

DRAFT UNTIL SIGNED

Minutes of the Beck Row, Holywell Row & Kenny Hill Parish Council Meeting held on Tuesday 8th October 2024 at 7.30pm

Attendance:

Councillor Gary Peachey Chair
 Councillor Alan Vickerage Vice Chair
 Ms Jane Spenser Clerk
 Councillor James Bailey
 Councillor Gary Harrison
 Councillor Philip Haylock
 Councillor Jamie Howard

Members of the electorate and other attendees:

0 member of the electorate
 West Suffolk District Councillor Don Waldron
 Suffolk County Councillor Colin Noble

The Chair opened the meeting at 7:30pm. A reminder to everyone that the meeting was being recorded for accurate writing of the minutes.

6071	<u>Apologies and consent to acceptance for absence</u>	
a)	Apologies received from Squadron Leader Andy Bell and from Community Police Officer Andy Green.	
b)	Apologies requiring consent to acceptance approved for Councillor Sue French and Councillor Steve Murrow. Councillor Stannard had contacted the Clerk advising that he may not be able to make the meeting.	
6072	<u>To receive member's declaration of interest and dispensations relating to items in this agenda.</u>	
	None were received.	
6073	<u>To resolve that the minutes of the meeting of the Council held on Tuesday 10th September 2024 are a true and correct record.</u>	
	It was resolved that the minutes of the meeting on Tuesday 10 th September 2024 were a true and correct record. The minutes were signed by the Chair.	
6074	<u>Progress Reports for information:</u>	Cllr Haylock arrives 7.34pm
a.	Chair's report The Chair reported that the war memorials in Beck Row and Kenny Hill have now been cleaned and restored by Mildenhall Monumentals.	

Signed by Chair of meeting:

Date signed:

<p>b.</p> <p>c.</p>	<p>They have done a remarkable job and the memorials look fantastic in time for Remembrance Day in November. The Chair reported that he had attended the Friends of Aspal Close meeting and has now become a committee member. It would be helpful if we could work more closely with local groups likes this.</p> <p>Clerk’s report on progress of previous agenda items</p> <p>The Clerk has opened an account at Forest Heath Fasteners for the Parish Keeper.</p> <p>The Clerk has spoken to the Estates Manager for Beck Row Primary School concerning the tree which is affecting a resident in Lambles Close. The tree was not cut during the Summer but it was confirmed that a quotation has now been sought for its removal.</p> <p>Streetlight unit 2254, Holmsey Green, has been reported and scheduled for repair.</p> <p>Streetlight unit 2132, Kenny Hill. has been missed off the scheduled upgrade due to overgrown conifers at the time hiding the lamp. The Clerk has reported this unit but is now seeing if WSC will add this to the upgrade.</p> <p>Christmas trees have been ordered and will be delivered to the Parish Hub on 29.11.24 to be put up by 01.12 .24</p> <p>The Beacon Cllr French needs all articles for the Beacon by 14.11.24</p>	
<p>6075</p> <p>a.</p>	<p><u>Public participation session (15 minutes) to include Police, District and County Councillors’ Reports.</u></p> <p>Squadron Leader Andy Bell – RAF Mildenhall Apologies received. Report as follows –</p> <p>A reminder that all RAF Mildenhall traffic will be using the Main Base Gate on the A1101 between 14 October – 29 November 2024 and 05-25 May 2025; outside those periods the West Row Gate will be open to inbound only traffic 0600-1430 and outbound only between 1500-1800. We are working with Suffolk Police and the Ministry of Defence Police to try to reduce congestion along the A1101 during the closures, and apologise in advance for any inconvenience. The recent closure of the Bird-in-Hand exit gate caused us some issues internally, but we worked hard to mitigate any external risk. It wasn’t perfect at first and we’re grateful for advice from the Parish Council, Highways and Suffolk Police about how best to control vehicles leaving via the Main Entrance Gate on the A1101. We’re, finally, only days away from the 90th Anniversary of the Base (16th October) and what a year it’s been! We’d like to thank everyone for engaging with us and hope you’ve enjoyed it as much as we have – particularly the</p>	

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Date signed:

	<p>Red Arrows mini-display we were able to organise at short notice. The actual 'birthday' is likely to be a low-key event and we are officially celebrating tomorrow (9th) when the Deputy Lord Lieutenant of Suffolk and the RAF Air Officer Commanding No2 Group will cut a cake and unveil the King's Crown on the Base's crest – the first time the King's crest will EVER have been carried on a USAF aircraft: the cake will be distributed to local care homes etc.</p> <p>Dates for the Parish Council Diary: 27th November- Ely Thanksgiving Eve Service 5th December- Yuletide Reception, RAF Mildenhall</p> <p>b. PC Andrew Green – Community Policing Officer Apologies received, nothing to report at this time.</p> <p>c. Councillor Colin Noble – Suffolk County Council In attendance. There isn't much to report currently. The County Council are approaching budget time again with a concentrated spend on Social Care and Children's Services as a priority. Further information for the area will be issued in his report.</p> <p>Council members raised the subject of the lack of maintenance of the cycle path along the A1101, bringing it to Councillor Noble's attention again, and reinforced that this is a road safety issue for users of the cycle path as the connecting route to Mildenhall. The trees and hedges also hide the road signs for the traffic lights ahead. Councillor Noble asked for the reported reference numbers to be brought to his attention so that he can follow up with Highways.</p> <p>d. Councillor Don Waldron – West Suffolk Council Meetings are currently taking place regarding changes to refuse collection and recycling. There is a bus consultation currently taking place and Councillor Waldron urges everyone to take the time to complete the short survey to shape and secure the future of public transport in the local area. There should be an update on the solar panel funding by the end of next week (18.10.24).</p>	
6076	<p><u>To consider planning applications</u></p> <p>DC/24/1136/FUL – detached industrial building (class B2 – general industrial) on existing concrete hard standing. Kenny Hill Service Station Ltd, Burnt Fen Turnpike, Burnt Fen. SUPPORT with comment of – the Parish Council support and encourage all business development where there is a chance of creating local employment opportunities.</p> <p>DC/24/0425/OUT – one dwelling (amended plans received). Land at, 3 Parkside, Beck Row. OBJECT Previous objections still stand on the grounds of over development.</p>	

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6077	<p><u>Statutory business</u></p> <p>a. To adopt the General Privacy Notice (Appendix F) It was resolved to adopt the General Privacy Notice.</p> <p>b. To adopt the Publication Scheme (Appendix G) It was resolved to adopt the Publication Scheme.</p>	
6078	<p><u>Finance</u></p> <p>a. To receive and approve the bank reconciliations - 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 2024, were received and approved.</p> <p>b. To approve payments - 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 and on the website.</p> <p>c. To receive the budget comparison document for quarter 2 2024/25 – Appendix E</p> <p>The budget comparison document for quarter 2 was circulated to council members ahead of the meeting and acknowledged as received at this time. Council members commented that the budget is on track and in a good position at this halfway point of the financial year.</p>	
6079	<p><u>To discuss website and .gov.uk recommendation</u></p> <p>In view of the current drive to encourage councils to move to a .gov.uk domain, including emails, Councillor Bailey has started the process of acquiring a gov.uk address using one of the suggested registered providers. Councillor Bailey will work in conjunction with the Clerk to make the changes. Further progress will be reported at the next meeting.</p>	Cllr Bailey/ Clerk
6080	<p><u>To discuss dates for Santa Sleigh event 2024</u></p> <p>The Clerk has spoken to Paul Canham and the preferred night for the Santa Sleigh from his point of view is 20.12.24. This is a Friday which worked well last year. Councillor members involved with the sleigh agreed with this.</p> <p>It is unlikely there will be enough volunteers to open the Hub on that evening to offer refreshments.</p>	

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6081	<p><u>To resolve the quotation of required tree work (Toc-H)</u></p> <p>It was resolved to accept the quotation from The Joshua Tree Ltd to deadwood and reduce the oak tree in the play park as per last year, along with the oak tree by the outdoor gym equipment and the conifers and Ivy that are growing over the fence into the small play area. The Clerk will notify The Joshua Tree Ltd to proceed and contact relevant residents of Lambie Close to make them aware before the work takes place.</p>	
6082	<p><u>To discuss movement of the streetlight, stay wire and fencing for the land at Holywell Row</u></p> <p>It was resolved to accept the quotation from Suffolk Street Lighting for the cost to relocate the streetlight to allow for opening the access to the land. Adrian Last from Suffolk Street Lighting has confirmed that UK Power Networks are willing to move the stay wire at no charge. It will sit as close to the boundary line as possible.</p> <p>Councillor Peachey will speak to the purchaser of the property regarding their plans for fencing or determining the boundary but, either way, the Parish Council will need to define the boundary with suitable, even if basic, fencing.</p>	
6083	<p><u>To re-discuss the bus shelter, Holmsey Green</u></p> <p>The Clerk has been contacted by users of the bus shelter on Holmsey Green reporting its poor state of repair. The Council members resolved to proceed with the previous quote obtained from Mark Appleyard that was created from the Parish Keeper's drawings. The Clerk will contact Mr Appleyard to confirm the quotation as it was prepared back in 2023.</p>	
6084	<p><u>To discuss the 'moat' area on Parkside, Aspal Lane</u></p> <p>It was agreed that the Clerk would contact Parks Department at West Suffolk Council with a view to requesting the return of the moat to its original historic state. In the past it was cut and tended to but over the last few years it has been allowed to become vastly overgrown.</p>	
6085	<p><u>To discuss road safety at junction to C602 from The Street, Holywell Row</u></p> <p>There is an increasing amount of traffic now exiting from Eldon Lane which is a byway. Traffic coming from The Street, Holywell Row has the right of way over that traffic but there have been reports of several incidents where cars are pulling out of Eldon Lane in front of cars on the highway. It was decided the Clerk would contact Suffolk Highways for assistance on potential signage.</p>	
6086	<p><u>To discuss replacement of ride on mower for 2025 budgeting</u></p>	

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	<p>The ride on mower is coming up to 10 years old. It was discussed whether it is now advisable to consider budgeting for the purchase of a replacement in 2025/26 budget. Both the ride on mower and the push mower have had several visits to be repaired outside of their servicing schedule and the push mower is not particularly up to the workload that it needs to cover.</p> <p>Council members had mixed views about the need to replace the ride on mower. There is the additional land at Holywell Row to consider from the 2025 cutting season.</p> <p>It was resolved to obtain quotations and prepare the budget accordingly to allow for expansion of Parish landscaping equipment.</p>	
6087	<p><u>To discuss with a view to adopting the Community Emergency Plan (Appendix H)</u></p> <p>Some council members were unsure as to the purpose of the Community Emergency Plan. It was agreed to form a smaller committee to complete the plan. Councillor Vickerage suggested the addition of an aircraft incident which is valid and will be added.</p> <p>The committee will review the plan and discuss in more detail to put to full council for adoption at the next meeting.</p> <p>Council members offered their full support for being named on the plan as a contactable volunteer should an incident occur.</p>	
6088	<p><u>Matters for the next meeting</u></p> <p>None at this time.</p>	
6089	<p><u>Date of the next meeting</u></p> <p>The next meeting is scheduled for Tuesday 12th November 2024</p>	
6090	<p><u>Meeting closed</u></p> <p>The meeting closed at 9.22pm</p>	

Signed by Chair of meeting:

Date signed:

Appendix A

Beck Row, Holywell Row & Kenny Hill Parish Council

Monthly reconciliation:

Sep-24

<u>Cash book</u>		
Cash in hand 01.09.24		£67,520.53
ADD receipts 01.09.24 - 30.09.24		£204.00
SUBTRACT payments 01.09.24 - 30.09.24		£1,956.11
A Cash in hand at 30.09.24		£65,768.42
<u>Current Account</u>		
Balance on 01.09.24		£67,520.53
Money In		£204.00
Money Out		£1,956.11
B Balance on 30.09.24		£65,768.42
A = B reconciliation complete 30.09.24		

Prepared by: J spenser
Parish Clerk and RFO

Date: 01.10.24

Approved by: _____
Chair

Date: 08.10.24

following approval at full council meeting by council members.

Minute ref: 6078

Beck Row Parish Hub**Monthly reconciliation:****Sep-24**

<u>Cash book</u>		
Cash in hand 01.09.24		£19,587.52
ADD receipts 01.09.24 - 30.09.24		£1,392.52
SUBTRACT payments 01.09.24 - 30.09.24		£489.06
A Cash in hand at 30.09.24		<u>£20,490.98</u>
<u>Current Account</u>		
Balance on 01.09.24		£19,587.52
Money In		£1,392.52
Money Out		£489.06
B Balance on 30.09.24		<u>£20,490.98</u>
A = B reconciliation complete 30.09.24		

Prepared by: J spenser
Parish Clerk and RFO

Date: 01.10.24

Approved by: _____
Chair

Date: 08.10.24

following approval at full council meeting by council members.

Minute ref: 6078

Oct 2024
Appendix C

Payments - Parish Council Oct 2024					
Date	status	Details	Gross	VAT	Net
30.09.24	PAID	Salary	£912.00	£0.00	£912.00
30.09.24	PAID	Salary (mileage & exps)	£376.40	£0.00	£376.40
04.10.24	PAID	HMRC PAYE	£170.65	£0.00	£170.65
07.10.24	DD	BT	£67.91	£11.32	£56.59
08.10.24		Woollards (fast set post mix)	£18.97	£3.16	£15.81
08.10.24		Arthur J Gallagher Ins. (AJG Community Schemes)	£3,897.29	£0.00	£3,897.29
08.10.24		Craig Norman (Beacon Oct/Nov 2300 copies)	£1,235.00	£0.00	£1,235.00
		Total	£6,678.22	£14.48	£6,663.74
	Signed:				
	Print Name:				
	Date:				
	Signed:				
	Print Name:			Meeting date	08.10.24
	Date:			Minute ref:	6078

Oct 2024
Appendix D

Payments - Parish Hub Oct 2024					
Date	status	Details	Gross	VAT	Net
30.09.24	PAID	Clean Bees (Sep)	100.00	-	100.00
08.10.24		MPLC (Umbrella Licence 11/24-11/25)	316.57	52.76	263.81
08.10.24		Wave (water 06/24-09/24)	301.91	25.74	276.17
20.10.24	DD	Total Energies	130.86	6.23	124.63
		Total	£849.34	84.73	£764.61
	Signed:				
	Print Name:				
	Date:				
	Signed:				
	Print Name:				
	Date:				
					Meeting date: 08.10.24
					Minute ref: 6078

APPENDIX E
Oct 24 meeting

BUDGET COMPARISON 2024/2025

Issue	2	30th Sep	2024
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	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Variance	Actual
Salary & Expenses							
Clerk	13,000.00	2,970.46	2,931.45			7,098.09	5,901.91
Assistant Clerk	2,700.00	0.00	0.00			2,700.00	0.00
Parish Keeper	5,000.00	1,274.25	1,665.75			2,060.00	2,940.00
Travel/fuel	150.00	38.40	65.20			46.40	103.60
Pension	1,000.00	0.00	0.00			1,000.00	0.00
Total	21,850.00	4,283.11	4,662.40	0.00	0.00	12,904.49	8,945.51
Events							
General	4,500.00	2,623.94	18.41			1,857.65	2,642.35
Easter Egg Hunt	300.00	282.00	0.00	0.00	0.00	18.00	282.00
Christmas Trees	700.00	0.00	0.00			700.00	0.00
Total	5,500.00	2,905.94	18.41	0.00	0.00	2,575.65	2,924.35
Insurance							
Community Policy	3,500.00	0.00	0.00	3,897.29	0.00	-397.29	3,897.29
Ride on Mower	180.00	137.80	0.00	0.00	0.00	42.20	137.80
Total	3,680.00	137.80	0.00	3,897.29	0.00	-355.09	4,035.09
Parish Hub							
Flat	500.00	0.00	0.00				
Loan	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00
Maintenance/servicing	500.00	626.90	201.65			-328.55	828.55
Window cleaning	150.00	0.00	135.00			15.00	135.00
Electric	1,200.00	473.71	415.34			310.95	889.05
Water	800.00	182.54	233.99			383.47	416.53
Cleaning/waste	950.00	921.93	334.60			-306.53	1,256.53
Total	10,100.00	8,205.08	1,320.58	0.00	0.00	574.34	9,525.66
Maintenance							
landscaping equipment	600.00	156.82	120.67			322.51	277.49
equipment fuel	270.00	125.18	107.63			37.19	232.81

APPENDIX E
Oct 24 meeting

Parish asset/land maintenance	3,600.00	287.05	102.52			3,210.43	389.57
Defibs	200.00	276.00	0.00			-76.00	276.00
Total	4,670.00	845.05	330.82	0.00	0.00	3,494.13	1,175.87

Subscriptions							
SALC	910.00	961.19	0.00	0.00	0.00	-51.19	961.19
SLCC	200.00	0.00	0.00			200.00	0.00
Total	1,110.00	961.19	0.00	0.00	0.00	148.81	961.19

Licencing							
TV	159.00	0.00	0.00			159.00	0.00
MLPC	250.00	0.00	0.00			250.00	0.00
Premises	190.00	0.00	180.00	0.00	0.00	10.00	180.00
GDPR	35.00	0.00	0.00			35.00	0.00
Total	634.00	0.00	180.00	0.00	0.00	454.00	180.00

Street Furniture							
Benches/Bins/Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Noticeboard upkeep	0.00	0.00	488.02	0.00	0.00	-488.02	488.02
Speed Indicator Devices	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Village Gateways	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	488.02	0.00	0.00	-488.02	488.02

APPENDIX E
Oct 24 meeting

Street Lighting							
Lighting Repairs/maintenance	1,786.00	0.00	0.00			1,786.00	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	10,786.00	0.00	0.00	0.00	0.00	10,786.00	0.00
Grants, Contributions & Donations							
Grants	750.00	0.00	0.00			750.00	0.00
Donations	400.00	82.50	60.00			257.50	142.50
Total	1,150.00	82.50	60.00	0.00	0.00	1,007.50	142.50
General							
Capital purchases	10,000.00	0.00	0.00			10,000.00	0.00
Playground equipment	5,000.00	0.00	0.00			5,000.00	0.00
Contingency	0.00	0.00	0.00			0.00	0.00
Consultancy, Legal & Professional Fees	600.00	0.00	1,641.00			-1,041.00	1,641.00
Bank Account Fees	100.00	21.00	21.00			58.00	42.00
Chair's Allowance	100.00	0.00	0.00			100.00	0.00
Audit Fees	550.00	112.50	420.00	0.00	0.00	17.50	532.50
Training Fees	0.00	0.00	0.00			0.00	0.00
Election Costs	0.00	0.00	0.00			0.00	0.00
Beacon Printing	6,000.00	2,500.00	1,235.00			2,265.00	3,735.00
Printing	100.00	0.00	0.00			100.00	0.00
Office supplies/computer repair	250.00	0.00	96.00			154.00	96.00
Website/Advertising/Signs	200.00	0.00	0.00			200.00	0.00
Telephone/Internet	550.00	144.49	151.78			253.73	296.27
Postage	20.00	0.00	0.00			20.00	0.00
Total	23,470.00	2,777.99	3,564.78	0.00	0.00	17,127.23	6,342.77
Total	82,950.00	20,198.66	10,625.01	3,897.29	0.00	48,229.04	34,720.96

APPENDIX E
Oct 24 meeting

Reserves -	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Variance	Actual
Training	1500	60	0			1,440.00	60.00
Capital projects	9000	2500	3780.83			2,719.17	6,280.83
Play equipment	5000	0	0			5,000.00	0.00
General reserves	20000	11759	0			8,241.00	11,759.00
Total	35500	14319	3780.83	0	0	17,400.17	18,099.83

Income -	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Variance	Actual
Flat	12672	3194	2982.77			6,495.23	6,176.77
Hub hire	5000	1600	1755			1,645.00	3,355.00
Beacon advertisers	2500	1570.4	198			731.60	1,768.40
Clothes bank	50	12	12.4			25.60	24.40
Grants	1500	15611.21	500			-14,611.21	16,111.21
VAT	5000	5673.81	3703.52			-4,377.33	9,377.33
Interest	75	0	0			75.00	0.00
Total	26797	27661.42	9151.69	0	0	-10,016.11	36,813.11