

## DRAFT UNTIL SIGNED

Minutes of the Beck Row, Holywell Row & Kenny Hill Parish Council Meeting held on Tuesday 13<sup>th</sup> June 2023 at 7.00pm

## Attendance:

Councillor Gary Peachey            Chair  
 Councillor Alan Vickerage        Vice-Chair  
 Ms Jane Spenser                    Clerk to the Council  
 Councillor James Bailey  
 Councillor Sue French  
 Councillor Philip Haylock  
 Councillor Anna Petric

Members of the Electorate and other attendees:

1 member of the electorate was present.  
 District Councillor Don Waldron

The Chair opened the meeting and welcomed all members. Apologised for the delay in starting at 7.05pm.

A reminder to everyone that the meeting was being recorded for accurate writing of the minutes.

5829	<b><u>Apologies and acceptance for absence</u></b>  All members were present for the start of the meeting. Councillor Murrow had to leave the meeting at 8.10pm due to a call out as he was on duty.	
5830	<b><u>To receive member's declaration of interest and dispensations relating to items in this agenda.</u></b>  None were received.	
5831	<b><u>To resolve that the minutes of the meeting of the council held on Tuesday 16<sup>th</sup> May 2023 are a true and correct record.</u></b>  It was resolved that the minutes were a true and correct record. The minutes were signed and dated by the Chair.	
5832	<b><u>Progress Reports for information:</u></b>  <b>a. Clerk including urgent decisions taken since the last meeting.</b> Appendix F along with correspondence received by email from member of electorate raising safety concerns and lack of access to the footpath on the bend of The Street, Holywell Row. Request made that the Parish Council assist in addressing the issue.	

Signed by Chair of meeting: .....

Date signed: .....

	<p><b>b. The Beacon</b> Articles for inclusion to Councillor French by 12.07.23. There was a problem with courier delivery this time round with several copies missing, but this is being rectified.</p>	
5833	<p><b><u>Public participation session (15 minutes) to include Police, District and County Councillors Reports.</u></b></p> <p><b>a. Squadron Leader Andy Bell – RAF Mildenhall</b> No report received.</p> <p><b>b. Councillor Colin Noble – Suffolk County Council</b> No report received.</p> <p><b>c. Councillor Don Waldron – West Suffolk Council</b> Currently they are discussing with West Suffolk the low standard of grass cutting that is being carried out in this area compared to closer to Bury St Edmunds. Councillor Waldron stressed the need for the Parish Council to consider producing a Neighbourhood Plan.</p>	
5834	<p><b><u>To consider planning applications</u></b></p> <p>DC/23/0623/FUL – Planning application – a. sub-division of existing property to two dwellings with conversions of roof to create habitable space, b. front, rear and side extensions; 5 Aspal Close, Beck Row, IP28 8BB. SUPPORT</p> <p>DC/23/0611/FUL – Planning application – a. sub-division and extension of existing dwelling into two dwellings b. raising of roof; 10 Aspal Close, Beck Row, IP28 8BB. SUPPORT</p>	Action Clerk
5835	<p><b><u>Finance:</u></b></p> <p><b>a. To receive for information the bank reconciliations -</b></p> <p>Appendix A and Appendix B - Reconciliation of Parish Council and Parish Hub bank accounts previously circulated to members ahead of meeting for the month ending May 2023 were received and appendix documents will be in minute folder with signed minutes relating to this meeting.</p> <p><b>b. To approve payments -</b></p> <p>i. Parish Council – appendix C ii. Parish Hub - appendix D</p> <p>Payments were authorised and appendix items can be found in the minute folder with signed minutes relating to this meeting.</p>	

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5836	<p><b><u>To note amendment to point 4 on Section 1 – Annual Governance Statement 2022/23</u></b></p> <p>The Clerk informed the council members that having spoken to the external auditor – PKF Littlejohn regarding the need for a website address it became apparent that point 4 on the Section 1 form would have to be changed to read ‘no’ and not ‘yes’. The reason being that this is a reflection on last years accounts and as they were submitted late (with their agreement due to the exceptional circumstances) it would mean that the council hadn’t met the agreed requirement regarding public display. This has been changed on the previously signed form and signed by the Clerk and the Chair accordingly.</p>	
5837	<p><b><u>To consider progressing on a website</u></b></p> <p>It was resolved that Councillor Bailey and the Clerk will now get the website up and running. The production of numerous policies and documents are now ready to be published. Although there is no legal requirement to have a website, it is presumed that a parish council will have one which has proved a problem with the publication of the AGAR. Very kindly West Row Parish Council have published Beck Row, Holywell Row &amp; Kenny Hill Parish Council’s AGAR for 2022/23 which will satisfy the compliance requirement for section 1 point 4 when completing the statement for 2023/24.</p>	Cllr Bailey Clerk
5838	<p><b><u>To consider dates and plans for the Community Clean Up day</u></b></p> <p>It was resolved that the Parish Councillors will lead by example and initiate a Love Your Village Day by asking the electorate what areas they feel need cleaning up and asking the electorate to join them followed by all meeting at the Parish Hub for refreshments after. A date is to be confirmed by the Councillors and will be published on Facebook along with posters placed on village boards, these are, for Beck Row – outside the Parish Hub, Holywell row, next to the book exchange and for Kenny Hill, the layby just past the Baptist Church.</p>	
5839	<p><b><u>To consider dates for the dedication of Mrs Jennifer Gate’s memorial bench</u></b></p> <p>Friday 21<sup>st</sup> July is proposed for this, Councillor Peachey will contact Jennifer’s family regarding this date.</p>	Action Cllr Peachey
5840	<p><b><u>To consider grant request from St John’s Hall (St J’s Stay and Play) Appendix E</u></b></p> <p>It resolved to support the request for funding with the maximum grant award available for £250.00 towards the purchase price. The Clerk will provide an application form for this.</p>	Action Clerk

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5841	<p><b><u>To consider Parish Hub flooring and potential quotes received</u></b></p> <p>Currently only one quote has come back for consideration, there is another quotation pending and another supplier yet to quote. The Clerk hopes to have 3 quotes in place by July meeting.</p>	<b>Action Clerk</b>
5842	<p><b><u>Matters for next meeting</u></b></p> <p>No matters at this time.</p>	
5843	<p><b><u>Date of next meeting</u></b></p> <p>Confirmation that the next meeting will be held on Tuesday 11<sup>th</sup> July 2023.</p>	
	Meeting closed at 8.32pm	

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Date signed: .....