

BENTLEY PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD IN THE VILLAGE HALL, BENTLEY ON THURSDAY 5 MARCH 2009 AT 7.30 PM

Present Cllr J Orr- Chairman Mrs J Scott – Clerk Cllr B Poulding
Cllr K Wheals Cllr M Doolan Cllr P Rayment Cllr R Perkin
Cllr R Feltwell

Also in attendance:- County Councillor David Yorke-Edwards, and 15 members of the public

1. **To Record Apologies for Absence:** District Councillor J Hinton & District Councillor M Miller, Cllr R Goodwin, Cllr C Cripps, Tree Warden Mr C Hawes and PCSO D Ford.
2. **To Receive Declarations of Interest Relating to Agenda Items:** - There were no declaration of interest.

Cllr Orr asked if everyone was happy with the agenda – he clarified that item 10 – Internet Connection & Online Shopping at Village Hall was a grant application from The Computer Club.

3. **To Approve Minutes of Parish Council Meeting held on Thursday 5 February 2009**
The minutes were approved as a true record and duly signed by the Chairman.

Proposed: Cllr B Poulding Seconded Cllr K Wheals 5 in favour 2 abstentions

4. **Matters Arising from the Minutes - Page 453 – item 4** – SCC letter had been sent to Alan Cribb. **Page 454 – item 7** – Clerk will be home on Monday mornings to deal with PC matters. **Page 455 – item 7** – Standing Orders sent to Michael Anderton to be put on website. **Page 455 – item 11** – Letter to Mr Bacon - Cllr Orr stated that this will be included in an item later & tie in with litter pick. **Page 455 – item 8** – Bank had not yet sent forms for new signatory – Clerk to chase. **Page 455 – item 10** – Clerk had contacted BDC regarding the car wash sign. **Page 456 – item 16** Quote for grass cutting had been returned to SCC. **Page 457 - item 19** – Letter of congratulation had been sent to Capel Parish Council.

Action: Chase bank for change of signatory forms

5. **Police Report** – PC Gary Austin reported that there were no crimes in Bentley. He stated that we were in a low crime area – 4 in Copdock and 3 in Holbrook. It had been a very good month but car crime – stealing from motor vehicles - play a large part in the crime figures and he again urged the meeting not to leave things on display as thieves just break a window and make off with the goods and there is little chance of apprehending them. He told the meeting that he had been on foot patrol through the village will try to continue to keep this up. He was asked if there had been a speed check in the village – he said that he thought one ticket had been given out and that the checks would continue on a regular basis. He asked for details of the next meeting – public session – highway issues – meeting to commence at 7pm and will talk about what we can do – SCC can put in black strips which measure speed and the size of vehicles coming through the village over a two week period.

Cllr Orr asked if there were any comments on the rest of the agenda.

Public Session – Meeting adjourned and reconvened

*Michael Anderton supported the internet connection it will be useful for Bentley Comrades – he also commented on the School Travel Plan – the footpath there were still two major items – the slopes outside the new houses – 3 people had slipped during the icy weather.

*There were concerns about the drainage at the bottom of the hill – Clerk informed the meeting that SCC had informed her that the ditch had been dug out. Cllr Goodwin was going

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to be contacted re site meeting to re-open the Case Lane file – the Clerk will ask them to check this as well.

*SCC had taken out part of the fence when they put in the pavement by the oak tree in Church Road – there was just a piece of string across now and could be dangerous – Clerk to inform SCC.

The Clerk also informed the meeting in District Councillor Miller's absence that the Babergh had set the budget at 2.9% he also wanted the meeting to be told that they specifically voted for additional funds for the CAB – Sudbury and Ipswich.

Action: Contact SCC re slopes in Church Road – drainage and fence

It was realised that Cllr Orr had not signed the Declaration of Acceptance of Office – Cllr Goodwin joined the meeting but declined to take over as he was not familiar with items on the agenda – it was pointed out that if he stayed he must preside – so he left the meeting.

Cllr Orr then signed the Declaration of Acceptance of Office and ran through the items 1-4 again ie apologies as above – Minutes were a true record

Proposed: Cllr B Poulding Seconded Cllr K Wheals 5 in favour 2 abstentions

Matters arising – as above

He asked if there were any more questions in the public session – the meeting adjourned.

Mr Doolan stated that on Tuesday the A12 was blocked again and traffic was diverted through Bentley – the school bus dropped off two girls who could not get across the road due to the volume of traffic he was very concerned about safety.

The meeting reconvened.

6. Planning Applications

a) To note decisions of Planning Authority on previous applications

B/08/01230/FUL Bentley Plants, Bergholt Road, Bentley **Permission granted**

b) To give comments on any new applications in hand

B/09/00120/FUL 1 Moyes Cottages, Bentley Change of use of outbuilding from storage
Hall Road, Bentley of classic motor vehicles to workshop for
precision engineering and classic vehicle
restoration (Class B2)

Although they had not seen the plans Councillors recommended approval.

RECOMMEND APPROVAL

Proposed: Cllr K Wheals Seconded: Cllr R Perkin All in favour CU

Cllr Goodwin had informed Councillor Feltwell that he had received complaints about various developments in Link Lane and asked if they could be checked out to see if they were complying with the regulations – access for emergency vehicles could be compromised.

Action: Clerk to contact BDC regarding this development

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7. **Freedom of Information and relevant matters** - The Chairman stated that we were expected as a Council to endorse this model and said that he would go through the sections and ask for approval at the end – Councillors had not voted to accept it at the last meeting. There were no problems with **Class 1 – Who we are and what we do** – **Class 2 – What we spend and how we spend it**- Financial Standing Orders – Do we continue to operate without any? Cllr Perkin stated that we should have these in place and the Clerk was asked to obtain a draft which should be circulated and discussed at the next meeting. Everything else was not applicable. **Class 3 – What our priorities are and how we are doing** - Parish Plan is on the website – Annual report (Chairman’s Report at APM) to be published on the website. **Class 4 – How we make decisions** - Timetable of meetings, agendas, minutes – reports, responses to consultation papers and planning applications (in the minutes) are all on website or copies can be obtained from the Clerk. **Class 5 – Our policies and procedures** – It was agreed that Standing Orders needed to be updated and the Clerk was asked to obtain a model for Councillors to look at before the next meeting. It was agreed that any documents produced electronically should be forwarded electronically without charge. There is no complaints procedure and the Clerk was asked to get a model on this. Records management – at present the Clerk has this but it was agreed to see how much was needed and the rest could be sent to the Records Office for storage. – Data protection policies Clerk to get model – parish data protection. Charges – these need to be reviewed next month. **Class 6 – Lists and registers** - Correspondence List – Cllr Orr stated that this should go on the website or be scrapped – it was proposed that it be scrapped

Proposed: Cllr B Feltwell Seconded: Cllr R Perkin 4 in favour 2 against

Assets Register – these are listed on the Risk Assessment document which will be put on the website. Disclosure log – it was proposed that Bentley should not hold a disclosure log.

Proposed: Cllr K Wheals Seconded: Cllr R Perkin 5 in favour 1 against

Class - The Services we offer – Closed churchyards & burial grounds are maintained – Playing fields, Bus shelters – agency agreements – the grass cutter is shared with SCC – Cllr Perkin is to investigate. The schedule of charges is to be reviewed.

Subject to the amendments listed above it was proposed that the Model Code be adopted

Proposed: Cllr R Perkin Seconded: Cllr B Feltwell All in favour CU

Action: Clerk to obtain model copies of Financial Standing Orders, Standing Orders, Complaints Procedure, Data Protection Policies – to be circulated for discussion at next meeting – charges to be reviewed

8. **Victim Support Letter** - The Chairman stated that the letter had been circulated in the Correspondence File he asked if Councillors wished to make a donation and after some discussion a donation of £25.00 was proposed. The Clerk was asked to put it on the list for consideration in the future.

Proposed: Cllr K Wheals Seconded: Cllr B Feltwell All in favour CU

Action: Cheque £25 for Victim Support

9. **Village Hall – Proposed Meetings** - It was proposed that the Parish Council as regular users of the hall should meet with the Village Hall Committee to discuss ideas of mutual interest.

Proposed: Cllr P Rayment Seconded: Cllr M Doolan All in favour CU

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10. **Grant application from The Computer Club** – The Chairman stated that usually these applications are dealt with at the Annual Parish Meeting in May. He stated that this application had come from the Computer Club (not the Village Hall) and was for the installation of the telephone line so Broadband could be installed which would then allow parishioners to shop online. Cllr Goodwin was opposed to this grant – The meeting closed on a noddled agreement to clarify whether the £400.00 from County Councillor David Yorke-Edwards Locality Budget was dependent on a grant from the Parish Council – the meeting was informed that the Parish Council had to be in agreement as the cheque would probably have to be paid to the Clerk for onward transmission to the Computer Club the meeting reconvened - After much discussion it was proposed that the Computer Club be given £150.00 subject to some sort of commitment regarding opening hours and availability as stated in their formal application – it was felt an urgent meeting was needed with the Village Hall Management Committee to discuss these matters – payment to be made if conditions were met.

Extract from application

"It involves the installation of a broadband telephone line into the village hall which can be used, via computers & wireless link, in all parts of the hall - as required.

The new broadband link would be used by the computer club which provides free I.T. training and a problem solving facility,

and by other village residents who may not have their own computer - for possibly `on-line` shopping or keeping in contact with distant relatives.

We see `on-line` shopping as the modern version of the `Community Shop` where residents can place an individual order, together with a consolidated `community order` from other residents, for delivery to the hall where it can be collected or delivered as necessary. One delivery fee and one consolidated order."

Proposed: Cllr B Feltwell Seconded: Cllr B Poulding 5 in favour 1 against

The meeting closed on a noddled agreement Cllr Yorke-Edwards stated he would forward a Locality Budget Application Form – Mr Blackmore stated that as the Council decision was not unanimous and he was not prepared to comply with the conditions he was withdrawing the application. Mr Blackmore left the meeting ending the discussions the Parish Council, David Yorke-Edwards (SCC) and Mr Blackmore were having on possible solutions - the meeting reconvened.

11. **To discuss reinstatement of January and August Meetings** - The Chairman stated that because there was no January meeting some correspondence was out of date. It was proposed that a January meeting be reinstated next year. It was agreed not to hold a meeting in August due to holidays.

Proposed: Cllr R Perkin Seconded: Cllr B Feltwell All in favour CU

12. **School Travel Plan – Update** - The Chairman stated that SCC had completed the pavement along Church Road and it was proposed that Cllr Orr meet with the School Travel Plan group. He also asked for approval for an exchange of information/correspondence to be allowed.

Proposed: Cllr B Feltwell Seconded: Cllr B Poulding All in favour CU

13. **Action Plan – Latest Information**

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- 22.1 Items on list with Agenda – A list of 33 items was published with the Agenda with 3 items from the Clerk (as attached).

A further 14 items of late Correspondence with 3 items from the Clerk were included in the circulation folder.

The Chairman commented on **Item 1** – Spring Clean Suffolk 2009 – Cllr Wheals agreed to organise the litter pick – the Clerk needs a list of names to put with the Insurance policy. **Item 6** – Formation of Village Hall User Group Panel – a meeting on Saturday at 10 am – Cllr Doolan to attend on behalf of the Parish Council. – **Item 11** – letter from Mr Anderton requesting software for website – it was agreed this should be an agenda item at the next meeting – **Item 28** - parking on grass verges.

23. Exchange of Information By Councillors & Matters for Consideration at Future Meetings

- 23.1 Cllr Orr referred to letters received from certain parishioners and suggested that two or three Councillors get together to look at the correspondence and come to a conclusion whether the letters are malicious and vexatious and make suggestions on how to progress further. Cllrs Perkin, Doolan and Orr volunteered
- 23.2 Cllr Orr drew Councillors' attention to the Local Councillor supplement – after April a co-opted Councillor will no longer be able to stand as Chairman or Vice Chairman. He urged Councillors to think about this before it becomes law.

24. To Authorise Payments - The following payment was authorised.

100778	Clerk's wages, expenses - February	£300.36	£330.44
	Expenses	<u>£30.08</u>	
		£330.44	

It was proposed that this be paid.

Proposed: Cllr B Feltwell Seconded: Cllr R Perkin All in favour CU

25. To Confirm Date of Next Scheduled Meeting – Thursday 2 April 2009 at 7.00 pm. The meeting closed at 9.45 pm

CHAIRMAN:

DATE: