

## DRAFT UNTIL SIGNED

Minutes of the Beck Row, Holywell Row & Kenny Hill Parish Council Meeting held on Tuesday 10<sup>th</sup> October 2023 at 7.00pm

## Attendance:

Councillor Gary Peachey                      Chair  
 Ms Jane Spenser                                Clerk to the Council  
 Councillor Alan Vickerage  
 Councillor Steve Murrow  
 Councillor James Bailey  
 Councillor Sue French  
 Councillor Anna Petric

Members of the Electorate and other attendees:

Squadron Leader Andy Bell  
 Councillor Don Waldron  
 Mr James Waters

The Chairman opened the meeting at 7:00pm. A reminder to everyone that the meeting was being recorded for accurate writing of the minutes.

5887	<b><u>Apologies and acceptance for absence</u></b>  Apologies received from Councillor Philip Haylock	
5888	<b><u>To receive member's declaration of interest and dispensations relating to items in this agenda.</u></b>  None were received.	
5889	<b><u>To resolve that the minutes of the meeting of the council held on Tuesday 12<sup>th</sup> September 2023 are a true and correct record.</u></b>  It was resolved that the minutes of the meeting on 12 <sup>th</sup> September 2023 were a true and correct record. The minutes were signed by the Chair.	
5890	<b><u>To resolve that the minutes of the extraordinary meetings of the council held on Thursday 21<sup>st</sup> September 2023 and Tuesday 3<sup>rd</sup> October 2023 are a true and correct record.</u></b>  It was resolved that the minutes of the meetings held on Thursday 21 <sup>st</sup> September 2023 and Tuesday 3 <sup>rd</sup> October 2023 were a true and correct record. The minutes were signed by the Chair.	

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5891	<p><b><u>Progress Reports for information:</u></b></p> <p><b>a. Clerk including urgent decisions taken since the last meeting.</b> Appendix F attached.</p> <p><b>b. The Beacon</b> For the next edition information will be needed by November 14<sup>th</sup> for the Dec/Jan.</p>	
5892	<p><b><u>Public participation session (15 minutes) to include Police, District and County Councillors Reports.</u></b></p> <p>Mr James Waters attended to put forward an area for development outside the local plan on The Grove, Beck Row. Mr Waters provided council members with a proposal and development statement and wants to work with the parish council and residents regarding the development. The council members will review the information provided and when appropriate submit consultee comments via the planning portal.</p> <p><b>a. Squadron Leader Andy Bell – RAF Mildenhall</b> Base Exercises: Thursday 12<sup>th</sup> October and Monday 23<sup>rd</sup> to Friday 27<sup>th</sup> October. Running the scenario of an aircraft crash: only likely to see activity on Monday and Tuesday. The US is aiming to look ahead 3 years or so to enable more advance warning and also integrate UK emergency services in realistic manner.</p> <ul style="list-style-type: none"> <li>- Annual VIP Day for Lord Lieutenant and High Sheriff's 11<sup>th</sup> October.</li> <li>- Visiting aircrews now receiving additional briefings to reduce disturbance. There are Aircraft warning signs on the A1101 at runway end but these need to be replaced, this would be down to Highways.</li> <li>- Ongoing engagement with District and County Councils re on-base infrastructure investment programme and deconfliction with external plans.</li> <li>- Project Officers have been appointed for Remembrance Day: please let us know any changes ASAP.</li> </ul> <p><b>b. Councillor Colin Noble – Suffolk County Council</b> No report received, apologies received. Please forward any matters for his attention.</p> <p><b>c. Councillor Don Waldron – West Suffolk Council</b> Councillor Peachey asked Councillor Waldron if he can confirm why West Suffolk Council Planning Officers are still working from home in 2023. There has been a monumental error made by West Suffolk Council regarding an application in Holywell Row. The building is 30% bigger than it should be.</p>	

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	<p>Residents of the Parish have made numerous complaints to Councillor Peachey regarding the building that is not in keeping with surrounding properties.</p> <p>Councillor Waldron advised the Parish Council that they could look at taking the matter further directly with West Suffolk Council.</p> <p>Nothing further to report at this time.</p>	
5893	<p><b><u>To consider planning applications</u></b></p> <p><b>DC/23/1603/FUL – planning application – four dwellings (following demolition of existing bungalow) land at Cherry Tree Gardens, Beck Row.</b> The Parish Council object to the application, it is outside the settlement boundary and concerns regarding additional traffic joining A1101.</p> <p><b>DC/23/0611/FUL – re-consultation, Planning application - a.subdivision and extension of existing dwelling into two dwellings b. raising of roof. 10 Aspal Close, IP28 8BB –</b> The Parish Council support this application.</p> <p><b>DC/23/0623/FUL - re-consultation, Planning application - 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, IP28 8BB –</b> The Parish Council support this application.</p> <p><b>DC/23/1447/HH - Householder planning application - a. two storey front, side and rear extensions following partial demolition of existing dwelling b. render to all elevations. De Creek Farm, The Common, Beck Row, IP28 8BU –</b> The Parish Council support this application.</p> <p><b>DC/23/1638/HH - Householder planning application - a. front porch (following demolition of existing porch) b. two storey rear extension (following demolition of existing single storey flat roof extension) c. enlargement of ground floor window to front elevation d. hardstanding driveway. 20 The Street Beck Row Suffolk IP28 8AD –</b> The Parish Council support this application.</p>	
5894	<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 September 2023 were received.</p>	

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	<p><b>b. To approve payments -</b></p> <p>i. Parish Council – appendix C ii. Parish Hub - appendix D</p> <p>Payments were approved and authorised. Appendix items can be found in the minute folder with signed minutes relating to this meeting.</p> <p><b>c. To receive budget comparison for quarter 2. APPENDIX E</b></p> <p>Previously circulated to members ahead of meeting, budget comparison for quarter 2 of 2023/24 was received.</p> <p><b>d. To note the conclusion of the external auditor review of AGAR 22/23</b></p> <p>The external auditor concludes and certifies that they have completed their review of Sections 1 and 2 of the Annual Governance and Accountability Return and discharged their responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.</p> <p>The external auditors opinion based on their review is that the information in sections 1 and sections 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</p> <p>Attention has been drawn by the auditors to the Parish Council of the change in the Practitioners’ Guide 2023 which is mandatory for the 2023/24 period. Paragraph 1.26 relates to requirements in relation to Assertion 3 and states <i>‘Email management – every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a gov.uk or org.uk address or could be an address linked to the council website.’</i> In order to answer yes to Assertion 3 in the 2023/24 AGAR the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently.</p>	
5895	<p><b><u>To consider the quote and approve the purchase of a solar enabled speed indicator sign.</u></b></p> <p>It was resolved to proceed with the quote for the one solar enabled speed indicator sign at £1889.99 + vat and to proceed with the purchase of the solar panel from West Row Parish Council at £380.88.</p>	Clerk
5896	<p><b><u>To discuss the purchase of pond safety equipment</u></b></p> <p>It was agreed to proceed with obtaining quotes.</p>	

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5897	<p><b><u>To discuss and approve the purchase of Christmas trees</u></b></p> <p>It was resolved to proceed with the purchase and delivery of five trees. The Clerk will compare prices prior to proceeding but is likely to make the purchase from Rougham Estates who have provided the trees for the last 2 years having been at least 25% cheaper than Elveden Estates.</p>	Clerk
5898	<p><b><u>To discuss the Love Your Village Day – 28<sup>th</sup> Oct 2023 and the USAF Volunteer Day – 27<sup>th</sup> Oct 2023</u></b></p> <p>The USAF Volunteer Day is taking place on 27<sup>th</sup> Oct 2023 it was discussed and agreed that ideally work would take place along the cycle path on the A1101 following conversations held with Suffolk Highways. It is thought this would be the most beneficial area to tend to.</p> <p>28<sup>th</sup> Oct 2023 is the Parish Council run Love Your Village event. Meeting at the Hub at 11.00am, ideally offering refreshments in the Hub garden. Further details will be published online.</p>	Cllr Peachey
5899	<p><b><u>To consider obtaining quotes for a shelter with seating on the Toc-H land</u></b></p> <p>Councillor Peachey has proposed quotes are obtained for a covered seating area for the Toc-H land. This was agreed by all council members. The Clerk will proceed to obtain quotes.</p>	Clerk
5900	<p><b><u>To discuss plans and dates for Santa Sleigh event 2023</u></b></p> <p>It is suggested that Friday 22<sup>nd</sup> December would work well. Mr Canham is available for this date. The aim is to start at 4pm. Councillor Peachey will let Mr Canham know.</p>	Cllr Peachey
5901	<p><b><u>To discuss progress with Parish Hub including obtaining redecoration quotes</u></b></p> <p>It was resolved to proceed with the quote from GP Building Services to finish the works at the Hub and obtain quotations for the redecoration of the Hub prior to reopening. Reopening is likely to be January 2024. Drying time will dictate this.</p>	Clerk
5902	<p><b><u>To discuss streetlighting report and decarbonisation grant funding</u></b></p> <p>It was agreed to proceed with applying for the decarbonisation funding The Clerk will respond to West Suffolk Council's expression of interest form accordingly.</p>	Clerk

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5903	<p><b><u>To consider and approve instructing contractor on areas of verge cutting</u></b></p> <p>It was resolved to contact Mr Smith regarding the areas he cut last year and to look for him to repeat that. Councillor Peachey will contact Mr Smith for a quotation and let council members know if the amount varies from last year. If no variation in cost then the approval to proceed was agreed.</p>	Cllr Peachey
5904	<p><b><u>To consider obtaining quotes for village gateways</u></b></p> <p>Discussion took place regarding the village gateways serving as traffic calming on the approach to villages. Many villages have seen improvements following the installation of these gateways as well as being aesthetically beneficial.</p> <p>It was agreed to proceed with obtaining quotes.</p>	
5905	<p><b><u>To discuss plans for Remembrance Day 2023</u></b></p> <p>Saturday 11<sup>th</sup> November – 10.45 am council members and representatives from USAF will gather at the War Memorial in Kenny Hill for 11.00 am wreath laying and a minute's silence.</p> <p>Sunday 12<sup>th</sup> November – 10.30am council members and USAF representatives will gather at the War Memorial in Beck Row then on to St John's Churchyard, War Graves for wreath laying and a minute's silence. This will be followed by a church service at St John's Church.</p>	
5906	<p><b><u>Matters for next meeting</u></b></p>	
5907	<p><b><u>Date of next meeting</u></b></p> <p>To confirm the date of the next meeting is Tuesday 14<sup>th</sup> November 2023. This will be held at St John's Church Hall.</p>	
	<p><b>Meeting closed – 8.48pm</b></p>	

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