

DRAFT UNTIL SIGNED

Minutes of the Beck Row, Holywell Row & Kenny Hill Annual Parish Council Meeting held on Tuesday 14th May 2024 at 7.30pm

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 Steve Murrow
Councillor Gary Harrison
Councillor Paul Stannard

Members of the Electorate

0 members of the electorate were present.

The Chair opened the meeting and welcomed all members. The Chair then stood down as the Council prepared to propose and elect a new Chair for 2024-2025.

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

6002	<u>Nomination for and Election of Chair inc. signing of the Declaration of Acceptance of Office</u> Councillor Gary Peachey was nominated and elected as Chair. The declaration of Acceptance of Office was signed.	
6003	<u>Nomination for and Election of Vice-Chair inc. signing of the Declaration of Acceptance of Office</u> Councillor Alan Vickerage was nominated and elected as Vice-Chair. The declaration of Acceptance of Office was signed.	
6004	<u>Apologies and acceptance for absence</u> None received.	
6005	<u>Council to note Jane Spenser (Clerk) as Proper Officer of the Council</u> It was noted that Jane Spenser is Proper Officer of the Council.	
6006	<u>Council to note, Jane Spenser (Clerk) as Responsible Financial Officer of the Council.</u> It was noted that in accordance with s151 of the 1972 Act, the Parish Clerk is appointed as the Council's Responsible Financial Officer for the Council as part of her contract of employment.	

6007	<p><u>To appoint a delegate to meetings of Suffolk Associations of Local Councils</u></p> <p>It was agreed to share the attendance at the meetings on a rota system between all members.</p>	
6008	<p><u>To receive member's declaration of interest and dispensations relating to items in this agenda.</u></p> <p>None were received.</p>	
6009	<p><u>To resolve that the minutes of the meeting of the Council held on Tuesday 9th April 2024 are a true and correct record.</u></p> <p>It was resolved that the minutes were a true and correct record. The minutes were signed.</p>	
6010	<p><u>Progress Reports for information:</u></p> <p>a. Chair's report The Chair reported on the Love Your Village Day which was attended by the police cadets. It would have been nice to see a few more volunteers and hopefully this will happen if we repeat the event. A Councillor Parish Surgery was held by Councillor Peachey, Councillor Vickerage and Councillor Haylock. Only 1 resident attended. This was a chance for an informal chat about Parish concerns or matters for consideration. There will be one more attempt made with a Surgery perhaps on a Saturday morning instead of a week night next time.</p> <p>b. The Beacon Articles for inclusion needed by 17.05.24.</p> <p>c. Clerk's progress report on previous agenda items. The Clerk has received written confirmation that Councillor Anna Petric has resigned due to increased work commitments. Anna has confirmed she will still be able to assist with Hub bookings and hopefully certain events.</p> <p>West Suffolk Council have communicated that the upgrade of the LED streetlights is likely to commence in June. It could take several months for them to complete the work as there are over 800 upgrades to carry out across the County.</p> <p>Further email received requesting additional measures regarding the speed of traffic through the village on the A1101, specifically at the roundabout where The Presidents join the A1101.</p> <p>The Parish Keeper and the Clerk have looked at notice board options and decided to revamp the existing boards with new sign writing and back boarding. It may be necessary to make one purchase instead of three. There is a spare board at the Parish Hub that could be reconditioned along with an extra board currently in Holywell Row.</p>	

	<p>The board at Kenny Hill could then be repositioned and tidied up. The Parish Keeper will be doing this in June.</p> <p>The Clerk has ordered the D-Day wreaths. The Royal British Legion has the contact details for Councillor Peachey to discuss arrangements and timings regarding the 6th June wreath laying and Beacon lighting.</p> <p>An agreed start date has been confirmed with Suffolk Libraries for a Pop Up library service at the Parish Hub. This will start on Tuesday 18th June from 1pm-3pm. Volunteers will be required in the future to maintain the service. The Hub will provide refreshments with the Warm Rooms initiative funding throughout the year. There will be a session for parents/carers with young children within the 2 hours. People can order books or return books at this time with their library card even if they are from another library.</p> <p>There are very few weekends free for booking at the Parish Hub between now and September. It would be helpful to look at sharing the opening and closing responsibility between as many council members as possible.</p> <p>The ride on mower insurance is due for renewal; the current insurer is quoting £137.80.</p>	
6011	<p><u>Public participation session (15 minutes) followed by Police, District and County Councillor Reports.</u></p> <p>a. Squadron Leader Andy Bell – RAF Mildenhall Unable to attend this time, no report at present.</p> <p>b. Councillor Colin Noble – Suffolk County Council Unable to attend, no report at present.</p> <p>c. Councillor Don Waldron – West Suffolk Council Unable to attend, no report at present.</p> <p>d. PC Andrew Green – Community Policing Officer Unable to attend, no report at present.</p>	
6012	<p><u>To consider planning applications</u></p> <p>DC/24/0425/OUT – Outline planning application (all matters reserved) – one dwelling. Land at 3 Parkside, Beck Row. OBJECT</p> <p>Council members agreed that it is over-development of a constrained site. There were additional concerns regarding privacy and shared access.</p>	Action Clerk

6013	<p><u>Finance:</u></p> <p>a. To receive, approve and sign the annual accounts for the Parish Council. The accounts were approved and signed.</p> <p>b. To receive, approve and sign the annual accounts for the Parish Hub – The accounts were approved and signed.</p> <p>c. To receive and note the Annual Internal Audit Report – Received and noted by members.</p> <p>d. To consider, approve and sign the Effectiveness of Internal Audit – The Effectiveness of Internal Audit was approved and signed.</p> <p>e. To consider, approve and sign the Annual Financial Risk Assessment – The Annual Financial Risk Assessment for 2024 – 2025 financial year was approved and signed.</p> <p>f. To consider, approve and sign the Annual Governance Statement (section 1) 2023/24 – (page 4 of 6) Approved and signed.</p> <p>g. To consider, approve and sign the Accounting Statement (section 2) 2023/24 – (page 5 of 6) Approved and signed.</p> <p>h. To note that the Clerk has set the period for the Public Rights of Unaudited Annual Governance and Accountability Return. This was noted and will be displayed on the public notice board outside the Parish Hub and on the Parish Council Website.</p> <p>i. To receive and approve the bank reconciliations -</p> <p>Appendix A and Appendix B - Reconciliation of Parish Council and Parish Hub bank accounts, previously circulated to members ahead of the meeting for the month ending April 2024, were received and approved. Additionally, Appendix E, an annual reconciliation of the Cambridge Building Society savings account, was received and approved.</p> <p>j. To approve payments -</p> <p style="padding-left: 40px;">i. Parish Council – appendix C ii. Parish Hub - appendix D</p> <p>Payments were authorised for payment.</p>	
6014	<p><u>To discuss the Bird In Hand Public House, Asset of Community Value</u></p> <p>Five years ago the Parish Council registered the building as a community asset. The Community Asset Order (CAO) expires at midnight tonight. No one has come forward with any plans for funding or securing the future of the building. There are no funds</p>	

	locally to purchase the property. It was resolved to not renew the CAO on the Bird In Hand as it is unviable.	
6015	<p><u>To discuss the acquisition of land at Holywell Row</u></p> <p>There is a parcel of land currently owned by West Suffolk Council. There is an opportunity for the Parish Council to now take over the land. Currently the access is blocked off by a fence but the deeds clearly show the access to the land. The Parish Council will pay the legal fees and land transfer. It was resolved to proceed with this purchase.</p>	
6016	<p><u>To discuss and finalise event plan for Family Fun Day 08.06.24</u></p> <p>Volunteers will be required for the arrival and set up of suppliers. Councillor Peachey, Councillor Harrison and Councillor Stannard will be available to assist with this. Event organisers need to be on site from around 10am. The Parish Keeper will also be available. The event will run on the Toc-H and football pitch from 12-4pm. Councillor Haylock has organised for the football club house to be open for access to the toilets. The football club will also serve refreshments. The Outdoor Education Company will have the climbing wall, mobile laser tag and mini golf on the Toc-H land. R&K Castles will have their inflatables over on the football pitch. R&K food van and the Ice Cream van will be on the Toc-H land.</p> <p>From 4pm onwards, entertainment and food will be available at The Kings Head.</p> <p>Volunteers will be needed for a litter pick and de-rig at the Toc-H and football club.</p>	
6017	<p><u>Items for consideration for inclusion on the next agenda</u></p> <p>Speed sign on the A1101 Website hosting To discuss future CAO</p>	
6018	<p><u>Date of next meeting</u></p> <p>Confirmation that the next meeting will be held on Tuesday 11th June 2024.</p>	
	Meeting closed at 8.44pm	

Beck Row, Holywell Row & Kenny Hill Parish Council**Monthly reconciliation:****Apr-24**

<u>Cash book</u>		
Cash in hand 01.04.24		£27,426.07
ADD receipts 01.04.24 - 30.04.24		£75,138.02
SUBTRACT payments 01.04.24 - 30.04.24		£4,416.36
A Cash in hand at 30.04.24		<u>£98,147.73</u>
<u>Current Account</u>		
Balance on 01.04.24		£27,426.07
Money In		£75,138.02
Money Out		£4,416.36
B Balance on 30.04.24		<u>£98,147.73</u>
A = B reconciliation complete 30.04.24		

Prepared by: J spenser
Parish Clerk and RFO

Date: 02.05.24

Approved by: _____
Chair

Date: 14.05.24

following approval at full council meeting by council members.

Minute ref: _____

Beck Row Parish Hub**Monthly reconciliation:****Apr-24**

<u>Cash book</u>		
Cash in hand 01.04.24		£21,118.47
ADD receipts 01.04.24 - 30.04.24		£3,009.00
SUBTRACT payments 01.04.24 - 30.04.24		£3,138.64
A Cash in hand at 30.04.24		<u>£20,988.83</u>
<u>Current Account</u>		
Balance on 01.04.24		£21,118.47
Money In		£3,009.00
Money Out		£3,138.64
B Balance on 30.04.24		<u>£20,988.83</u>
A = B reconciliation complete 30.04.24		

Prepared by: J spenser
Parish Clerk and RFO

Date: 02.05.24

Approved by: _____
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May 2024
Appendix C

Payments - Parish Council May 2024					
Date	status	Details	Gross	VAT	Net
30.04.24	PAID	PK SALARY, MILEAGE/EXPS	£559.84	£0.00	£559.84
30.04.24	PAID	PC SALARY	£990.00	£0.00	£990.00
07.05.24	DD	BT PHONE/INTERNET	£59.60	£9.93	£49.67
14.05.24		THE OUTDOOR EDUCATION COMPANY (CLIMBING WALL)	£1,440.00	£240.00	£1,200.00
14.05.24		ROYAL BRITISH LEGION (D DAY WREATHS X 3)	£82.50	£0.00	£82.50
14.05.24		WOOLLARDS (PLAY PARK REPAIRS)	£4.10	£0.68	£3.42
14.05.24		AYENTEE ACCOUNTANCY (INTERNAL AUDITOR)	£112.50	£22.50	£135.00
14.05.24		BAILEY STREET FURNITURE (YOUTH SHELTER)	£14,110.80	£2,351.80	£11,759.00
		Total	£17,359.34	£2,624.91	£14,779.43
	Signed:				
	Print Name:				
	Date:				
	Signed:				
	Print Name:				
	Date:				

May 2024
Appendix D

Payments - Parish Hub May 2024					
Date	status	Details	Gross	VAT	Net
30.04.24	PAID	CLEAN BEES (APR)	£75.00	-	£75.00
30.04.24	PAID	TOTAL ENERGIES	£174.72	£8.32	£166.40
14.05.24		SUFFOLK COUNTY COUNCIL	£6,000.00	£0.00	£6,000.00
		Total	6,249.72	8.32	6,241.40
	Signed:				
	Print Name:				
	Date:				
	Signed:				
	Print Name:				
	Date:				

Beck Row, Holywell Row & Kenny Hill Parish CouncilCambridge Building Society Savings Account**Yearly reconciliation****Mar-24**

<u>Cash book</u>		
Cash in hand 01.04.23		£12,616.70
ADD receipts 01.04.23 - 31.03.24		£10,143.60
SUBTRACT payments 01.04.23 - 31.03.24		£0.00
A Cash in hand at 31.03.24		<u>£22,760.30</u>
<u>Savings Account</u>		
Balance on 01.04.23		£12,616.70
Money In		£10,143.60
Money Out		£0.00
B Balance on 31.03.24		<u>£22,760.30</u>
A = B reconciliation complete 30.04.24		

Prepared by: J spenser
Parish Clerk and RFO

Date: 02.05.24

Approved by: _____
Chair

Date: 14.05.24

following approval at full council meeting by council members.

Minute ref: _____