

BACTON PARISH COUNCIL

Minutes of the Parish Committee Meeting held on 23 September 2024 held in Bacton Village Hall

Councillors Present: Vanessa Kingsley (VK) (Chairman), Julie Bonner (JB), John Kingsley (JK), Graham MacAusland (GM), James Steed (JS), Gail Wigglesworth (GW), Paul Wigglesworth,

In Attendance : Tina Newell (Clerk) (TN), Andrew Stringer (AS) County Councilor, Andrew Mellen (AM) District Councilor and two members of the public.

- 230924/01 **Apologies for absence:** Councillor Paul Merry (PM) offered his apology prior the meeting
- 230924/02 All Councillors resolved to accept PM's apologies.
- 230924/03 **Co-option:** It was noted there has been one application for the vacant position of Parish Councillor; as the resident is away on holiday until November it was agreed to defer the co-option to the November meeting unless any other applications are received.
- 230924/04 **Vice Chairman:** VK proposed GW as Vice Chairman seconded by JB; with all Councillors in favour GW was appointed as Vice Chairman to Bacton Parish Council.
- 230924/05 **Declarations of Interest and Dispensation considerations:** None.
- 230924/06 **Dispensation:** There were no requests for dispensations to consider.
- 230924/07 **Minutes of previous meeting:** All Councillors resolved to accept the minutes of the Parish Council meetings held on 12 and 19 August 2024 as a true reflection of the decisions made and authorised VK as Chairman to sign the.
- Public Forum:**
- 230924/08 Councillors confirmed receipt of AS report prior to the meeting; the recent inspection report for Suffolk County Council's social care services for children was published and found that social care services for children 'require improvement to be good' when previously rated as 'Outstanding'; government gives the County Council grants to assist residents with improvements to their houses to allow them to be more fuel efficient however it is predicted the County Council will have to return over £5million of unspent grant back to the government later this year - with over 40,000 homes in fuel poverty in Suffolk, this funding could have helped insulate hundreds of homes

and bring down energy costs; work on 'Pulhams bridge' should be completed within the next ten days noting there is an other route for residents whilst this work is being carried out; AM and AS are meeting with Anglian Water later this week to see what the plans for infrastructure improvements to the village are. AS full report is appended to these minutes.

- 230924/09 VK asked what the boundaries of the fuel efficiency grant are, why the grant hasn't been spent and if the County Council are going to the government to ask for more assistance to get the grant spent; AS confirmed the County Council will ask if the boundaries will be reconsidered to allow the grant to be spent.
- 230924/10 The developers are aware of the issues with the manhole cover on Broad Road and have confirmed this should be sorted soon.
- 230924/11 It was agreed the underground blockage at Cow Green appears to have been cleared as water was free flowing last weekend.
- 230924/12 VK asked if the grading of schools will continue and if the new Director at the County Council has an action plan to address the issues brought up by Ofsted; it was agreed by AS to give updates.
- 230924/13 AM presented his report in brief with the full report appended to these minutes; a by election is taking place tomorrow in the Thurston ward to fill a casual vacancy due to a member of the Green party emigrating; a big change to waste collections will be coming in Spring 2026 introducing a three weekly cycle with food waste being collected weekly and two recycling bins emptied bi-weekly in rota noting community glass recycling banks are not under the District Councils control; applications for this year's Locality Awards grants are invited.
- 230924/14 PW asked If planters could be placed on the patio area at North Close; AM confirmed the District and County Council would be pleased to invest in improving this area and suggested the developer may also be interested in this idea. It was agreed the Parish Council would invite residents, County and District Councillors and developer to meet on site to chat about what the residents would like and what could be done.
- 230924/15 AS confirmed he will grant at least £700, half the money required, from his highways budget for the road safety audit that is required prior to the installation of any traffic calming measure; PW expressed concern over this additional payment.
- 230924/16 AM confirmed the 'SUDs' at the new Bellway development is already discharging water and concerns that it is not working as it should be/is not large enough are

ongoing; AM will chase with enforcement noting SUDS on other sites appear to be working.

230924/17 AM confirmed there is no update on the community site on the Bellway development; AM confirmed officers at the District Council did not complete the paperwork in the timeframe required and as leader of MSDC will persuade officers to see what they can do to rectify this position.

230924/18 Councillors noted an email had been received from the CIL team confirming a charging order relating to application 4945/16 Land to Rear of Bull In, Church Road, Bacton has been secured against a property in the developer's name; the legal team are involved in exploring the different avenues to settle this liability and the Parish Council will be informed of updates as they are known. After discussion all Councillors resolved to issue an invoice to MSDC for the outstanding neighbourhood liability of £4,415.91 plus late payment interest noting this debt has been outstanding since October 2018. AM suggested the blame is with the developer and not MSDC and suggested a neighbourhood plan should have been in place.

230924/19 A resident, a recent victim of theft, asked if the Parish Council could receive a report on local crimes for publishing to the community; AS suggested TN, as Clerk can download a report from the local constabulary website.

Planning:

230924/20 Councillors noted whilst there were no new planning applications for consideration at this meeting there have already been three applications received to be included on the next meeting agenda.

230924/21 Councillors noted the following decisions made by Mid Suffolk District Council on applications relating to Bacton since the last meeting:

230924/22 DC/24/02880 Almondell Cottage, Church Road, Bacton,
MSDC: GRANTED BPC: Supported

230924/23 DC/24/03603 Oak Tree House, Kerrys Farm Lane, Bacton
MSDC: Satisfied

230924/24 4945/16 – Councillors agreed this was discussed earlier in the meeting.

230924/25 DC/23/05077 Former Bacton Community Middle School (In the Parish of Wyverstone) Wyverstone Road, Bacton IP14 4LH: Councillors noted the planning officer has advised the applicant/agent that the application is unlikely to be

supported without substantive changes to the layout and landscaping and have given the applicant an extension of time to 18 October 2024.

Finance:

- 230924/26 **Bank reconciliations:** GM as a non-bank signatory confirmed the bank reconciliation for the period ended 30 August 2024 as presented agrees to the bank statements for that period with cash available of £227,422.23; £7,220.57 in the Community account and £220,323.66 in the Premium account (both Barclays).
- 230924/27 **Budget to Actual:** TN went through this report at the meeting and all Councillors agreed with the virements as suggested and with no further questions Councillors agreed to accept this report.
- 230924/28 **Reserves:** All Councillors received this report at the meeting and agreed it required some work to get the individual lines correct.
- 230924/29 All Councillors agreed the Premium account should hold only the receipts and payments relating to the Community Infrastructure Levy (CIL) and resolved for TN to reconcile this account before the next meeting.
- 230924/30 **Assets:** All Councillors noted the asset register is available on line with the addition of the MacBook and software purchased in September. It was agreed to review the asset register in detail before the next meeting.
- 230924/31 Receipts: Councillors noted the following receipts in August:

230924/32	Gbs Re Rural Payments	Bacton Green	£ 499.74
230924/33	MSDC		£ 2,974.40
230924/34	HMRC VAT	VAT Q 4 23/24 Q 1 24/25	£ 2,193.94
230924/35	Tenant	Bacton Green grazing rent	£ 150.00

Councillors approved the following payments noting GM has received a full schedule supported by invoices:

230924/36	Tina Newell	Bacton Green	£ 1,797.03
230924/37	Suzie Lupin	Holiday pay	£ 164.05
230924/38	HMRC	VAT Q 4 23/24 Q 1 24/25	£ 711.28
230924/39	J Lawes	Bacton Green grazing rent	£ 31.40
230924/40	St Johns Ambulance	Bacton Green	£ 137.28
230924/41	PKF	External review	£ 504.00
230924/42	Paul Weston	Sports and leisure feasibility	£ 1,815.00
230924/43	Bacton PCC	Footbridge to St Marys	£ 3,135.22
230924/44	Top Garden Services	April grass cutting	£ 399.60

230924/45	Top Garden Services	May grass cutting	£ 399.60
230924/46	Top Garden Services	June grass cutting	£ 399.60
230924/47	Top Garden Services	July grass cutting in Garden of reflection and Green	£ 653.40

Councillors ratified the following payments previously agreed made outside of a meeting using the Parish Councils Barclaycard:

230924/48	Clarkes Fencing	Garden of Reflection	£ 851.38
230924/49	Everidge	Garden of Reflection	£ 542.46

230924/50 All Councillors agreed updating the Barclays bank mandate to add the new Clerk and remove all past employees and Councillors; this would allow TN administration access only, GW, JK and, PM full access.

230924/51 Councillors agreed for VK to cancel the Barclaycard with immediate effect and agreed any future urgent payments must be in line with the financial regulations.

230924/52 Councillors agreed for TN to look into costings to replace notice boards on the Broad road and at the village hall agreeing a notice board is not required on Cow Green and the one on the playing field fits the purpose.

230924/53 Councillors noted a Road Safety Audit is required before the previously agreed Traffic Calming work can be ordered; AS agreed earlier in the meeting to pay for at least half the £1,400 cost and with the majority of Councillors in favour (6 of 7) it was agreed the Parish Council would pay the remaining balance.

230924/54 TN confirmed one insurance quote had been received from Ansvar, using Community Action Suffolk (CAS) as the broker, noting Zurich were unable to quote as they didn't have the time nor tools to work from the data given to them (the same data as given to CAS). It was agreed for TN to update the wage role as this had been under valued previously and resolved for TN to renew the insurance to a maximum of £800.

Governance:

230924/55 All Councillors to agree adoption of the Financial Regulations.

230924/56 All Councillors noted the completion of the limited assurance review for the year ended 31 March 2024 and the comments given:

Information received from the smaller authority indicates that assets purchased during the prior year were not included in Section 2, Box 9 for the prior year but have been treated as additions in 2023/24; the prior year figure has not been restated to account for this.

An unpresented cheque brought forward has been incorrectly written back in Section 2, Box 3 instead of Box 6. Section 2, Boxes 3 and 6 should read £130,133 and £57,489, respectively.

The responses given in Section 1, Box 9 and Section 2, Boxes 11 (a) and (b) are not consistent. The smaller authority has confirmed that it is not a sole managing trustee and that therefore the response to Section 2, Box 11a should have been 'No'.

All Councillors noted this return was undertaken by the previous Clerk and these issued will be corrected when completing next years Annual return.

230924/57 Councillors noted that in accordance with legislation the Clerk has advertised the conclusion of audit for the year ending 31st March 2024.

To receive updates and reports from working groups and consider further action:

Village Greens and Byways:

230924/58 Councillors noted the 'No Parking' signs are in place at Cow Green.

230924/59 Councillors noted the hedge at Shop Green, previously growing through the fence, has been trimmed.

230924/60 All Councillors agreed the grass cutting has improved recently following TN 's communication with the contractor. Councillors agreed there is no breach in contract to pursue and are happy to continue with the current contractor.

230934/61 Councillors agreed the site of community use at the Bellway Homes development was discussed earlier in the meeting.

230924/62 Councillors noted the land gifted to the Parish Council on 'Beacon Green' development had been part turfed.

230924/63 The Field: It was noted the land to be gifted to the Parish Council was in very poor state and not useful in its current form; AS agreed to pass his contact to TN who will ask Flagship Homes how long will it be until they gift the land to the Parish Council, upon knowing this the Parish Council can decide what action, if any is required before it comes until Parish Council ownership.

230924/64 After much discussion it was resolved for TN to research the cost and availability of a 3m Nordmann Fir Christmas Tree for planting on Shop Green.

Cemetery:

230924/65 Councillors agreed that TN and JS are working towards compliance with the cemetery paperwork.

230924/66 It was agreed to defer all decisions relating to the Garden of Reflection to the October 2024 meeting noting the previously agreed budget.

- 230924/67 It was agreed to request quotes for the resurfacing of the path leading to the cemetery and contact the Bacton Charities asking for funding and permission to carry out maintenance to the path.
- 230924/68 **Neighbourhood Plan (NP):** Councillors noted a meeting had been held with People4 Places (NP consultant), VK, DC and TN where it was agreed to apply for technical support to increase the funding available to £18k – without this the funding would be £10k. It is hoped a decision and more information will be available for the next meeting.
- Community Engagement:**
- 230924/69 JB confirmed the Parish Councils presence at the annual Bacton Fayre was very positive with no actions to follow up.
- 230924/70 TN will pursue the procedure for Councillors to have standard DBS checks noting this decision was made in a previous meeting.
- Flood Task Group:**
- 230924/71 After discussion it was agreed to take further advice on clearing the ditch along Pulhams Lane noting there is currently no legal ownership.
- 230924/72 It was noted earlier in the meeting the ditch blockage appears to have been cleared at Cow Green.
- 230924/73 It was agreed at a previous meeting the Parish Council supported the piping of a ditch on Tailors Green and it was resolved for TN to confirm this support in an email to Suffolk County Council.
- Bacton Green:**
- 230924/74 It was agreed for VK, JK and TN to visit the grazing land before the expiration of the current lease and to bring a recommendation for its future use to the October 2024 meeting.
- 230924/75 It was agreed to defer the decision on the future of the land currently under Countryside Stewardship to a meeting later in the year.
- 230924/76 **Correspondence:** Councillors noted there was no correspondence to consider.
- 230924/77 **Items for inclusion in a future meeting:** to include the future of the dog walking area, policies and procedures, risk assessments, litter bins, appoint a representative to the village hall committee. Streetlights, Remembrance Sunday, VE day and community Christmas event.
- 230924/78 All Councillors noted the date of the next meeting as 14 October 2024.

- 230924/79 **It was resolved that that under the Public Bodies (Admission to Meetings) Act 1960 to exclude all members of the public and press from the meeting due to the confidential nature of the business to be discussed regarding employment.**
- 230924/80 All members of the public left the meeting.
- 230924/81 All Councillors agreed to appoint Andrew May to the position of Parish Warden from 1 October 2024 on salary scale point 7 for five hours per week.
- 230924/82 As there were no members of the public to re-admit to the meeting VK closed the meeting at 9.07pm.