

Minutes of Little Bealings Annual Parish Council meeting held in the Angela Cobbold Hall at 7pm on Monday 13 May 2024

Present:

Mr I Ransome (Chairman), Mr P Carr, Mr C Cheeseman (Vice Chairman), Mrs K Price, Ms H Saagi and Mrs M Wilson

In attendance: Wendy Cook, Clerk to the Council and Carol Ramsden, Consultant to the Council

Also present:

District Councillor Colin Hedgley, and one resident/member of the public (for all/part of the meeting)

The Chairman welcomed those present. The Chairman advised that the Council was making an audio recording of the meeting.

The Chairman welcomed Wendy Cook, new Clerk and Responsible Financial Officer to the Council and thanked Carol Ramsden for her work for the Council over the last 20 years.

1. Election of Chairman

Mr Ransome (as current Chairman of the Council) asked for nominations. It was **RESOLVED:**

- that Mr Ian Ransome be elected Chairman of the Parish Council.

2. Declaration of Acceptance of Office

Mr Ransome signed the Declaration of Acceptance of the Office of Chairman.

3. Election of Vice Chairman

The Chairman asked for nominations for Vice Chairman. It was **RESOLVED:**

- that Mr Chris Cheeseman be elected Vice Chairman of the Parish Council

4. Apologies for Absence

Apologies were received from Mr M Garnham for a personal reason and it was **RESOLVED:**

- to accept the apologies for absence.

5. Declarations of Interest in Matters on the Agenda and Dispensation Requests

Declarations of interest were made as follows:

Mr P Carr: Non-Registerable Interest as a resident of The Street and Neighbour to site in Agenda item 8.1 Planning Application DC/24/1252/FUL

Mrs M Wilson: Other Registrable Interest as Trustee of Bealings Village Hall in Agenda item 14.5.ii Donations

Mr P Carr: Other Registrable Interest as Chairman of ROPETH in Agenda item 14.5.ii Donations

Ms H Saagi: Other Registrable Interest as Trustee of Bealings Village Hall in Agenda item 14.5.ii Donations

Mr C Cheeseman: Other Registrable Interest as Trustee of ROPETH in Agenda item 14.5.ii Donations

6. Public Participation Session

No comments were made

The Chairman reordered the Agenda to take item 11, Minutes of the Meetings Held on 4 March and 29 April as the next item.

7. Minutes of the Meetings Held on 4 March and 29 April

It was **RESOLVED**:

to approve the minutes of the meetings as drafted.

8. Review of Standing Orders, Financial Regulations, Delegation, Policies, Procedures and Exercise of General Power of Competence in accordance with Standing Order 5 j

It was **RESOLVED**:

- That the Council's Standing Orders, Financial Regulations, delegation, policies and procedures were appropriate and to adopt them for the following year, with the exception that:
- the current Data Protection Policy be replaced with a Data Protection and Information Management Policy
- a Whistleblower Policy also be added to the Council's policies.

9. Planning

Mr P Carr left the meeting at 7.08pm in accordance with his declaration of interest.

9.1 Application: DC/24/1252/FUL | Erection of 1no. self build dwelling and garage | Land Opposite Former Admirals Head Inn Sandy Lane

It was **RESOLVED**:

- that there was no objection in principle to the development but there was objection to the design, which was in breach SCLP 5.7, the design and the proposed materials being at odds with the street scene in this part of the village where red brick and pantile roofs dominate. It was noted that a mains sewer connection was proposed but that this was not included on current Anglian

Water plans for the installation of a new sewer. It was also noted that an existing cess pit on the site, which used to serve the Admirals Head, was understood to still be connected to and in use by an adjacent property.

Mr P Carr returned at 7.14pm

9.2 Update on Applications dealt with under Delegated Authority, Previous Applications, Appeals and Enforcement Matters

DC/24/1032/FUL | Demolition of existing rear porch, and erection of new single storey rear extension. | 4 Holly Cottages Holly Close Little Bealings Woodbridge Suffolk IP13 6PN

The Council had responded to the consultation using established delegated authority and had no objection to the development, which had now been approved by ESC.

DC/23/3657/VOC | Variation of Condition No.2 of DC/21/2505/FUL - Demolition of the existing High Rigg dwelling. Replacement with a new five bedroom country house with a new driveway and highway access - Change Condition 2 to remove and replace drawings: 4867_: PA_04D (Proposed Block and Landscape Plan) with PA_04_E (Proposed Block and Landscape Plan), PA_05D (Proposed Site Plan) with PA_05_E (Proposed Site Plan), PA_06H (Proposed Plans) with PA_06_I (Proposed Plans), PA_07F (Proposed Elevations) with PA_07_G (Proposed Elevations), PA_08B (Proposed Section Elevations) with PA_08_C (Proposed Section Elevations), PA_09F (Proposed Context Elevation) can be omitted, PA_10A (Proposed Gateway) with PA_10_B (Proposed Gateway) - Discharge of Conditions no. 5 - Detailed scheme of landscaping - as per drawings PA_05_E (Site Plan), PA_04_E and PA_10_B, no. 12 - Details of area for refuse/recycling bins - as per drawings PA_04_E and PA_05_E, no. 13 - Details of discharge of surface water from development onto highway - as per drawing PA_10_B (Proposed Gateway), no. 18 - Details of filtered package sewage treatment plant - as listed on PA_04_E i.e. Klargestor Biotec BTA2 Gravity Discharge (unit is serving 6 bedrooms/8 persons discharging to ground, less than the requirement needed for a permit) | Former High Rigg Martlesham Road

ESC had approved this application.

DC/24/0498/CLP: Certificate of Lawful Use (Proposed) - Erection of new detached cart lodge style garage for 2no. cars within residential garden, to be accessed from existing driveway, with associated permeable gravel surfacing and alteration to join new surfacing to existing driveway (see proposed site plan submitted). Grove Cottage The Street

This application had been withdrawn.

DC/23/2095/VOC: Variation of Condition No. 2 of DC/22/2984/FUL - Construction of one detached dwelling and garage - Change approved drawings to reflect amendments to design | Woodside Martlesham Road

A site meeting had been arranged by ESC Enforcement but had been postponed.

DC/22/0566/OUT Outline Planning application (all matters reserved) proposing the erection of a detached dwelling and garage within excess garden amenity land serving The Orchard Holly Lane

The appeal had been allowed.

9.3 Anglian Water Sewerage Installation

It was noted that the works had now commenced, although the road signing had initially been confusing.

10. Local District and County Councillors' Reports

District Councillor Hedgley would supply a copy of his report to the Council. He referred to various items in it, including flytipping and the annual Community Partnership meeting.

11. Highways

11.1 Highways: Maintenance Update

It was noted that there was no known date for the installation of the agreed white lines and hatching and **RESOLVED:** to continue to seek payment of the fine levied on National Rail's contractors for unauthorised closure of the level crossing in December 2022.

11.2 Footpaths: Works for Footpath No1A

Mrs Ramsden reported that quotes were being obtained from three contractors suggested by SCC and **RESOLVED:** that Mrs Ramsden progress the matter as a volunteer on behalf of the Council, including advising the Council in due course on costs for the works, the need for planning permission and a Faculty and sources of funding.

12. Updates from Clerk and Councillors

12.1 ESC Community Partnership

Mr Ransome attended the Annual meeting at Trinity Park including two workshops.

12.2 Community Partnership Road Safety

Mr Garnham had attended a meeting on behalf of the Council.

12.3 Sizewell C Community Forum

Mr Ransome had attended the Forum and would attend the next Sizewell C Transport South Forum meeting. It was unclear if the parish could join the Forum and if sound proofing would be available to residents near to the railway line.

12.4 Village Hall Management Committee

Ms H Saagi reported that there have not been any meetings. The AGM is on 28 May.

12.5 SAVID

It was noted that Mr Garnham continued to deal with display of the SID and that Playford was looking to purchase one for its own use using SAVID funds. The current SID could therefore be displayed continually at location in the parish. Data collated was being passed to SAVID and then to the police as appropriate.

13. Review of Volunteers, and Representation on External Bodies and Reporting

It was **RESOLVED**:

- That the following be appointed for the forthcoming year:

Webmaster: Jenny Shaw.

Footpath Wardens: Francis Mutimer and John Wittgreffe

Footpath Volunteer Workers: Jane Mardell, Liz Mutimer, Anthony Meehan, Keith Beaumont, Anna Beaumont and Carl Cornish

Village Hall Management Committee representative: Ms Saagi

Suffolk Association of Local Councils: Mr Ransome

ESC Community Partnership Representative: Mr Carr

SAVID representative: Mr Garnham

Sinks Pit Liaison Group: Mr Ransome and local resident Mr Thornborrow

Anglian Water Sewer Installation Liaison: Mr Garnham and Mr Ransome if required

East Suffolk Planning Alliance Affiliation (ESPA): Mr Ransome

14. Finance

14.1 Adoption of Accounts for 2023/24: Review of Internal Audit and Annual Governance and Accountability Return

The accounts for 2023/24 and the Annual Governance and Accountability Return Form 3 (AGAR) had been circulated to Councillors. The internal auditor had completed the return with no issues arising. The Council reviewed the effectiveness of its internal financial control in accordance with the requirements of the Annual Governance Statement. It was noted that due to the level of income received the Council could no longer certify itself as exempt from a limited assurance review and an external audit would be required at a cost of £210 + vat.

After consideration it was **RESOLVED**:

- that the current system for internal financial control and the internal audit were effective and appropriate
- to approve the Annual Governance Statement contained in section 1 of the AGAR

After further consideration it was **RESOLVED**:

- To approve the accounts and the Accounting Statements for 2023/24 contained in Form 3 of the AGAR

14.2 Assets Review

The Council's Assets were noted and it was **RESOLVED**:

To approve the Assets Report as drafted.

14.3 CIL Annual Report

It was **RESOLVED**: to approved the Annual CIL Report as drafted.

14.4 Appointment of Internal Control System Reviewer

It was **RESOLVED**:

- To appoint Mr Cheeseman as the Reviewer for the next year.

14.5. Income and Authorisation of Expenditure

14.5.i Clerk Training

It was **RESOLVED**:

that the Clerk would attend training provided by SALC at a cost of £96 + vat

14.5.ii Donations

Bealings Village Hall Trust

Mrs Wilson and Ms Saagi left the meeting at 7.48pm in accordance with their declarations of interest.

It was **RESOLVED**:

- To increase the Council's donation to the Trust and the John Belstead Playing Field to £1,100, in accordance with its power in S19(3) of the Local Government (Miscellaneous Provisions) Act 1976. The Parish Council to advise Great Bealings Parish Council accordingly.

Mrs Wilson and Ms Saagi returned to the meeting at 7.51pm.

ROPETH

Mr Carr and Mr Cheeseman left the meeting at 7.53pm in accordance with their declarations of interest.

It was **RESOLVED**:

- To donate £500 to ROPETH for fire safety work, in accordance with the Council's power in S19(3) of the Local Government (Miscellaneous Provisions) Act 1976.

Mr Carr and Mr Cheeseman returned to the meeting at 7.57pm.

Fynn Lark News

It was **RESOLVED**:

- To donate to the Fynn Lark News £300 in accordance with its power in S137 of Local Government Act 1972 and to request that the Council be advised if this was insufficient during the year.

It was **RESOLVED**:

- to donate £20 to the Royal British Legion during 2024/25.

14.5.iii

It was noted that income of £6,500 had been received from ESC, being the first half of the precept. The Council had also received CIL funding of £4177.19 in April.

Expenditure had been incurred as follows:

- Clerk's Net Salary for March: £375.42 (S111 and S112 LGA 1972) (standing order)
- Clerk's Net Salary for April: £375.42 (S111 and S112 LGA 1972) (standing order)
- Clerk's Back Pay for February and March: £41.76 (S111 and S112 LGA 1972) (paid by cheque due to the standing order not being amended)

It was **RESOLVED:**

that the following expenditure be incurred:

- C Ramsden net salary for May 2024: £375.42 (S111 and S112 LGA 1972) (standing order)
- Clerk's net salary for May 2024: to be calculated once PAYE information was to hand (gross: £446.16) (S111 and S112 LGA 1972)
- Clerk's net salary for June 2024: to be calculated once PAYE information was to hand (gross: £446.16)
- C Ramsden back pay due (net) and expenses: £205.48
- SCC for Clerk and RFO Job Advertisement: £75
- SALC Annual membership fee: £243.72

It was **RESOLVED:**

to exclude the public from the meeting for consideration of the next item, in accordance with the provisions of the Council's Standing Order 3d and S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business to be discussed

15. Expenditure: Legal Advice

Redacted

The public were invited to return to the meeting but no one attended.

16. Date of Next Meeting

The next meeting of the Council will be on Monday 1 July 2024 in the Angela Cobbold Hall but a meeting will be held on Monday 3 June 2024, if required by business to be transacted.

There being no further business to discuss the meeting closed at 8.17pm.