

# BADINGHAM PARISH COUNCIL

## Minutes of the Council Meeting held on Tuesday 21 February 2023 at 7.00 pm

in Badingham Village Hall, Low Street, Badingham IP13 8JT

Members: Cllrs Bowe, Frost, Mountain and Sweeney. Also present the Clerk. One member of the public.

1. **Chair's Welcome:** The Vice-Chair welcomed everyone to the meeting as the Chair was running late.
2. **Apologies for Absence:** Apologies were received and approved from Cllr Welham.
3. **Pecuniary/Non-Pecuniary Interests:** Cllr Bowe declared a NRI re agenda item 11b. There were no other interests declared and no requests for dispensations. Cllrs were reminded of their obligations under the new Code of Conduct.
4. **Minutes:** The minutes of the meeting of 19 December were approved and signed by the acting Chair.
5. **No outstanding items not covered elsewhere on the agenda.**
6. **Public Forum:** There was one member of the public present but for observation only.

*Note: Councillor Mountain arrived and took over as Chair for the remainder of the meeting.*

7. **Report from County Councillor Stephen Burroughes:** No recent report received.
8. **Report from District Councillors Lydia Freeman/Maurice Cook:** January and February reports received as distributed and on the website.

### 9. Governance and Statutory Business:

- a) Councillor Training Module dates were re-confirmed.

**Action:** Councillors Sweeney & Mountain to send the clerk completed modules for storage and distribution

- b) Elections 4 May and actions: Nomination papers distributed, to be handed back to the Clerk at the next meeting. Papers to be physically delivered by the Clerk to East Suffolk between 16 March – 3 April.
10. **Consultations:** The following were noted with no comments being submitted: (i) Custom & Self-Build Housing Supplementary Planning Document (ii) Rural Development Supplementary Planning Document

### 11. Planning:

- a) Planning applications received: DC/23/0002/FUL Proposal: Temporary location and use of 2 static caravans during construction of development ref DC/22/2804/FUL at Land adjoining Low Barn Meadows, Low Barn, Wood Road. The Parish Council voted to object to this application, details on the planning portal website.
- b) Planning determinations received: DC/22/4585/FUL Proposal: Erection of 2no. detached dwellings with associated landscaping including new access from public highway @ 1 Twin Oak Drive, Badingham – planning permission granted. The PC were not advised of the decision which the Clerk has queried. The PC voted to write to ESC expressing their concern over planning applications approved in the last 12 months which the PC have submitted serious trepidations about and to request a response. **Action:** Clerk to do
- c) No other planning matters for information only

### 12. Accounts:

- a) The list of payments for approval totalling £2234.44 (previously circulated) was unanimously approved and signed by 2 Councillors.
- b) Receipts: No receipts other than VAT as listed below.
- c) The bank reconciliation dated 31 Jan 2023 (previously circulated) was approved and signed by the Chair.
- d) The financial report of Budget vs. Actual was reviewed. The Clerk will present a final updated version at the next meeting for detailed analysis.
- e) The budgeted £100 donation under S137 was approved to be equally divided (£50 ea.) between the Hour Community and Framlingham Foodbank. **Action:** Clerk to action asap
- f) A VAT reclaim of £654.03 has been received by bacs. Note some of this is Village Hall money and needs splitting. There are still problems moving the VAT claim to an online process due to two separate USER ID's issued for the purpose which the Clerk is trying to resolve.
- g) It was agreed that Cllrs Mountain and Bowe should both be authorised signatories for the Village Hall and Parish Council Barclays bank accounts.

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**Action:** Clerk to submit Cllr Mountain's signed mandates asap and obtain new mandates for Cllr Bowe, removing Cllr Frost simultaneously as a signatory

h) It was resolved to leave the current HMRC Basic PAYE Tools platform to process the Clerk's wages as is.

## 13. Update on the Village Hall:

To receive any updates from the Village Hall Management Committee and to discuss / approve any proposals for the outdoor area: The dimmable hall switches and sockets in the meeting room were complete. Invoice to be processed for payment. The same contractor hopes to resolve the issues with the kitchen extractor fan at a later date. The heating programme has been totally re-worked which should result in reduced bills. There were issues with the insurance renewal but these were eventually resolved resulting in a slightly reduced premium of £678.30. The refurbishment of the outdoor area was discussed at length. The VH committee hope to come to an agreement soon with the Badingham Community Council (BCC) about the large shed. The Clerk has re-iterated to the VH committee the need to spend the grant this summer and bring their proposals to the PC for approval.

Cllr Bowe brought the 'Field to Fork' scheme to the meeting on behalf of Enterprise Badingham (EB). The scheme would encompass using some of the outside space discussed above. A request for financial support from EB was made to BCC in order to submit a match funding grant application, which was turned down for various reasons. The PC support the scheme and resolved to write to BCC confirming they are in favour of the plan and hope that some financial support can be forthcoming.

**Action:** Clerk to write to BCC asap

Licensing for the VH was raised at the last meeting. Should they want an annual licence the and the application fee will be £100 with an annual fee of £70. No licence is required if alcohol is not sold on the premises. The alternative is a T.E.N. (Temporary Events Notice) costing £21 per application.

**Action:** Clerk to pass licence info to VH

**14. Open Spaces and Footpaths:** Cllr Welham has scythed the pond area and cut back the overhanging branches over the new orchard. No update on the tree planting yet. The dead crab apple has been replaced with an Oak.

**15. Community Thermal Imaging Project:** Two parishioners have confirmed they will manage the scheme on our behalf although there is very little uptake. Dates will be 4 – 10 April only. Householders should get in touch with the Clerk asap if they wish their homes to be included.

**16. King's Coronation 6 May 2023** - the Clerk confirmed the BCC are hosting a music night in the VH on 6 May. The Clerk confirmed specific funding is available for suitable community celebrations to mark the occasion. It was agreed that the Chair will sponsor a tree and a plaque on behalf of the PC to mark the occasion, as we have such limited resources. It was suggested the tree be commemorated at the Sunday service over the Coronation weekend to tie in with the event. **Action:** Clerk to discuss a suitable spot in the churchyard with BF

**17. East Suffolk Community Partnership** – invitation to annual forum 3 March 2023.

**18. Fund raising:** To consider fund raising options to assist with financial aid for ongoing projects. It was noted the local pub should be re-opening at Easter. The Chair suggested we work in collaboration with the new owners to host an event, possibly a pizza night, raising funds for local causes. **Action:** Chair to discuss with the pub

**19. Strategic Plan:** Plan reviewed - to be updated asap by the Clerk.

**20. Motion under the Public Bodies (admission to meetings) Act 1960:** Nothing to discuss.

**21. Date of next meeting and ancillary meetings to be agreed including the AGM and APM;**

The next meeting is on Thursday 23 March at 7pm in the small meeting room. The following meeting will be the Annual Meeting of the Parish (APM) on Tuesday 16 May at 6pm in the main hall. This will be followed immediately by the Annual Meeting of the Parish Council (AGM) at 7pm.

The meeting closed at 9.20 pm.

Caroline Emery - Clerk and Responsible Financial Officer to Badingham Parish Council

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So signed by the Chair at the meeting on 4 April 2023