p> <p><b>c. To receive budget monitoring document – quarter 3</b></p> <p>Appendix E, circulated to members ahead of meeting for quarter 3.</p>	
5945	<p><b><u>To discuss again and further consider CCTV for Toc-H land</u></b></p> <p>Councillor Petric was approached by a member of the electorate regarding the consideration to install CCTV on the land and park area. The topic has been raised many times before. It was agreed it was time to move forward on this and obtain quotes. The Clerk will speak to the police regarding the use of CCTV in these open space areas. Councillor Peachey will obtain quotes.</p>	<p><b>Clerk/ Cllr Peachey</b></p>
5946	<p><b><u>To discuss renovation of Beck Row sign and area at junction of St John's St, Beck Row</u></b></p> <p>Councillor Peachey has proposed the Beck Row sign is refurbished and that potentially the area is tidied up with planters to make the entrance to Beck Row more appealing. It was discussed to speak to Aspal Lane Nursery about a flower arrangement to commemorate the Mildenhall Air Race, 90<sup>th</sup> Anniversary. Council members agreed this was a good idea.</p>	
5947	<p><b><u>To discuss further the Family Fun Day 2024 (part of RAF Mildenhall celebrations)</u></b></p> <p>The Family Fun Day 2024 will take place on Saturday 8<sup>th</sup> June 2024. It will kick off the celebrations part of the Mildenhall to Melbourne Air</p>	<p><b>Clerk/ Cllr Petric</b></p>

Signed by Chair of meeting: .....

Date signed: .....

	Race 90 <sup>th</sup> Anniversary. The Clerk and Councillor Petric will look at securing some attractions and getting bookings in place.	
5948	<p><b><u>To consider further quote/s received and approve Cycle Track</u></b></p> <p>As yet there are no further quotes. Councillor Peachey and Councillor Haylock will look to obtain further quotes before the next meeting.</p>	<p><b>Cllr Peachey Cllr Haylock</b></p>
5949	<p><b><u>To discuss update and approve quotation on Holmsey Green bus shelter</u></b></p> <p>There was no update on the bus shelter, the Parish Keeper has the one quote but awaits further instruction from the Parish Council. Councillor Haylock will assist the Parish Keeper in progressing the matter.</p>	<p><b>Cllr Haylock</b></p>
5950	<p><b><u>Matters for next meeting</u></b></p> <p>Machinery servicing Date to clear out container and shed</p>	
5951	<p><b><u>Date of next meeting</u></b></p> <p>To confirm the date of the next meeting is Tuesday 6<sup>th</sup> February 2024.</p>	
	<b>Meeting closed – 8.45pm</b>	

Signed by Chair of meeting: .....

Date signed: .....

**BECK ROW PARISH COUNCIL**

**BANK RECONCILIATION December 23**

**Balance on 01 Dec 2023 - £63,304.53**

**Receipts**

**Payments**

<u>Date</u>	<u>Details</u>	<u>££</u>	<u>Date</u>	<u>Details</u>	<u>Gross</u>		
11.12.23	ASTCO RECYCLING	6.00	07.12.23	BT	54.49	9.08	45.41
27.12.23	HMRC VAT RECLAIM	5,610.41	13.12.23	CRAIG NORMAN	1,335.00		1,335.00
			13.12.23	COMPLEAT OFFICE	25.50	4.25	21.25
			13.12.23	ROUGHAM ESTATES	334.00	55.67	278.33
			13.12.23	ST JOHNS CHURCH (HALL HIRE)	72.00		72.00
			18.12.23	LLOYDS BANK SERVICE CHGS	8.55		8.55
			29.12.23	PK EXPS - BEN BURGESS (EQPT FUEL)	49.00	8.17	40.83
			29.12.23	PK - EXPS - FOREST H F (FIXINGS)	4.03	0.67	3.36
			29.12.23	PK EXPS - FOREST H F (PARK REPAIR PARTS)	6.22	1.04	5.18
			29.12.23	PK EXPS - FOREST H F (HUB WALL REPAIR)	42.11	7.02	35.09
			29.12.23	RIDGEONS - (HUB WALL REPAIR)	91.12	15.19	75.93
			29.12.23	PK SALARY	408.00		408.00
			29.12.23	PK MILEAGE	9.80		9.80
			29.12.23	AC SALARY	400.00		400.00
			29.12.23	PC SALARY	737.60		737.60
	<b>Total</b>	<b>5,616.41</b>		<b>Total</b>	<b>3,577.42</b>	<b>101.09</b>	<b>3,476.33</b>

**Balance on 31 December 2023 - £65,343.52**

## BECK ROW PARISH HUB

### BANK RECONCILIATION December 23

**Balance on 01 December 2023 - £36,583.34**

#### Receipts

#### Payments

<u>Date</u>	<u>Details</u>	<u>££</u>	<u>Date</u>	<u>Details</u>	<u>Gross</u>		
01.12.23	B CARTER	1,029.60	04.12.23	H DAVEY (FLOORING DEPOSIT)	8,859.00		8,859.00
18.12.23	WEST SUFFOLK C	1,000.00	07.12.23	SP ECATERING (KITCHEN TABLES)	367.97	61.33	306.64
			13.12.23	G P BUILDING SERVICE (FINAL)	630.00	105.00	525.00
			13.12.23	CRAIG HARRISON (ELECTRICAL TEST)	600.00		600.00
			28.12.23	TOTAL ENERGIES	166.32	7.92	158.40
	<b>Total</b>	<b>2,029.60</b>		<b>Total</b>	<b>10,623.29</b>	<b>174.25</b>	<b>10,449.04</b>

**Balance on 31 December 2023 - £26,960.05**

Jan 2024 meeting  
Appendix D

Payments - Parish Hub Jan 2024					
Date	status	Details	Gross	VAT	Net
18.12.23		S&D DECORATING	£3,580.00		£3,580.00
20.12.23		WAVE - WATER BILL	£84.00		£84.00
28.12.23		TOTAL ENERGIES - ELECTRIC BILL	£166.32	£7.92	£158.40
		<b>Total</b>	<b>3,830.32</b>	<b>7.92</b>	<b>3,822.40</b>
	Signed:				
	Print Name:				
	Date:				
	Signed:				
	Print Name:				
	Date:				

January 2024  
Appendix C

<b>Payments - Parish Council Jan 2024</b>						
<b>Date</b>	<b>status</b>	<b>Details</b>	<b>Gross</b>	<b>VAT</b>	<b>Net</b>	
18.12.23	DD	LLOYDS SERVICE CHG	£8.55		£8.55	
20.12.23	DD	BT	£56.36	£9.39	£46.97	
29.12.23	BACS	SALARY	£737.60		£737.60	
29.12.23	BACS	SALARY	£400.00		£400.00	
29.12.23	BACS	PK SALARY (INC EXPS & TRAVEL)	£610.28		£610.28	
09.01.24		SLCC MEMBERSHIP 2024-25	£183.00		£183.00	
09.01.24		HMRC PAYE QTR 3	£96.53		£96.53	
		<b>Total</b>	<b>2,092.32</b>	<b>9.39</b>	<b>2,082.93</b>	
	Signed:					
	Print Name:					
	Date:					
	Signed:					
	Print Name:					
	Date:					



## **CLERKS REPORT**

### **January 2024 meeting**

- Date of next Parish and Town Forum is Monday 18<sup>th</sup> March 2024 at 7pm and will be held at The Jubilee Centre, Mildenhall. Perhaps a Councillor would like to attend for representation of the Parish?
- A 'dangerous' tree was reported to the Clerk, twice, heading out towards Undley near the kennels. The Clerk reported online but also directed the reporter to the link to do this with Suffolk County Council.
- Tim (Parish Keeper) has completed the repairs to the Hub wall himself.

- **STREETLIGHTS –**

Unit 0109 – Oak Drive and Unit 0126 Holly Walk both quoted at £442.21 + vat to replace obsolete units with new LED units. Both have gone past their target date for repair. The Clerk has given the go ahead to proceed with these replacements along with the Unit 102 Aspal Lane. These upgrades will all be put forward towards to the Decarbonisation Grant when the time comes.

**BUDGET COMPARISON 2023/2024**

Issue	3	31st Dec	2023
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	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Variance	Actual
<b>Salary &amp; Expenses</b>							
Clerk	12,000.00	3,249.92	2,659.36	2,809.16		3,281.56	8,718.44
Assistant Clerk	0.00	0.00	0.00	400.00		-400.00	400.00
Parish Keeper	4,500.00	1,272.00	1,404.00	780.00		1,044.00	3,456.00
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	24.20		-10.80	110.80
Pension	0.00	0.00	0.00	0.00		0.00	0.00
HMRC	1,200.00	396.95	264.66	96.53		441.86	758.14
<b>Total</b>	<b>18,800.00</b>	<b>5,215.87</b>	<b>4,386.62</b>	<b>4,109.89</b>	<b>0.00</b>	<b>5,087.62</b>	<b>13,712.38</b>

<b>Events</b>							
Events general	4,500.00	0.00	57.30	0.00		4,442.70	57.30 (reallocated £1500 from fireworks)
Easter Egg Hunt	300.00	274.44	0.00	0.00		25.56	274.44 (grant from Cllr Waldron - £300.00)
Christmas Trees	500.00	0.00	0.00	278.33		221.67	278.33
<b>Total</b>	<b>5,300.00</b>	<b>274.44</b>	<b>57.30</b>	<b>278.33</b>	<b>0.00</b>	<b>4,689.93</b>	<b>610.07</b>

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

<b>Parish Hub</b>							
Flat	0.00	0.00	0.00	0.00			
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	600.00		-795.00	795.00
Window cleaning	0.00	0.00	35.00	0.00		-35.00	35.00
Electric	0.00	711.19	231.01	388.93		-1,331.13	1,331.13
Water	0.00	205.53	295.22	0.00		-500.75	500.75
Cleaning/supplies	0.00	4.50	106.25	0.00		-110.75	110.75
<b>Total</b>	<b>0.00</b>	<b>7,116.22</b>	<b>667.48</b>	<b>988.93</b>	<b>0.00</b>	<b>-8,772.63</b>	<b>8,772.63</b>

<b>Maintenance</b>							
landscaping equipment	500.00	145.50	148.79	0.00		205.71	294.29
equipment fuel	200.00	96.56	79.99	40.83		-17.38	217.38
Trade waste	500.00	537.16	0.00	0.00	0.00	-37.16	537.16

APPENDIX E  
Jan 2024 meeting

Toc-H/Playground maintenance	1,500.00	0.00	338.10	247.20		914.70	585.30
Parish asset maintenance	500.00	0.00	146.23	75.93		277.84	222.16
Defibs	200.00	0.00	0.00	0.00		200.00	0.00
<b>Total</b>	<b>3,400.00</b>	<b>779.22</b>	<b>713.11</b>	<b>363.96</b>	<b>0.00</b>	<b>1,543.71</b>	<b>1,856.29</b>

<b>Subscriptions</b>							
SALC	1,000.00	901.61	0.00	0.00	0.00	98.39	901.61
SLCC	200.00	0.00	0.00	0.00	183.00	17.00	183.00
<b>Total</b>	<b>1,200.00</b>	<b>901.61</b>	<b>0.00</b>	<b>0.00</b>	<b>183.00</b>	<b>115.39</b>	<b>1,084.61</b>

<b>Licencing</b>							
TV	160.00	0.00	0.00	159.00		1.00	159.00
MLPC	270.00	0.00	240.48	0.00		29.52	240.48
Premises	200.00	0.00	180.00	0.00		20.00	180.00
GDPR	50.00	35.00	0.00	0.00		15.00	35.00
<b>Total</b>	<b>680.00</b>	<b>35.00</b>	<b>420.48</b>	<b>159.00</b>	<b>0.00</b>	<b>65.52</b>	<b>614.48</b>

<b>Street Furniture</b>							
Benches/Bins/Furniture	0.00	0.00	0.00	0.00		0.00	0.00
Noticeboard upkeep	0.00	0.00	0.00	0.00		0.00	0.00
Speed Indicator Devices	0.00	0.00	0.00	2,270.87		-2,270.87	2,270.87
Village Gateways	0.00	0.00	0.00	0.00		0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,270.87</b>	<b>0.00</b>	<b>-2,270.87</b>	<b>2,270.87</b>

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

<b>Grants, Contributions &amp; Donations</b>							
S137	500.00	250.00	0.00	0.00		250.00	250.00
Donations	650.00	0.00	0.00	310.00		340.00	310.00
<b>Total</b>	<b>1,150.00</b>	<b>250.00</b>	<b>0.00</b>	<b>310.00</b>	<b>0.00</b>	<b>590.00</b>	<b>560.00</b>

<b>General</b>							
Capital purchases	0.00	0.00	0.00	306.64		-306.64	306.64
Playground equipment	1,000.00	0.00	0.00	0.00		1,000.00	0.00
Contingency	0.00	0.00	0.00	0.00		0.00	0.00
Consultancy, Legal & Professional Fees	1,000.00	0.00	550.00	0.00		450.00	550.00
Bank Account Fees	150.00	15.70	15.70	21.00		97.60	52.40
Chair's Allowance	100.00	0.00	0.00	0.00		100.00	0.00
Audit Fees	500.00	112.50	420.00	0.00		-32.50	532.50

APPENDIX E  
Jan 2024 meeting

Training Fees	500.00	210.00	0.00	72.00		218.00	282.00
Election Costs	2,000.00	0.00	81.91	0.00		1,918.09	81.91
Beacon Printing	3,000.00	2,150.00	2,150.00	1,335.00		-2,635.00	5,635.00
Printing	500.00	0.00	0.00	0.00		500.00	0.00
Office supplies	500.00	81.93	0.00	21.25		396.82	103.18
Website/Advertising/Signs	500.00	0.00	1.49	0.00		498.51	1.49
Telephone	700.00	135.17	135.45	135.97		293.41	406.59
Postage	50.00	0.00	0.00	0.00		50.00	0.00
<b>Total</b>	<b>10,500.00</b>	<b>2,705.30</b>	<b>3,354.55</b>	<b>1,891.86</b>	<b>0.00</b>	<b>2,548.29</b>	<b>7,951.71</b>
<b>Total</b>	<b>54,730.00</b>	<b>17,422.71</b>	<b>12,888.98</b>	<b>10,372.84</b>	<b>183.00</b>	<b>13,862.47</b>	<b>40,867.53</b>

APPENDIX E  
Jan 2024 meeting

Reserves -	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Variance	Actual
Assistant Clerk	5000	0	0	400		4,600.00	400.00
Toc-H land	5500	0	0	0		5,500.00	0.00
Training	2000	0	0	0		2,000.00	0.00
Hub Loan	6000	6000	0	0		0.00	6,000.00
Capital projects	60000	525.16	15200	0		44,274.84	15,725.16
Play equipment	5000	0	0	0		5,000.00	0.00
New street lighting	20000	0	0	0		20,000.00	0.00
General reserves	20000			0		20,000.00	0.00
<b>Total</b>	<b>123500</b>	<b>6525.16</b>	<b>15200</b>	<b>400</b>	<b>0</b>	<b>101,374.84</b>	<b>22,125.16</b>

Income -	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Variance	Actual
Flat	12000	2956.82	3088.88	3088.88		2,865.42	9,134.58
Hub hire	5000	1400	283	0		3,317.00	1,683.00
Beacon	2923	1825	0	82.5		1,015.50	1,907.50
Events	1500	0	0	70		1,430.00	70.00
Clothes bank	50	10.8	10.8	16.5		11.90	38.10
Grants	1500	300	0	1000		200.00	1,300.00
VAT	7000	0	0	5610.41		1,389.59	5,610.41
Interest	50	0	15	10.19		24.81	25.19
<b>Total</b>	<b>30023</b>	<b>6492.62</b>	<b>3397.68</b>	<b>9878.48</b>	<b>0</b>	<b>10,254.22</b>	<b>19,768.78</b>