

DRAFT UNTIL SIGNED

Minutes of the Beck Row, Holywell Row & Kenny Hill Parish Council Meeting held on Tuesday 10th September 2024 at 7.30pm

Attendance:

Councillor Gary Peachey Chair
 Councillor Alan Vickerage Vice Chair
 Ms Jane Spenser Clerk
 Councillor Sue French
 Councillor James Bailey
 Councillor Gary Harrison
 Councillor Steve Murrow
 Councillor Philip Haylock
 Councillor Paul Stannard
 Councillor Jamie Howard from 7.35pm

Members of the electorate and other attendees:

1 member of the electorate
 Councillor Don Waldron

The Chair opened the meeting at 7:30pm. A reminder to everyone that the meeting was being recorded for accurate writing of the minutes.

6049	<u>Apologies and consent to acceptance for absence</u>	
a)	Apologies received from Suffolk County Councillor Colin Noble and from Community Police Officer Andy Green.	
b)	No absence requires consent to acceptance.	
6050	<u>To resolve the Co-Option of new council member</u> Jamie Howard expressed an interest in becoming a member of the Parish Council and completed the Co-option Policy form confirming eligibility. Jamie has met with the Chair of the Council and the Clerk to discuss the role further. The members resolved to co-opt Jamie Howard on to the Parish Council at this meeting. The Declaration of Office was signed in the presence of the Proper Officer to the Council and Councillor Jamie Howard joined the Council Members for the remainder of the meeting. This takes the Parish Council up to full capacity with nine members.	Cllr G Harrison arrived 7.33pm Cllr J Howard joined the meeting 7.35pm
6051	<u>To receive member's declaration of interest and dispensations relating to items in this agenda.</u> None were received.	

Signed by Chair of meeting:

Date signed:

6052	<p><u>To resolve that the minutes of the meeting of the Council held on Tuesday 9th July 2024 are a true and correct record.</u></p> <p>It was resolved that the minutes of the meeting on Tuesday 9th July 2024 were a true and correct record. The minutes were signed by the Chair.</p>	
6053	<p><u>Progress Reports for information:</u></p> <p>a. Chair's report</p> <p>The Chair confirmed that the acquisition and transfer of the land at Holywell Row had now been completed.</p> <p>b. Clerk's report on progress of previous agenda items</p> <p>The transfer to the savings account of £10,000 did not complete. The transfer was made but then immediately returned as it had to be a cheque and not a bank transfer, despite funds having previously been sent this way. It makes the account very unfriendly and unworkable requiring signatories to make physical trips to the branch. The Clerk suggested that the account be closed and funds returned to the current account provider, where they can be managed and monitored efficiently.</p> <p>The Clerk has met with the playground inspector and reviewed required maintenance/renewals that are required. The Parish Keeper has a new schedule of works but there is also the need for parts to be purchased and installed. This is an ongoing project.</p> <p>The Oak Trees on the Toc-H land in the play area and by the outdoor gym need annual inspection and dead wooding. The Clerk will be scheduling this routine work to take place.</p> <p>The Community Insurance policy is due for renewal. A J Gallagher has again suggested Hiscox as a comprehensive provider for all the community assets and needs along with liability insurance. This renewal was circulated to Council members prior to the meeting for comment. The Clerk suggested the policy is renewed with this provider.</p> <p>The Clerk has received emails from members of the electorate regarding the speed of traffic entering and leaving Beck Row along Holmsey Green to Wilde Street, and vice versa, with concerns over safety. The Clerk has raised this with the community policing team who will look to review speed checks in that area.</p> <p>The Clerk has been asked to purchase a new plaque to replace the one missing from the bench situated at the pond (end of Wildmere Lane). Local residents have gone to great effort in cleaning up the bench and making it accessible again.</p>	

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	<p>Finally, PKF Littlejohn, who are the external auditors, have provided the External Auditor's Report and Certificate 2023/24. The Clerk has published the Notice of Conclusion of Audit on the Parish notice board at the Parish Hub and online at www.beckrowparish.com.</p> <p>The external auditor was of the opinion that the information in sections 1 and 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>c. The Beacon Cllr French needs all articles for the Beacon by 13.09.24</p>	
6054	<p><u>Public participation session (15 minutes) to include Police, District and County Councillors' Reports.</u></p> <p>a. Squadron Leader Andy Bell – RAF Mildenhall Apologies received. Report as follows - A reminder that all RAF Mildenhall traffic will be using the Main Base Gate on the A1101 between 14 October and 29 November 2024 and from 05-25 May 2025; outside those periods the West Row Gate will be open to inbound only traffic 0600-1430 and outbound only between 1500-1800. We are working with Suffolk Police and the Ministry of Defence Police to try to reduce congestion along the A1101 during the closures and apologise in advance for any inconvenience. Hopefully you will have seen social media notifications of recent flying activity including the F16s supporting Exercise COBRA WARRIOR, RAF Chinooks working with the US Army and the 352 Special Operations Wing, and CV22s winch training: we will continue to try to advise local communities when usual operations or training are planned. The next Base Readiness Exercise is 18-20 September– you may notice some unusual sights and sounds including CBRN suits etc. It's been an exciting year celebrating the 90th Anniversary of the Base but the actual 'Birthday' is likely to be a low-key event involving a cake-cutting and the revealing of the King's Crown on the Base's crest carried by the KC135 tanker: We'd like to thank everyone for joining us this year and hope you've enjoyed it as much as we have.</p> <p>Dates for the Parish Council Diary 27th November- Ely Thanksgiving Eve Service 5th December- Yuletide Reception, RAF Mildenhall</p> <p>b. PC Andrew Green – Community Policing Officer Apologies received, nothing to report at this time.</p> <p>c. Councillor Colin Noble – Suffolk County Council Apologies received, Councillor Noble was unable to attend but asked that the Clerk forward any matters for his attention.</p>	

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d.	<p>Councillor Don Waldron – West Suffolk Council</p> <p>Councillor Waldron reports that the application for the solar panels and batteries for the Parish Hub has been submitted and is now waiting for a response to this. Regarding the caravan at Dandelion Farm, it will be moved once the notice has been sent out again. Planning for the expansion of Cherry Tree Gardens has been refused. The planning application made at 3 Parkside has been recommended for refusal. The developer of Cherry Tree Gardens (Mr Simmons) has been served a court order to complete all the infrastructure, for example, pavements.</p>	
6055	<p><u>To consider planning applications</u></p> <p>None currently.</p>	
6056	<p><u>Statutory business</u></p> <p>None currently.</p>	
6057	<p><u>Finance</u></p> <p>a. To receive and approve the bank reconciliations - 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 August 2024, were received and approved.</p> <p>b. To approve payments - 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>	
6058	<p><u>To discuss and decide a date for the Autumn Love Your Village</u></p> <p>Discussion took place as to how successful the previous two events had been. The first date was well attended but the second date not so much. It was resolved not to proceed with another Love Your Village date but to try and encourage people to look after the area outside their own home.</p>	
6059	<p><u>To discuss and decide a date for a Councillor Surgery</u></p> <p>The Councillor Surgeries held by Councillor Peachey, Councillor Haylock and Councillor Vickerage earlier this year were discussed. Only one member of the electorate attended so it would seem questionable to attempt another session. However Councillor Peachey would like to try again so another date will be booked for members of the electorate to attend for an open discussion regarding any Parish matters. Refreshments will be provided.</p>	

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6060	<p><u>To discuss update on the provision of allotments</u></p> <p>Following on from the July meeting, Councillor Peachey has explored the potential land for the provision of allotments but unfortunately that particular option is not possible.</p> <p>Councillor Haylock proposes that the Parish Council, when next approached by a building developer, ask for the provision of allotments. Council members agreed with this.</p>	<p>8.39pm Cllr Murrow left due to emergency call out.</p>
6061	<p><u>To resolve the purchase of Parish Christmas trees</u></p> <p>It was resolved to proceed with the purchase of six Christmas trees for placement at Holywell Row, St John's Church, Methodist Church, Lamble Close, Beck Row Parish Hub and Kenny Hill.</p>	
6062	<p><u>To discuss and set timings for Remembrance Day wreath laying</u></p> <p>Saturday 9th November – 11am at Kenny Hill Sunday 10th November – 10.30am Lamble Close, followed by wreath laying at the War Graves followed by a Church service.</p>	
6063	<p><u>To discuss potential Christmas event ideas</u></p> <p>Following discussion, it was resolved to open the Parish Hub to offer refreshments and a warm space to wait for the Santa Sleigh to stop by. A date is yet to be decided.</p>	
6064	<p><u>To receive the play area inspection report for August 2024</u></p> <p>The report was circulated to members prior to the meeting. The Clerk has met with the play area inspector and has also prepared a schedule of works for the Parish Keeper to undertake. Necessary parts will be ordered for various pieces of equipment.</p>	
6065	<p><u>To discuss the concern raised by residents over speeding in the Parish, Wilde Street to Holmsey Green, Aspal Lane area</u></p> <p>The Clerk has raised the concerns of residents with the local policing team. The Clerk will email all other authorities to make them aware of the lack of signage and measures in place regarding the 30mph speed limit.</p>	
6066	<p><u>To discuss use of the land at Holywell Row</u></p> <p>The access to the land needs fencing off with a basic barrier fence. It was resolved to obtain quotes for fencing and to investigate options as to how the land can be best used.</p>	

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6067	<p><u>To discuss the poor condition of the A1101 cycle path</u></p> <p>It was resolved that the Clerk will write to Suffolk County Council again regarding the very poor condition of the cycle path on the A1101 along with the roundabout which has no signage and is overgrown with weeds.</p> <p>There will be increased traffic on the road due to the base closing West Row gate making the maintenance of the cycle path even more important. Multiple residents have reported the cycle path to Highways.</p>	
6068	<p><u>Matters for the next meeting</u></p> <p>Website Dates and confirmation of Christmas events Update on solar panels</p>	
6069	<p><u>Date of the next meeting</u></p> <p>The next meeting is scheduled for Tuesday 8th October 2024</p>	
6070	<p><u>Meeting closed</u></p> <p>The meeting was closed at 9.12pm</p>	

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Date signed:

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

<u>Cash book</u>		
Cash in hand 01.07.24		£75,225.86
ADD receipts 01.07.24 - 31.08.24		£4,209.92
SUBTRACT payments 01.07.24 - 31.08.24		£11,915.25
A Cash in hand at 31.08.24		<u>£67,520.53</u>
<u>Current Account</u>		
Balance on 01.07.24		£75,225.86
Money In		£4,209.92
Money Out		£11,915.25
B Balance on 31.08.24		<u>£67,520.53</u>
A = B reconciliation complete 31.08.24		

Prepared by: J spenser
Parish Clerk and RFO

Date: 03.09.24

Approved by: _____
Chair

Date: 10.09.24

following approval at full council meeting by council members.

Minute ref: 6057

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

<u>Cash book</u>		
Cash in hand 01.07.24		£17,409.21
ADD receipts 01.07.24 - 31.08.24		£3,359.77
SUBTRACT payments 01.07.24 - 31.08.24		£1,181.46
A Cash in hand at 31.08.24		<u>£19,587.52</u>
<u>Current Account</u>		
Balance on 01.07.24		£17,409.21
Money In		£3,359.77
Money Out		£1,181.46
B Balance on 31.08.24		<u>£19,587.52</u>
A = B reconciliation complete 31.08.24		

Prepared by: J spenser
Parish Clerk and RFO

Date: 03.09.24

Approved by: _____
Chair

Date: 10.09.24

following approval at full council meeting by council members.

Minute ref: 6057

Sep 2024
Appendix D

Payments - Parish Hub Aug 2024					
Date	status	Details	Gross	VAT	Net
25.07.24	PAID	Heron Foods (warm rooms)	8.76	-	8.76
25.07.24	PAID	Sainsbury's (cleaning eqpt)	30.00	-	30.00
25.07.24	PAID	Sainsbury's (warm rooms)	3.10	-	3.10
31.07.24	PAID	Global Fire Services (fire alarm service)	241.98	40.33	201.65
31.07.24	PAID	Clean Bee (Jul 24)	75.00		75.00
07.08.24	DD	Total Energies	163.84	7.80	156.04
15.08.24	PAID	Solutions Cleaning Supplies	31.80	5.30	26.50
22.08.24	PAID	West Suffolk Council (Premises Licence)	180.00	-	180.00
31.08.24	PAID	Heron Foods (warm rooms)	9.34	-	9.34
31.08.24	PAID	Clean Bee (Aug 24)	100.00		100.00
07.09.24	DD	Total Energies	162.35	£7.73	154.62
		Total	£1,006.17	61.16	£945.01
	Signed:				
	Print Name:				
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	Print Name:				
	Date:				
					Meeting date: 10.09.24
					Minute ref: 6057