

BACTON PARISH COUNCIL

Minutes of the Parish Committee Meeting held on 11 November 2024 held in the
Village Hall, Bacton.

Councillors Present: Vanessa Kingsley (VK) (Chairman), Gail Wiglesworth (GW) (Vice Chairman), John Kingsley (JK), Graham MacAusland (GM), Paul Merry (PM), James Steed (JS) and Paul Wigglesworth (PW).

In Attendance: Tina Newell (Clerk) (TN), Andrew Stringer (AS) County Councillor, Andrew Mellen (AM) District Councillor, Andy May (AM) (Parish Warden) and four members of the public.

Prior to the meeting starting VK announced the resignation of Julie Bonner since the last meeting and gave thanks to Julie for her time, hard work and commitment to the road safety traffic calming project. A notice of vacancy has been advertised, if no request for an election to fill the vacancy has been made in writing by 22 November 2024 the post can be filled by co-option.

- 111124/01 Apologies for absence: All Councillors were present.
- 141124/02 Co-option: It was agreed to defer this to the next meeting.
- 111124/03 Declarations of Interest and Dispensation considerations: No interests were declared.
- 111124/04 There were no requests for dispensations to consider.
- 111124/05 Minutes of previous meeting: All Councillors resolved to accept the minutes of the Parish Council meeting held on 14 October 2024 as a true reflection of the decisions made and authorised VK as Chairman to sign them (141024/01 to 141024/63).

Public Forum:

111124/06 AS's report had been received prior to the meeting; Suffolk County Council have announced an extra £1.5m of funding to deliver the first phase of works identified in the flood investigations following Storm Babet and are writing to the government requesting £20m for flood protection to help prevent future flooding in the county; at the October's Health Scrutiny Committee the NHS Integrated Care Boards (ICBs) advised what they were doing to improve access to GPs in the County- low numbers of GPs and a high demand for appointments has caused problems recently with many people unable to make appointments to see their doctors; Suffolk County Council has passed a motion to write to the government and ask them to reverse the decision they have made to cut the eligibility for the winter fuel payment for pensioners; a review of the highways priorities for repairing pavement defects was being undertaken. AS's full report is appended to these minutes.

111124/07 AM apologised for the lateness in submitting his November report, a full copy of which is appended to these minutes. A development of 38 new affordable homes have been completed on the site of the former Stowmarket Middle School, which closed in 2015; updates to fees and charges across the district were approved and take effect on 1st April 2025 (a full list of changes are available on the council's website) but most have only had an inflationary rise (1.7%); funding has been agreed to help revitalise Stowmarket Town Centre- measures discussed include a £400k grant scheme to assist with existing retailers, £100k for wayfinding and placemaking, and £16k at developing overnight accommodation within the town.

- 111124/08 AM agreed to ask the District Authority if Bacton Parish Council will receive the interest accrued on the £227,251.80 the District Council will receive for the maintenance of the open space at Beacon Green when transferred to the Parish Council (£22,725.18 each year for 10 years) noting on a conservative 2.5% interest the total interest would be circa £25k and the annual amount is not index linked.
- 111124/09 A member of the Village Hall Committee expressed concerns over the lack of parking at the village hall noting patrons of the hall were often unable to park due to spaces being taken by other drivers; it was agreed signage asking drivers to leave the spaces free for patrons of the village hall should be considered. A request to provide/contribute to WiFi being available in the hall at a cost of £958.80 for a two year fixed term was received- the committee have no funds available to contribute and locality grant from AS and AM are not available as the request does not meet the criteria for these grants.
- 111124/10 A resident confirmed the importance to residents of the footpath along Pulhams Lane and raised concern that no notification of the consultation was placed on/near the site.
- 111124/11 A resident expressed concern that reports made on the Suffolk County Council on-line reporting tools are not always actioned; AS agreed to take forward any that have not been actioned if the report number is emailed to him.
- 111124/12 AS agreed to look into a possible trip hazard on the newly installed bridge from Prettyman Avenue to Pulhams Lane.
- 111124/13 A resident warned of the potential traffic chaos down Turkey Hall Lane when the railway bridge is closed noting it is likely to be closed soon and the closure will be for a lengthy period of time.
- 111124/14 The Parish Warden gave a brief overview of recent checks undertaken and informed Councillors of some possible vandalism to the wire on the dog area at St Mary's field.

Planning: Councillors considered and made comments on the following planning applications made to Mid Suffolk District Council since the last Parish Council meeting:

111124/15 DC/24/04642 Listed building consent – installation of an electric vehicle charging point on an external wall to side elevation
Beech Tree Cottage, The Street, Bacton IP14 4LF

After discussion all Councillors agreed to SUPPORT this application.

111124/16 DC/24/04391 Listed building consent – installation of kiosk in front garden to house meter and internal and external works for replacement of existing electricity supply connections as detailed within schedule of works
Old Manor Cottage, Church Road, Bacton IP14 4LN

After brief consideration all Councillors resolved to SUPPORT this application.

111124/17 DC/24/04392 Householder application – installation of kiosk in front garden to house meter and internal and external works for replacement of existing electricity supply connections as detailed within schedule of works
Old Manor Cottage, Church Road, Bacton IP14 4LN.

All Councillors agreed to SUPPORT this application in conjunction with DC/24/04391.

111124/18 Councillors noted the following planning decision made by the District Council relating to Bacton since the last meeting: DC/24/04235 Alpenrose, Oakfield Road, Bacton
MSDC: GRANTED BPC: Supported

Finance:

111124/19 Bank reconciliations: All Councillors confirmed receipt of the bank reconciliations for the period ended 31 October 2024 prior to the meeting. GM as a non-bank signatory confirmed the bank reconciliations as presented agree to the bank statements showing total cash available of £307,840.09; £86,683.60 in the Community account and £221,156.49 in the Premium account.

- 111124/20 All Councillors received the reconciliation of receipts and payments relating to the 'Community Infrastructure Levy' (CIL) and agreed with the change to the opening balance of £5,474 (moving out of CIL to general); with this information VK proposed to transfer £16,204.30 from the Community account to the Premium account to allow the Premium account balance to represent the current CIL balance. JS seconded this proposal and with all Councillors in agreement GW will make the transfer in the absence of the Clerk having any access to the Barclays Bank accounts.
- 111124/21 It was agreed for PW, JK and JS to form a working party to look at the budget for 2025/26 noting the tax base (used for calculating the Precept) has yet to be received from Mid Suffolk District Council and to consider a three year finance plan.
- 111124/22 Budget to Actual: All Councillors noted receipts exceed budget by £83,326.22; £76,067.43 in CIL receipts accounts for the majority of the increase with an additional £2,795.00 over budget for the Parish Warden due to the previous year to claim not being made (MSDC contribute 5 hours a week to this role at national minimum wage).
- Whilst payments appear to be £6,641.90 over budget £23,777.70 of these payments are funded by the CIL reserve and £3,638 by Neighbourhood Plan resulting in an underspend to date of £21,266.80 to date.
- 111124/23 Reserves: All Councillors noted the re-statement of the opening balance for CIL and General Reserves to correctly reflect the position as at 01 04 2024.
- Receipts: Councillors noted the following receipts since the last meeting:
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|-----------|--------|-------------------------------------|------------|
| 111124/24 | MSDC | Cleansing grant qtrs 2-4 2022/23 | £1,852.50 |
| 111124/25 | MSDC | Last 50% of Precept | £20,127.50 |
| 111124/26 | RPS | Rural Payment Scheme (Bacton Green) | £499.73 |
| 111124/27 | Tenant | Bacton Green grazing rent | £150.00 |
| 111124/28 | MSDC | CIL | £74,462.46 |

111124/29 MSDC Contribution to GoR path surface £640.00

111124/30 Tenant Bacton Green grazing rent £250.00

Councillors approved the following payments noting GM has received copies of all invoices. It was noted GW is setting these payments up whilst JK authorises them until such time as TN has access to on line banking.

111124/31	Tina Newell	Salary	£1,102.21
111124/32	HMRC	Tax & NIC	£314.62
111124/33	NEST	Pension	£36.13
111124/34	Bacton Village Hall	Hall Hire	£126.00
111124/35	Viking	Paper and laminating pouches	£54.46
111124/36	Viking	Laminator and accessories	£148.70
111124/37	Top Garden Services	Grass cutting	£960.00
111124/38	Country Cottages	Grass cutting at Cow Green	£432.00

Councillors ratified the following payments previously agreed made outside of a meeting:

111124/39	Everedge	Edging for GoR	£542.46
111124/40	Nest	Pension	£55.70
111124/41	Sandy Lane	Shrubs for GoR	£1,137.90
111124/42	Suffolk County Council	Contribution to Safety Audit	£798.97
111124/43	Barclaycard	Various	£113.81

111124/44 Councillors considered a request from Bacton Village Hall Committee to contribute towards installation of WiFi in the village hall. After a lengthy discussion all Councillors agreed to propose fully funding the WiFi for two years at a cost of £958.80 in exchange for the Parish Councils free use of the hall when required subject to its availability.

- 111124/45 Noting the delay with Barclays in amending the bank mandate all Councillors agreed for TN to ask SALC if the Parish Council can invest using 'Flagstone' as an on-line platform that GM suggested which offers 4.6% interest. If SALC advise this is not a recommended platform for Parish Councils to use it was agreed to transfer the sums from both Barclays accounts to a Unity Trust Bank noting they offer 2.62% in their instant access (Barclays offer 1.5%) and to consider further investment at the December meeting.
- 111124/46 Councillors received three quotes to repair and resurface the 'old' cemetery path; after consideration VK proposed to instruct Frank Davey to carry out the work at a cost of £2,720 plus vat. JS seconded the proposal with all Councillors in favour.
- 111124/47 After considering three quotes to put a top surface on the car parking area at the Cemetery VK proposed to instruct Frank Davey at a cost of £3,470 plus vat; GM seconded the proposal with all Councillors in agreement.
- 111124/48 Councillors agreed to ask Frank Davey for a reduction in their charges noting they have been awarded all four contracts for work to the Garden of Reflection and for TN to apply to AM's locality grant for a bench/es for the Garden of Reflection.
- 111124/49 Councillors noted the condition of the tarmac path leading to the rear of the Primary School is a potential trip hazard and have advised both Suffolk County Council and the Primary School agreeing the pathway does not belong to the Parish Council.
- 111124/50 All Councillors noted quotes have been received from two contractors who have carried out landscaping works on the Garden of Reflection and after consideration PW proposed to instruct CHL Landscapes to remove the current central hedge in the old cemetery, as per the quotation at a cost of £1,250; JK seconded the proposal with all Councillors in agreement.

- 111124/51 Councillors agreed to ask CHL to make good the damage made to the allotment entrance when he was carrying out work previously to the Garden of Reflection.
- 111124/52 After consideration GW proposed to instruct CHL to carry out work to replace and install picket fencing to the front of the Cemetery and Garden of Reflection at a cost of £1,150; VK seconded the proposal with all Councillors in favour.
- 111124/53 All Councillors agreed to ask the Primary School to replace their boundary fence (with the old Cemetery) noting how untidy this is with the vegetation growing and the damaged wooden panels.
- 111124/54 All Councillors noted the road leading to the allotment is owned by the Bacton Charities and agreed its current condition causes no issues to the Parish Council and no further action is required.
- 111124/55 All Councillors received a first draft budget and agreed for TN to calculate the budget with an increase in precept of 2%; this would be reviewed by the working party and considered at the December meeting.
- 111124/56 Governance: It was agreed to defer the review of the policies and procedures to the next meeting
- Reports from working groups:
- 111124/57 Beacon Green: TN confirmed Taylor Wimpey have offered 3,966sqm to the Parish Council with an annual maintenance contribution for 10 years, not indexed linked, of £22,725.18 paid to the District Council in full upon transfer; it was agreed for TN to ask the District Council if the interest accrued on this capital will be passed on to the Parish Council noting if calculating a conservative 2.5% interest, interest on the capital over the full 10 year term would add £25k to the total. TW have confirmed they will cover all the Parish Councils legal costs associated with the transfer of deeds.
- 111124/58 The Field: Councillors noted the open space on this development has been transferred to a management company; the S106 agreement was written to allow the transfer to go to a management company or the Parish Council.

- 111124/59 St Marys: Councillors noted the land agents have been contacted and agreed to to ask the land owner if the enclosed dog walking area can continue on the site noting the original agreement has expired; once known Councillors will make a decision on the future of this area. TN will confirm the current insurance cover includes use of this area.
- 111124/60 Grass/Hedge maintenance: It was agreed to set up a working group with JK, AM and TN to look at the maintenance of the various green spaces including who maintains which areas ready to prepare a schedule to send out for quotations for the 2025/26 season.
- 111124/61 Registration of Green: Councillors agreed to follow the advice from Birketts Solicitors agreeing it would be almost pointless to pursue this at the current time noting the request from the Land Registry previously was to provide impossible evidence.
- 111124/62 Neighbourhood Plan (NP): Councillors noted the application for a technical design code has been approved resulting in the Parish Council being eligible to the full £18k grant. The NP team are meeting again on 20 November 2024 ready to welcome representatives from the design code team to the Parish on Monday 25 November 2024.
- Community Engagement: To consider/receive updates on the following community events:
- 111124/63 Christmas Tree light-up ceremony: Whilst Councillors appreciated the offer of joining with St Marys Church Christmas celebrations on 1 December 2024 it was considered too late to make any plans and resolved to consider a joint celebration for Christmas 2025.
- VK will ask the owners of the shop on Shop Green for permission to use their electricity to run the lights on the Christmas tree to be installed on Shop Green in December noting lights used in previous years have been made available.
- 111124/64 Victory in Europe (VE) Day 80th anniversary celebration on 8 May 2025: Councillors agreed to defer this item to the December meeting.

- 111124/65 Regular 'Village Voice' events: It was agreed to revive the 'Village Voice' events where residents have the opportunity to meet with the Clerk, Councillors and other relevant organisations/representatives in a less formal way than a Parish Council meeting. It was agreed to consider dates for 2025 events at the December meeting.
- 111124/66 Councillors agreed TN has access to the social media sites.
- 111124/67 Councillors agreed to accept advice from Birketts in not registering a parcel of land along Pulhams Lane without fencing it off first. After discussion all Councillors agreed after works to rectify the SUD issue at the Ivy Hill development works to the ditch along Pulhams Lane may not be required.
Road safety:
- 111124/68 Councillors noted the traffic calming works, agreed previously cannot commence until a 'traffic safety audit' has taken place; whilst the Parish Council have contributed to the cost of the safety audit this cannot be undertaken until the contribution from Suffolk County Council has been received.
- 111124/69 It was agreed to form a working party of GM, VK, JS and one resident to reconsider the number of SIDS and there locations; TN has requested additional visits from the Safety Cam team.
- 111124/70 Councillors noted the lease on grazing land at Bacton Green has been renewed.
- 111124/71 It was noted the current contractor is working out the best options for Stewardship on land at Bacton Green for Councillors to consider at the December meeting (the current scheme expires 31 December 2024).
- 111124/72 Correspondence: Councillors noted there was no correspondence received that hasn't been considered as a separate agenda item previously.

- 111124/73 Items for inclusion in a future meeting: litter bins, appointment of a representative to the village hall committee, appointment of internal auditor, North Close 'tidy up', an update on the Cemetery paperwork, notice boards, road calming project, an update on the garden of reflection and consider the use of grit bins.
- 111124/74 All Councillors noted the date of the next meeting as 9 December 2024.
- 111124/75 VK closed the meeting at 9.15pm.