

BENTLEY PARISH COUNCIL.

Minutes of Bentley Parish Council's Annual **Parish Council Meeting** held on Thursday 28th May 2009 in the Village Hall at 7.30pm.

Those present: Cllrs. Cripps, Doolan, Feltwell, Orr, Perkin, Rayment and Wheals;
County Councillor Yorke-Edwards and 11 members of the public.

The outgoing Chairman, Cllr. Orr opened the meeting at 7.30pm and thanked Mrs. Jenny Lane for standing in as Clerk in Mrs. Joy Scott's absence.

1. To elect a Chairman:

The outgoing Chairman, Cllr. Orr, asked for nominations. Cllr. Perkin proposed Cllr. Orr. Cllr. Cripps seconded the proposal. Cllr. Orr confirmed he was willing to serve as Chairman but said he thought that Council should work more as a team; support Council decisions. There were no other nominations. All councillors were in favour and the proposal was carried unanimously.

2. Apologies for Absence:

Apologies were received from Cllr. Goodwin; District Councillors Hinton and Miller.

3. To complete Declaration of Office for Chairman:

Cllr. Orr signed the Declaration of Office form which was countersigned by the Clerk.

4. To elect a Vice Chairman:

The Chairman asked for nominations for Vice Chairman. (1) Cllr. Perkin nominated Cllr. Doolan and Cllr. Wheals seconded the proposal. (2) Cllr. Cripps nominated Cllr. Rayment and Cllr. Wheals seconded the proposal. Both nominees confirmed they were willing to stand. The Chairman asked for votes on proposal (1). 1 in favour; 5 abstentions. The Chairman asked for votes on proposal (2). 3 in favour; 1 against; 1 abstention.

Cllr. Rayment was duly elected as Vice Chairman and signed the Declaration of Office form which was countersigned by the Clerk.

5. To received declaration of interest relating to Agenda Items:

No interests were declared.

6. To appoint Council's Representatives:

The Chairman asked if, with the exception of Cllr. Poulding, whether representatives wished to continue with their current roles. It was noted that the Community Governor was a School appointment and it was accordingly removed from the list.

The remaining two representatives, Mr. Hawes, Tree Warden and Mr. Cribb, Footpath Warden together with Cllr. Goodwin, Folly Farm, in his absence, confirmed they were willing to continue. Cllr. Feltwell proposed the above as representatives en bloc; Cllr. Wheals seconded the proposal which was carried unanimously.

The Chairman said there was a vacancy for a Highways representative. It was decided that this was no longer required because in future this would be a separate agenda item.

The Chairman also said there was a vacancy for a Village Correspondent. However, after discussion it was noted that village information went through the Bugle.

7. To agree bank account signatories:

Cllr. Wheals proposed the Chairman and Vice Chairman; Cllr. Rayment seconded the proposal which was carried unanimously. The Chairman said the forms could be completed later.

8. To approve payment of subscriptions for 2009/2010:

- i Suffolk ACRE £264.00
- ii SALC £ 25.00

Cllr. Perkin proposed payment; Cllr. Feltwell seconded the proposal which was carried unanimously.

9. To approve minutes of meeting held on 2 April 2009:

- i **Page 465, Item 8. Letters to retiring Councillors:** The Chairman explained there had been no need to minute in full the Item as it was in the Public Session although he went on to say that would change under the new Standing Orders. No other issues were raised. Cllr. Rayment proposed the minutes were a true record of the meeting; Cllr. Feltwell seconded the proposal; 4 in favour and 2 abstentions due to absence from the meeting.

10. Matters arising from the minutes:

- i **Item 7. Steam Engine Party:** The event did not occur due to Health & Safety and Insurance issues.
- ii **Item 8. Public Session:** Letters had been sent to parishioners.
- iii **Item 14. Litter Pick:** Cllr. Wheals expressed thanks to the Women's Institute who carried out a litter pick in the rain. They collected 6 sacks of litter. The Clerk agreed to return the litter pickers to Mr. A. J. Hinton.
- iv **Item 14. Waste bins:** BDC advised the Clerk cost of bins ranged from £50 - £700. It was suggested that bins similar to existing were ordered. BDC to advise additional cost of collection but would probably be double current cost. July Agenda Item.
- v **Item 15. Working Party Report:** Letters have been sent to Mr Ingham and Mr Osbon.
- vi **Item 17. Folly Farm Application:** copy of monitoring report in correspondence file. Chairman noted Cllr. Goodwin to keep watch on situation.
- vii **Item 19. Venue for June meeting:** Confirmed 4th June at the primary school at 7.30pm. Bentley Playing Field Society meeting to be held at 7.00 pm.
- viii **Item 24. Highway issues:** Confirmed the Tree Warden had been contacted but BDC had not yet replied. The location was stated to be by Earlwood and the ownership would be established in order the Clerk could correspond.
- ix **Item 30.1. Grant Applications:** Copies of Grant Application for councillors completed and the matter would be subject of an Agenda Item at 4th June meeting. Should any councillor have questions or wish to raise issues to advise Clerk.

11. Police Report:

In the absence of PC Austin, the Chairman said the reports show Bentley to be crime free.

12. Public Session.

- i **County Councillor Yorke Edwards reported as follows:**
He advised SCC had issued a moratorium that, due to impending elections, councillors should not speak on issues which could be considered political. However, he reported that the latest Local Government Reform consultation had finished. The Boundary Committee were now looking at the documents to produce recommendations to the Secretary of State by mid July. The public would then be given a further chance for consultation. The matter could be completed by November.
He said he had enjoyed four years and hoped he would be able to continue.
- ii **Mr. D. Ingham** asked Council to note that the Notice Board needs remedial attention. The Chairman said he had noted the disrepair and also that the locks were in bad condition and should have escutcheons.

- iii Mr. Cribb said the plaque was not on the Playing Field gate. The Chairman said he would track it down.
- iv Mr. C. Hawes asked if it was possible to ensure the Representatives to receive minutes prior to a meeting.

12. Planning Applications:

(a) **To note Decisions:** None.

(b) **To consider current applications:**

- i **B/09-00366/FHA** Folly Farm House, Main Road, Tattingstone, Ipswich, IP9 2NY - Erection of two storey and single storey extensions. The Chairman said this application, for consultation, related to a neighbouring parish. Cllr. Rayment proposed **NO COMMENT**. Cllr. Perkin seconded the proposal which was carried unanimously.
- ii **Hubbards Hall B/09/00372/CEU** Hubbards Hall Ipswich Road, Bentley Application for Certificate of Lawfulness of an existing use.1) an equestrian business involving horses at livery; the schooling, training and competing of horses and giving freelance riding lessons – Sui Generis use 2) The use of building as a wormery involving the breeding rearing & distribution of earthworms for fishing bait and soil amelioration – Use Class B1 (C) light Industry. 3) The use of the cottage as a dwelling by the equestrian business – Use Class C3 Dwelling - - **B/09/00371/FUL** Continued use of land for the stationing of mobile home for occupation by a person employed at the equestrian business operating at Hubbards Hall **B/09/00371/FUL** Continued use of land for the stationing of mobile home for occupation by a person employed at the equestrian business operating at Hubbards Hall Cllr. Wheals proposed **RECOMMEND APPROVAL**. Cllr. Feltwell seconded the proposal which was carried unanimously.
- iii **Earlwood House. B/09/00428/FHA** Earlwood House, Capel Road, Bentley Erection of two storey rear extension - Cllr. Wheals proposed **RECOMMEND APPROVAL**. Cllr. Perkin seconded the proposal which was carried unanimously.

13. Report from Footpath Warden:

Mr. Cribb reported no local walks but there had been three walks in the Kesgrave, Minsmere and Stutton areas. Future walks scheduled - 14 June, figure of eight Sizewell belts; 30th June – Stoke by Nayland - meet at Village Hall at 6.46pm

The Chairman asked for Item 15 to be heard.

15. Report from Tree Warden:

Mr. C. Hawes reported to a written report that is attached to these minutes as **Appendix 1**.

14. Report from Bentley CEVCP School:

Cllr. Rayment reported to a written report that is attached to these minutes as **Appendix 2**.

16. Neighbourhood Watch:

Mr. D. Ingham reported there had been two crimes and drew Council's attention to SHC Collections Ltd. He said the company was involved in retail sale of clothing and asked that it should be noted it was not a charity.

11. Police Report:

P. C. Austin arrived at the meeting and the Chairman returned to Item 11 for report as follows:

- i he was arranging to attend the Primary School.
- ii he referred to the Mobile Police Station.
- iii he thanks Neighbourhood Watch for its valuable work.
- iv he said crime was reducing albeit slowly. The majority of crimes related to motor vehicles and for a reminder for people not to leave valuable items in full view.
- v he advised Safer Neighbourhood Public Meetings were to be reviewed.
- vi he reported crime figures -

2007/2008	12 crimes
2008/2009	13 crimes.

 the majority of which were minor thefts and damage to vehicles.

- vii with regard to speed enforcement, he said Police would endeavour to increase monitoring. The Chairman asked if a letter of concern to Suffolk Constabulary at Capel Police Station would assist and P. C. Austin confirmed it would. He went on to say that speed guns do slow speeding cars and registration numbers are recorded and if speed excessive a letter is sent to the vehicle owner. He was asked to vary the location of the CPO.

17. Appeal Notices – Mr. Osbon & Mr. Ingham:

Advice from SALC had been circulated. In order to review previous decision the Chairman asked the format of the proposed Sub-Committee. Cllr. Wheals proposed the issue should be reviewed by full council. Cllr. Perkin seconded the proposal. Cllr. Cripps said this should be subject to a quorum of 3. Cllr. Wheals was happy to include this as an addition to her proposal. At a vote the resolution was carried unanimously.

18. BDC Local Development Framework Core Strategy Issues & Options Report:

The Chairman advised an extension of the consultation period to 29th May. He said he had circulated the report and had received three responses. There was a great deal of discussion. Cllr. Perkin proposed the Chairman should go forward with the comments received. Cllr. Doolan seconded the proposal which was carried unanimously.

19. To adopt Model Standing Orders, Financial Regulation, Complaints Procedure and Data Protection Policies:

The Chairman advised the Data Protection Policies were unavailable and moved to discuss and resolve the above with the exception of Data Protection. He proposed adoption, Cllr. Perkin seconded the proposal. Cllr. Cripps asked that the Standing Orders were left until the next meeting. Cllr. Perkin proposed adoption of Financial Regulations and Complaints Procedure. Cllr. Doolan seconded the proposal which was carried unanimously.

20. To rescind resolution – Correspondence list.

The Chairman put forward proposals for the way in which correspondence should be managed in future but this issue would be subject of an Agenda item at a subsequent meeting. Cllr. Wheals proposed rescission of previous resolution BPC minutes – March5 – Page 460 – item 7. Cllr. Rayment seconded the proposal. 4 in favour and 2 abstentions.

21. To review charges for copying.

It was noted the current charge is £4.00 per copy. The Chairman proposed as follows:

- 10p per hard A4 copy plus postage.
- any research to be charged at Clerk's hourly pay rate.
- electronic mail free.

Cllr. Wheals seconded the proposal which was carried unanimously.

22. Local Government Review:

The Chairman advised the Clerk had written to Boundary Committee asking that the previous Bentley Parish Councils views to go forward with this consultation.

23. To ratify Councillor Training Course – Cllr. Orr:

Cost £90.00. Cllr. Perkin proposed ratification. Cllr. Feltwell seconded the proposal which was carried unanimously.

24. To agree purchase of books from SALC:

The Chairman recommended the following books.

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|---|--------|
| · Local Council Administration, Arnold Baker, 8 th Edition. | £52.00 |
| · The Parish Councillor's Guide – Paul Claydon, 19 th Edition. | £14.50 |
| · Local Council Clerk's Guide – Paul Claydon | £11.75 |

Cllr. Wheals proposed purchase. Cllr. Perkin seconded the proposal which was carried unanimously.

25. To discuss grass verges:

Cllr. Doolan noted there was not enough room to park in Church Road and suggested signing to prevent parking on the grass. There was discussion about ownership and the meeting was opened at the discretion of the Chairman to allow Mr. Cribb to comment. After further discussion it was agreed no action to be taken.

County Councillor Yorke-Edwards made his apologies and left the meeting.

26. To discuss flooding – Capel Road/Case Lane:

Cllr. Doolan said, in wet weather the water runs off the road into the Case is Altered from garden. She was asked to advise the Landlord to write to Council. At the Chairman's discretion the meeting was opened to allow Mr. Cribb to speak. He said in Capel Road, Silverleys the water floods to the opposite side from the drain. Cllr. Perkin proposed asking SCC to investigate. Cllr. Wheals seconded the proposal which was carried unanimously.

27. Folly Farm Application:

The Chairman said the monitoring report was in the circulation list.

28. Action Plan – Local Homes for Local People – up-date:

The Chairman advised that the Local Housing needs survey was to target 350 householders with distribution in accordance with the Parish Plan. Louise Wilby will bring the forms to the Clerk on 22.06.09 and the Chairman agreed to write a covering letter to go out with the survey. The closing date for return is 21.07.09. There was discussion regarding the manner of analysing the survey. The Chairman thanked the working group and proposed that Mr. Anderton to deliver and collect with himself as contact. Mr. Anderton was agreeable. Cllr. Rayment seconded the proposal which was carried unanimously.

29. Fly-tipping – Latest information:

Council noted rubble at Hazel Shrub entrance to Dodnash Woods. The Clerk was asked to advise BDC to remove.

30. Highway Issues:

- i The Chairman reported regarding Bergholt Road junction and confirmed SCC had replied to the Clerk via email but this was inconclusive. Chairman said he would take it up with the Clerk on her return.
- ii The Chairman said the Village Hall Management Committee (VHMC) wanted a pedestrian crossing outside the Village Hall. When SCC Highways made a site visit the VHMC Chairman would attend and make representation.
- iii Councillors agreed that a general 20mph limit in the village would be a serious proposal.
- iv SCC were to do survey work in church road regarding the slopes in order to solve the issues. The Chairman expressed thanks to Mr. Anderton and the school.
- v Cllr. Cripps reported he had seen AWA attending to the water main leak at Bergholt Road/The Link.

31. Playing Fields Committee – Update:

The Chairman reminded councillors that they were all Trustees of Bentley Playing Fields Trust. He suggested a separate Trustee meeting be held at the beginning of a Council meeting at 7.00pm.

32. Outstanding Action Report:

The Chairman asked to defer this Item.

33. To receive correspondence:

The Chairman drew Council's attention to a document in the current circulation folder from District Councillor A. J. Hinton regarding Highways issues.

34. Exchange of Information by Councillors and matters for consideration at future meetings:

- i Cllr. Doolan gave her notice to resign from the Parish Council and said she would write to the Chairman.
- ii The Chairman advised she had received a letter of resignation from Cllr. Poulding. The Chairman said the Clerk would instigate procedures to fill the vacancy.

35. To Review Clerk's Salary:

The Chairman asked this Item be deferred to the June meeting.

36. To ratify payment to Mr. Munday:

Cllr. Wheals proposed ratification. Cllr. Perkin seconded the proposal which was carried unanimously.

37. To authorize payments:

The Chairman ran through the payments as follows:

100784	SALC – subscription		£264.00
100785	Suffolk ACRE - subscription		£ 25.00
100786	Mr. M. Anderton – Software Partners - £82.50		
	- Printing Software - £ 5.00		£ 87.10
			<hr/>
100787	Mr. Munday – 2 nd graveyard grass cut		£150.00
100788	Mrs. J. Scott Wages, March	£300.36	
	Expenses	<u>£ 31.31</u>	<u>£331.67</u>

38. Date of Next Meeting:

4th June in the Primary School at 7.30pm.

Cllr. Feltwell apologized he would not be at the meeting.

There being no further business the meeting closed at 9.40pm.