

## DRAFT UNTIL SIGNED

**Minutes of the Beck Row, Holywell Row & Kenny Hill Parish Council Meeting held on Tuesday 9<sup>th</sup> July 2024 at 7.30pm**

## Attendance:

Councillor Gary Peachey      Chair  
 Councillor Alan Vickerage      Vice Chair  
 Ms Jane Spenser      Clerk  
 Councillor Sue French  
 Councillor Gary Harrison  
 Councillor Steve Murrow  
 Councillor Philip Haylock  
 Councillor Paul Stannard

Members of the electorate and other attendees:

0 members of the electorate.  
 Cllr Waldron

The Chairman opened the meeting at 7:31pm. A reminder to everyone that the meeting was being recorded for accurate writing of the minutes.

6034	<b><u>Apologies and acceptance for absence</u></b>  Councillor Bailey	
6035	<b><u>To receive member's declaration of interest and dispensations relating to items in this agenda.</u></b>  None were received.	
6036	<b><u>To resolve that the minutes of the meeting of the council held on Tuesday 11<sup>th</sup> June 2024 are a true and correct record.</u></b>  It was resolved that the minutes of the meeting on Tuesday 11 <sup>th</sup> June 2024 were a true and correct record. The minutes were signed by the Chair.	7.32pm Cllr Haylock arrived.  Cllr Murrow arrived.
6037	<b><u>Progress Reports for information:</u></b>  a. <b>Chair's report</b> Update on the land at Holywell Row. Access has been agreed. Havebury Housing are going to put up basic fencing, post and wire to redefine the boundary.  b. <b>Clerk's report on progress of previous agenda items</b> The caution signs and a what3words sign for the parish pond have been received. The Parish Keeper will put these in place shortly. The Clerk has received a number of calls and emails from residents of the Smoke House View estate regarding the lack of maintenance, grass	

Signed by Chair of meeting: .....

Date signed: .....

	<p>cutting and missing benches. The Clerk has received confirmation from West Suffolk Council that the estate has not been adopted and, as such, is still the responsibility of the developer. Residents will need to contact the developer regarding their schedule for maintenance.</p> <p><b>The Beacon</b> Cllr French needs all articles for the Beacon by Friday, 12<sup>th</sup> July.</p>	
6038	<p><b><u>Public participation session (15 minutes) to include Police, District and County Councillors Reports.</u></b></p> <p>a. <b>Squadron Leader Andy Bell – RAF Mildenhall</b> Nothing received.</p> <p>b. <b>PC Andrew Green – Community Policing Office</b> Nothing to report.</p> <p>c. <b>Councillor Colin Noble – Suffolk County Council</b> Councillor Noble was unable to attend but asked that the Clerk forward any matters for his attention.</p> <p>d. <b>Councillor Don Waldron – West Suffolk Council</b> Councillor Waldron updated the Parish Council on potential changes following the general election. He has had several residents contact him regarding the flooding in the Parish. There is no further update on the plan for the nitrate pipe that Anglian Water propose to run from RAF Mildenhall to the River Lark.</p> <p>Councillor Peachey asked Councillor Waldron if there is financial assistance available to enable the Parish Hub to look at purchasing solar panels. Councillor Waldron will look into this and contact the Clerk with an update.</p>	
6039	<p><b><u>To consider planning applications</u></b></p> <p><b>DC/24/0708/HH</b> – single storey side and rear extensions. 13 Falcon Way, Beck Row, IP28 8EL <b>SUPPORT</b></p>	<b>Clerk</b>
6040	<p><b><u>Statutory business</u></b></p> <p>None currently.</p>	
6041	<p><b><u>Finance</u></b></p> <p>a. <b>To receive and approve the bank reconciliations -</b> 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 June 2024, were received and approved.</p> <p>b. <b>To approve payments -</b></p>	

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Date signed: .....

c.	<p>i. Parish Council - Appendix C ii. Parish Hub - Appendix D</p> <p>Payments were approved and authorised for payment. Appendix items can be found in the minute folder with signed minutes relating to this meeting and on the website.</p> <p><b>To receive the budget comparison document for quarter 1 2024/25</b> – Appendix E - The budget comparison document for quarter 1 was circulated to council members ahead of the meeting.</p>	
6042	<p><b><u>To discuss updates to banking arrangements and to confirm transfer to savings.</u></b></p> <p>The Clerk suggests £10,000 is transferred to the Cambridge Building Society Account so that interest can be earned as opposed to having the funds sitting in the current account. Council members resolved to proceed with this suggestion. The Clerk requested that a debit card is obtained for the Parish Council bank account. There is currently only a card for the Parish Hub bank account. Increasingly there is a need to make purchases using a debit card, primarily to achieve value for money. It was resolved that the Clerk proceed with obtaining a debit card for use by the Clerk only.</p> <p>The Clerk will also look at the potential of a fuel card for the Parish Keeper or the potential of opening an account for fuel at a local garage.</p>	Clerk
6043	<p><b><u>To discuss update and quotations for the War Memorial restoration.</u></b></p> <p>Councillor Peachey felt he should refrain from decision making on this topic due to working with both companies in his line of work, so decision making should be down to the other council members.</p> <p>Two like for like quotes have been obtained from local companies. One quote of £2880.00 for the cleaning and restoration of the Beck Row and Kenny Hill War Memorial. The other quote is £3150.00.</p> <p>This is a cost that hasn't been budgeted for in this financial year but is available from reserves. The Clerk could speak to Councillor Waldron and Councillor Bradshaw to see if there is the potential of grant funding to assist with the project. It was resolved to proceed. The Parish Council were in favour of the £3150.00 quotation and the provider of this quote being Mildenhall Monumentals. The Clerk will instruct them with a view to the work being completed before Remembrance Day 2024 and ahead of VE Day on 8<sup>th</sup> May 2025.</p>	
6044	<p><b><u>To discuss the provision of allotment</u></b></p>	

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Date signed: .....

	<p>A former councillor had spent quite a lot of time looking for land but there was none was available and no landowners were willing to release land. Councillor Haylock mentioned the quality of any potential land also being very poor. There is still the same issue of no land being readily available. There is a list of residents now forming a waiting list meaning the need has arisen to apply for land. The Clerk is yet to contact people on the list to confirm if they still want an allotment. Councillor Peachey has a few options to explore. An update will be given at the next meeting.</p>	
6045	<p><b><u>To discuss obtaining quotes for solar panels and batteries for the Parish Hub to become carbon neutral</u></b></p> <p>Partial funding is available out of the decarbonisation fund money left over, which can be used towards green projects within the community. Councillors discussed the pros and cons of the idea of solar panels for the Parish Hub, being a community building that already has air source heating. It was agreed that, if significant funding was available, the matter should be investigated further. Councillor Waldron will look into this for the Parish Hub.</p>	
6046	<p><b><u>Matters for next meeting</u></b></p> <p>Christmas trees Remembrance Day 11.11.24 Christmas event plans Allotments update</p>	
6047	<p><b><u>Date of next meeting</u></b></p> <p>To confirm the date of the next meeting is Tuesday 10<sup>th</sup> September 2024.</p>	
6048	<p><b>Meeting closed – 8.46pm</b></p>	

Signed by Chair of meeting: .....

Date signed: .....

Appendix A

Beck Row, Holywell Row & Kenny Hill Parish Council

**Monthly reconciliation:**

**Jun-24**

<u>Cash book</u>		
Cash in hand 01.06.24		£81,848.33
<b>ADD</b> receipts 01.06.24 - 30.06.24		£1,672.10
<b>SUBTRACT</b> payments 01.06.24 - 30.06.24		£8,294.57
<b>A</b> <b>Cash in hand at 30.06.24</b>		<b><u>£75,225.86</u></b>
<u>Current Account</u>		
Balance on 01.06.24		£81,848.33
Money In		£1,672.10
Money Out		£8,294.57
<b>B</b> <b>Balance on 30.06.24</b>		<b><u>£75,225.86</u></b>
<b>A = B reconciliation complete 30.06.24</b>		

Prepared by: J spenser  
Parish Clerk and RFO

Date: 04.07.24

Approved by: \_\_\_\_\_  
Chair

Date: 09.07.24

following approval at full council meeting by council members.

Minute ref: 6041

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

<u>Cash book</u>		
Cash in hand 01.06.24		£17,001.42
<b>ADD</b> receipts 01.06.24 - 30.06.24		£1,208.40
<b>SUBTRACT</b> payments 01.06.24 - 30.06.24		£800.61
<b>A</b> <b>Cash in hand at 30.06.24</b>		<b><u>£17,409.21</u></b>
<u>Current Account</u>		
Balance on 01.06.24		£17,001.42
Money In		£1,208.40
Money Out		£800.61
<b>B</b> <b>Balance on 30.06.24</b>		<b><u>£17,409.21</u></b>
<b>A = B reconciliation complete 30.06.24</b>		

Prepared by: J spenser  
Parish Clerk and RFO

Date: 04.07.24

Approved by: \_\_\_\_\_  
Chair

Date: 09.07.24

following approval at full council meeting by council members.

Minute ref: 6041

Jul 2024  
Appendix C

Payments - Parish Council Jul 2024					
Date	status	Details	Gross	VAT	Net
30.06.24	PAID	PC Salary	£936.00	£0.00	£936.00
30.06.24	PAID	PK Salary/exps/mileage	£647.79	£0.00	£647.79
30.06.24	PAID	HMRC PAYE Qtr1	£92.26	£0.00	£92.26
02.07.24	PAID	The Sign Shed	£61.15	£10.19	£50.96
07.07.24	DD	BT	£59.60	£9.93	£49.67
09.07.24		J.G.Wallis (Computer maintenance)	£96.00	£0.00	£96.00
09.07.24		Bailey Street Furniture Group (credit)	-£403.20	-£67.20	-£336.00
09.07.24		Bailey Street Furniture Group (Install & delivery)	£4,940.20	£823.37	£4,116.83
09.07.24		Woollards (timber supplies)	£76.09	£12.68	£63.41
		<b>Total</b>	<b>£6,505.89</b>	<b>£788.97</b>	<b>£5,716.92</b>
	Signed:				
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	Date:				
	Signed:				
	Print Name:				
	Date:				

Jul 2024  
Appendix D

<b>Payments - Parish Hub Jul 2024</b>					
<b>Date</b>	<b>status</b>	<b>Details</b>	<b>Gross</b>	<b>VAT</b>	<b>Net</b>
18.06.24	DC	B&M (Warm Room Grant)	£18.89	-	£18.89
25.06.24	DC	B&M (Warm Room Grant)	£35.05		£35.05
25.06.24	DC	High Speed Training (Food Hygiene Lvl2)	£72.00	£12.00	£60.00
30.06.24	PAID	Clean Bees (Jun)	£75.00	-	£75.00
02.07.24	DC	Heron Foods (Warm Rooms Grant)	£9.07	-	£9.07
02.07.24	PAID	Wave (Water Mar-Jun)	£255.62	£21.63	£233.99
07.07.24	DD	Total Energies (Jun)	£109.92	£5.24	£104.68
08.07.24	DC	123 Reg (.com domain renewal)	£21.59	£3.60	£17.99
		<b>Total</b>	<b>597.14</b>	<b>42.47</b>	<b>554.67</b>
	Signed:				
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	Date:				
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	Print Name:				
	Date:				



**BUDGET COMPARISON 2024/2025**

Issue	1	30th Jun	2024
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	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Variance	Actual
<b>Salary &amp; Expenses</b>							
Clerk	13,000.00	2,970.46				10,029.54	2,970.46
Assistant Clerk	2,700.00	0.00				2,700.00	0.00
Parish Keeper	5,000.00	1,274.25				3,725.75	1,274.25
Travel/fuel	150.00	38.40				111.60	38.40
Pension	1,000.00	0.00				1,000.00	0.00
<b>Total</b>	<b>21,850.00</b>	<b>4,283.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,566.89</b>	<b>4,283.11</b>
<b>Events</b>							
General	4,500.00	2,623.94				1,876.06	2,623.94
Easter Egg Hunt	300.00	282.00				18.00	282.00
Christmas Trees	700.00	0.00				700.00	0.00
<b>Total</b>	<b>5,500.00</b>	<b>2,905.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,594.06</b>	<b>2,905.94</b>
<b>Insurance</b>							
Community Policy	3,500.00	0.00				3,500.00	0.00
Ride on Mower	180.00	137.80	0.00	0.00	0.00	42.20	137.80
<b>Total</b>	<b>3,680.00</b>	<b>137.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,542.20</b>	<b>137.80</b>
<b>Parish Hub</b>							
Flat	500.00	0.00					
Loan	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00
Maintenance/servicing	500.00	626.90				-126.90	626.90
Window cleaning	150.00	0.00				150.00	0.00
Electric	1,200.00	473.71				726.29	473.71
Water	800.00	182.54				617.46	182.54
Cleaning/waste	950.00	921.93				28.07	921.93
<b>Total</b>	<b>10,100.00</b>	<b>8,205.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,894.92</b>	<b>8,205.08</b>
<b>Maintenance</b>							
landscaping equipment	600.00	156.82				443.18	156.82
equipment fuel	270.00	125.18				144.82	125.18

APPENDIX  
Jul 24 meeting

Parish asset/land maintenance	3,600.00	287.05				3,312.95	287.05
Defibs	200.00	276.00				-76.00	276.00
<b>Total</b>	<b>4,670.00</b>	<b>845.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,824.95</b>	<b>845.05</b>

<b>Subscriptions</b>							
SALC	910.00	961.19	0.00	0.00	0.00	-51.19	961.19
SLCC	200.00	0.00				200.00	0.00
<b>Total</b>	<b>1,110.00</b>	<b>961.19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>148.81</b>	<b>961.19</b>

<b>Licencing</b>							
TV	159.00	0.00				159.00	0.00
MLPC	250.00	0.00				250.00	0.00
Premises	190.00	0.00				190.00	0.00
GDPR	35.00	0.00				35.00	0.00
<b>Total</b>	<b>634.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>634.00</b>	<b>0.00</b>

<b>Street Furniture</b>							
Benches/Bins/Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Noticeboard upkeep	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Speed Indicator Devices	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Village Gateways	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Street Lighting</b>							
Lighting Repairs/maintenance	1,786.00	0.00	0.00	0.00	0.00	1,786.00	0.00
Electricity Usage	9,000.00	0.00	0.00	0.00	0.00	9,000.00	0.00
New Lights/Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>10,786.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,786.00</b>	<b>0.00</b>

<b>Grants, Contributions &amp; Donations</b>							
Grants	750.00	0.00				750.00	0.00
Donations	400.00	82.50				317.50	82.50
<b>Total</b>	<b>1,150.00</b>	<b>82.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,067.50</b>	<b>82.50</b>

APPENDIX  
Jul 24 meeting

<b>General</b>							
Capital purchases	10,000.00	0.00				10,000.00	0.00
Playground equipment	5,000.00	0.00				5,000.00	0.00
Contingency	0.00	0.00				0.00	0.00
Consultancy, Legal & Professional Fees	600.00	0.00				600.00	0.00
Bank Account Fees	100.00	21.00				79.00	21.00
Chair's Allowance	100.00	0.00				100.00	0.00
Audit Fees	550.00	112.50				437.50	112.50
Training Fees	0.00	0.00				0.00	0.00
Election Costs	0.00	0.00				0.00	0.00
Beacon Printing	6,000.00	2,500.00				3,500.00	2,500.00
Printing	100.00	0.00				100.00	0.00
Office supplies	250.00	0.00				250.00	0.00
Website/Advertising/Signs	200.00	0.00				200.00	0.00
Telephone/Internet	550.00	144.49				405.51	144.49
Postage	20.00	0.00				20.00	0.00
<b>Total</b>	<b>23,470.00</b>	<b>2,777.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,692.01</b>	<b>2,777.99</b>
<b>Total</b>	<b>82,950.00</b>	<b>20,198.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>62,751.34</b>	<b>20,198.66</b>

APPENDIX  
Jul 24 meeting

Reserves -	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Variance	Actual
Training	1500	0				1,500.00	0.00
Capital projects	9000	2500				6,500.00	2,500.00
Play equipment	5000	0				5,000.00	0.00
General reserves	20000	11759				8,241.00	11,759.00
<b>Total</b>	<b>35500</b>	<b>14259</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,241.00</b>	<b>14,259.00</b>

Income -	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Variance	Actual
Flat	12672	3194				9,478.00	3,194.00
Hub hire	5000	1600				3,400.00	1,600.00
Beacon advertisers	2500	1570.4				929.60	1,570.40
Clothes bank	50	12				38.00	12.00
Grants	1500	15611.21				-14,111.21	15,611.21
VAT	5000	5673.81				-673.81	5,673.81
Interest	75	0				75.00	0.00
<b>Total</b>	<b>26797</b>	<b>27661.42</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-864.42</b>	<b>27,661.42</b>