

BENTLEY PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD IN THE VILLAGE HALL, BENTLEY ON THURSDAY 2 APRIL AT 7.00 PM

Present Cllr J Orr- Chairman Mrs J Scott – Clerk Cllr R Perkin
Cllr R Feltwell Cllr M Doolan Cllr P Rayment Cllr R Goodwin

Also in attendance:- County Councillor David Yorke-Edwards, : District Councillor J Hinton, District Councillor M Miller and 16 members of the public

1. **Chairman’s Resignation** - The meeting was informed of the Chairman – Mr R Goodwin’s resignation
2. **To elect a new Chairman** - As he had done such a good job as stand-in Chairman it was proposed that Cllr Orr be elected Chairman. Cllr Orr was prepared to stand and was duly elected.

Proposed: Cllr R Perkin Seconded Cllr B Feltwell All in favour

Cllr Orr opened the meeting with a public session to discuss highway matters he stated that this part of the meeting was for parishioners to bring to Council’s attention any concerns about traffic through Bentley so these could be co-ordinated and be a regular feature with any ideas that could take it forward – he did urge parishioners to remember this was a rural area .

There were three main areas of concern – outside the Village Hall, Silver Leys and Bergholt Road and three zebra crossings were requested.

It was agreed that the Bergholt Road corner was highly dangerous and something needed to be done to improve safety – suggestions were a footpath , a mini roundabout, a mirror on the opposite side of the road, removal of the telegraph pole to improve vision or to make the junction larger by purchasing part of the field opposite the strawberry field – it was thought that this would then give access to heavy traffic and could allow the mushroom farm to re-emerge. Another idea was a HALT sign with priority coming from Bergholt Road. The subject of purchasing a speed camera in conjunction with other parishes was discussed also SID, flashing signs that display speed – it is usually people who live in the Village and once they realise they will not be prosecuted they usually they take no notice. Also signs depicting old people and children crossing. It was agreed that the Bergholt Road junction should be the number one priority and this should be taken up with SCC Highways.

Cllr Goodwin arrived - the meeting went into session

4. **To Record Apologies for Absence** - Cllr C Cripps, Cllr K Wheals, Cllr B Poulding, PC G Austin and PCSO D Ford.
5. **To Receive Declarations of Interest Relating to Agenda Items:** - There were no declarations of interest.

Cllr Orr asked if everyone was happy with the agenda – Item 10 – Annual Parish Meeting is on 23 April and item 20 School Travel plan.

6. **To Approve Minutes of Parish Council Meeting held on Thursday 5 March 2009** - After School Action Plan had been changed to School Travel Plan the minutes were approved as a true record and duly signed by the Chairman.

Proposed: Cllr P Rayment Seconded Cllr M Doolan 4 in favour 1 abstention

7. **Matters Arising from the Minutes** - Page 458 – item 4 – Change of signatory forms had been received. Page 459 item 6(b) Clerk had been told not to pursue. Page 460 Item 7 – Clerk had obtained models of SO, Financial SO, Complaints procedure & Data Protection

BENTLEY PARISH COUNCIL

Policies which had been circulated to Councillors. **Item 8** – Cheque for £25 to Victim Support is to be passed for payment at tonight’s meeting – **Page 462 item 13** – The Clerk had e-mailed Suffolk ACRE and BDC with Councillors’ comments – **item 16** – Highways file circulated to Councillors – **Item 20** – Clerk had contacted parishioner re risk assessment – Letter had been sent to Mr Bacon.

8. **Police Report** – In the absence of PC Gary Austin the Clerk read out the Police Report. Offence: **Burglary** – between 7-8 March. A private flat above a local pub has had money removed. No sign of force entry to locus – Investigations on-going. Offence: **Criminal Damage** - Between 7-8 March – A wire fence was cut to local yard but no entry gained – cost of damage £50.00. Speed checks and foot patrol have been carried out.

Cllr Orr asked if there were any comments on the rest of the agenda.

Public Session – Meeting adjourned and reconvened

*Fly tipping – garden waste – Church Road

* Council were thanked for sorting out drainage problems in Bergholt Road – ditch still has to be addressed

*Problems in Link Lane - Parish Council had been asked to withdraw as it was being dealt with by tenants.

*Letters to retiring Councillors

*Changes in rubbish collection

*Grange Caravan Park – East End East Bergholt – Planning application

*Boundary Committee reviews – Meeting 27 April East Bergholt High School

9. **Planning Applications**

- a) To note decisions of Planning Authority on previous applications

B/09/00120/FUL 1 Moyes Cottages, Bentley Hall Road, **Permission granted**
Bentley

- b) To give comments on any new applications in hand - There were no new applications.

10. **Annual Parish Meeting – Thursday 23 April 2009** - The Clerk will write to all the Clubs, County and District Councillors inviting them to attend.

11. **Village Hall User Group Panel** - Councillor Doolan had attended this meeting on behalf of the Parish Council and declared that it was well run and everyone seemed to be very happy. Cllr Doolan will be PC representative until May elections.

12. **S76 of the LGPIHA – Allowing only elected Councillors to become Chairman and Vice-Chairman** – This has now been held back – it was due to come into force on April 1 and would have made co-opted members un-eligible for appointment by the Council to Chairman or Vice Chairman – There is an anticipation that this still may come into force around 2011.

13. **FOI – Model Copies – SO, Financial SO, Complaints Procedure and Data Protection Policies** – The Clerk had obtained Model copies of these documents (as previously stated) and it was proposed that a working group be set up to consider the Complaints Procedure first and then look at Standing Orders – Councillors Feltwell, Orr, Perkin and Doolan agreed to be in the working party.

Proposed: Cllr R Perkin

Seconded: Cllr R Goodwin

All in favour CU

14. **Litter in the Village – (Litter pick to be organised by Cllr Wheals)** - Cllr Doolan asked if the Council would agree to the purchase of four litter bins to be placed at Bluebell Wood,

BENTLEY PARISH COUNCIL

Bergholt Road, Riding School/Nelson Potter and Hazel Shrub. It was proposed that the Clerk contact BDC and obtain quotes for the purchase of 4 bins plus the cost of collection. Cllr Wheals is organising the litter pick and dates and times will be published when known. Cllr Perkin volunteered to take part.

Proposed: Cllr R Goodwin Seconded: Cllr M Doolan All in favour CU

Action: Clerk to contact BDC for quote

15. **Working Party Report on Parishioners' Correspondence** - The Chairman stated that a working party of three Councillors (Perkin, Doolan and Orr) was set up to examine correspondence received from certain parishioners – Cllr Perkin subsequently withdrew. The brief was to examine correspondence from Mr D Ingham and Mr G Osbon to determine whether it was repetitive, vexatious or malicious and to make suggestions on how to progress.

Mr D Ingham – The correspondence examined dated from 10 July 2008 to 6 March 2009 and refers almost exclusively to the Council's new notice board. – None of the correspondence was considered malicious and up to 6 December does not appear vexatious or contain repeated requests. However, correspondence after 6 September (5 in total) is repeated requests for the same information. If the Council is satisfied that it has answered Mr Ingham's original requests in its correspondence of 6 and 30 September and 8 October and it should consider informing him that the matter is closed and will not enter into any further correspondence with him on the matter.- The correspondence is subject to a request under the Freedom of Information Act and any decision by the Council to close the matter should reflect the appropriate Section of the Act.

It was proposed to accept the advice of the working party, based on SALC advice and use FOI wording on repeated requests. A new Financial Standing Order is now being prepared.

Proposed: Cllr B Feltwell Seconded: Cllr P Rayment All in favour CU

Mr G Osbon – The e-mails from Mr Osbon are numerous and contain reference to a variety of subjects that can be divided into 3 main categories – General correspondence, FOI (request for Correspondence lists for May, June, July and August 2008 and the new Council notice board. Establishing whether a request for information is vexatious is not easy and needs to be made at the time of the request – if the guidance in the FOI Act had been used at the time of the requests then they may have been considered vexatious but there is little advantage in examining these requests in details now. Correspondence Lists –requests for the above lists were made in e-mails dating 8 August and 25 September – Council letters of 28 August, 6 & 30 September outlined the Council's policy on availability of information for parishioners – that it was available at Council meetings – correspondence up to this date was not considered to be either vexatious or repeat requests. However, further e-mails dated 23 October and 5 November are repeat requests. It was concluded that none of the correspondence was considered malicious or that correspondence from Mr Osbon up to 30 September was vexatious or contain repeat requests – correspondence from that date is considered to be repeat requests – If the Council is satisfied it answered Mr Osbon's original FOI request in the August and September correspondence it should consider informing him that it considers the matter closed and will not enter into any further correspondence with him on this subject. With regard to the New Council Notice Board – Mr Osbon's request for information on this is in an e-mail dated 19 July – letters from the Council dated 7, 28 August and 6 September give answers to the request – further e-mails dated 13 September & 15 February (FOI request) were received. It was concluded that correspondence up to 6 September was not malicious or vexatious but that correspondence after this date is repeat requests. If the Council is satisfied that it has answered Mr Osbon's original request in its correspondence of 7 & 28 August and 6 September it should consider informing him that it considers the matter closed and will not enter into any further correspondence with him on this subject. The e-mail of 15 February is

BENTLEY PARISH COUNCIL

a FOI request and has not been answered. This should be dealt with immediately and reflect the appropriate section of the Act.

It was proposed to accept the advice of the working party, based on SALC advice and use FOI wording on repeated requests. A new Financial Standing Order is now being prepared.

Proposed: Cllr M Doolan Seconded: Cllr B Feltwell 4 in favour 1 abstention

Action: Letters to be sent to Mr Ingham and Mr Osbon

16. **Request from Webmaster – Software** – Following a request from the webmaster to purchase software it was agreed to purchase at a cost of £71.39 plus VAT.

Proposed: Cllr R Perkin Seconded: Cllr P Rayment All in favour CU

17. **Folly Farm Application** – Cllrs Perkin, Doolan and Orr had requested this to be an agenda item. It was suggested that the Clerk write to SCC and ask how they intend to monitor the site, particularly the composting. The Folly Farm representative (Cllr Goodwin – agreed to remain as the rep until the May meeting). There will be a review by SCC in two years and it was proposed that this be a permanent item on the agenda for that time. Cllr Orr thanked Mr & Mrs Willis and family for the work they had put in and County Councillor David Yorke-Edwards for putting forward our concerns.

Proposed: Cllr R Perkin Seconded: Cllr M Doolan All in favour CU

Action: Clerk to write to SCC for a copy of the monitoring report – Permanent Agenda item

18. **Correspondence Lists** - Cllr Orr had asked for this to be re-visited and he and Councillors Doolan and Poulding had written to the Clerk. He thought this list should be reinstated and was told that the original resolution would have to be rescinded and re-voted. After some discussion it was agreed that Cllr Orr would create a Model List for Councillors to decide on.

19. **June Meeting – To arrange an alternative dated for PC meeting** - The Village Hall had been booked by the PC for the 4 June but is needed as a polling station for the European and County Council elections. Three alternative dates had been given Monday 1, Friday 5 or Thursday 11 June – the preferred date was Thursday 11 but the preferred option was to see if the meeting could be held at the School on June 4.

Action: Clerk to try and book the school

20. **School Travel Plan – Update** - The Chairman stated that a site visit by SCC officers was awaited to see if we can progress the matter forward. He thanked Michael Anderton for his report and continued interest in this.

21. **Action Plan – Latest Information - Local Homes for Local People** – the Clerk had contacted Suffolk ACRE who have requested a meeting to try and progress the survey. It was agreed that Councillors Wheals, Doolan and Rayment meet with Suffolk ACRE. Clerk to arrange.

Action: Clerk to contact Suffolk ACRE – re meeting

22. **Outstanding Action Report** - Cllr Orr went through the list most of the items had been resolved – those outstanding were Letters to retiring Councillors, playing field meeting, Review Action Plan in New year, Capel Road – application of bitumen, ditch at Bergholt Road – drainage at Church Road and Case Lane and fencing in Church Road. Also the playing field risk assessment for 4 May. (Report attached).

23. **Fly Tipping – Latest Situation** - Nothing reported.

BENTLEY PARISH COUNCIL

24. **Highway Issues -** These had been covered in the public session but there were concerns about the trees that are a potential hazard along the road to Tattinstone. The Clerk will contact the Tree Warden and SCC. Part of the hedge along Capel Road needs to be cut back as it is encroaching on the highway – Clerk to investigate.

Action: Clerk to contact Tree Warden and SCC – Hedge along Capel Road

25. **To Receive Report from Footpath Warden** – Mr Cribb apologised for his absence at the last meeting. He confirmed he had received the letter from SCC forwarded by the Clerk and stated that the footpaths in Holly Wood were not too bad but he had observed they were being used by horses. One or two footpath signs had been broken or removed and he will be in touch with the responsible authorities to get them sorted. The last walk on the 20 March had 16 walkers.
26. **To Receive Report from Bentley CEVCP School** – Cllr Rayment stated that since the last meeting a group had played netball at East Bergholt High School. The children from the top class went to London and visited the Palace and London Eye. Last week there was a cross country event at RHS school the girls finished 2nd & 3rd. The first boy finished 18 out of 117 and we won first place overall for small schools. Tuesday there was a sponsored walk round the field all managed at least 10 laps. On the last day of term there was an Easter bonnet parade in assembly. Everyone received an egg.
27. **Tree Warden's Report** - No report available.
28. **Playing Fields Committee Update** – It was agreed to defer the proposed meeting until after the May meeting. As previously reported nothing had been heard about the risk assessment.
29. **Neighbourhood Watch** - Mr Ingham reported that nothing was happening with Neighbourhood Watch at this time and advert had been put in the Bugle for three representatives but had not received any replies.
30. **To Receive Correspondence** - If any parishioner would like to see any item of correspondence they should either telephone the Clerk for an appointment to view or it can be viewed at the next meeting.
- 30.1 There were 70 items of correspondence, 12 items from the Clerk and 17 items of late Correspondence.

The Chairman commented on Grants to voluntary associations – these are usually dealt with at the May meeting but could be considered in June. Each Councillor will have a folder with copies of the applications for consideration. - Meeting with BDC 4 November 2009 - E-mail from SALC on grants policy – anonymous letter re overhanging hedge – Council cannot discuss anonymous letters – this will be incorporated in Complaints Procedure. SALC's Councillor Training 13 and 28 May – Cllr Orr would like to attend £90.00 – he was told it was agreed in principle and would be ratified at the next meeting. – Boundary Review letter – dates of a June Meeting. NHS consultation on improving out of hours care – the meeting is on 7 May in Ipswich.

Action: Agenda item – Cllr Training – Grant applications – copies for Councillors

BENTLEY PARISH COUNCIL

31. Exchange of Information By Councillors & Matters for Consideration at Future Meetings

- 31.1 Cllr Perkin requested an agenda item to review the Clerk's salary. Cllrs Orr and Perkin to discuss - this item will be confidential.
- 31.2 Cllr Doolan drew Councillors' attention to the grass verges and requested that this be an agenda item at the next meeting – the Clerk had written to Open Spaces at BDC and was awaiting their reply.
- 31.3 Cllr Orr was concerned that the letters to retiring Councillors had not been sent. He stated that he would be prepared to sign them but asked to Clerk to seek advice from SALC.
- 31.4 Cllr Rayment requested that the agenda be changed – turned upside down – the meetings are taking much longer and it was agreed it would be better for the Footpath Warden, Neighbourhood Watch, School Report and Tree Warden to report early on in the meeting so they could leave the meeting as soon as they had given their report if they so wished.

Action: Advice from SALC – Agenda change – Agenda item Clerk's Salary & Grass Verges

32. To Authorise Payments - The following payment were authorised.

100779	Victim Support - donation		£25.00
100780	Bentley Village Hall – Hire of hall		£39.00
100781	Mr Munday – First cut of grass plus extras		£150.00
100782	Babergh District Council – Litter & dog bin emptying – April - Dec		£136.86
100783	Clerk's wages, expenses - March	£300.36	£330.01
	Expenses	<u>£29.65</u>	
		£330.01	

It was proposed that these be paid en bloc.

Proposed: Cllr R Perkin Seconded: Cllr P Rayment All in favour CU

33. To Confirm Date of Next Scheduled Meeting – Thursday 7 May 2009 – Annual Parish Council Meeting - at 7.30 pm. (Annual Parish Meeting 23 April 2009) The meeting closed at 9.35 pm

CHAIRMAN:

DATE: