

BADINGHAM PARISH COUNCIL

Minutes of the **Council Meeting** held on Thursday 3rd March 2022 at 6.30pm
in Badingham Village Hall, Low Street, Badingham IP13 8JT

Members: Cllr. S. Frost (Chair) Cllr. D. Horrocks Cllr. R. Welham
Cllr. M. Bowe Cllr. T. Mountain

43/21 Apologies for Absence

Cllr. Welham sent his apologies which were accepted. Cllr. Horrocks had stated that he would be late to the meeting.

44/21 Declarations of Interest & Requests for Dispensation

There were no declarations of interest or requests for dispensation.

45/21 Minutes of the previous meeting

The minutes of the meeting 7th February 2022 were presented for approval. **It was unanimously RESOLVED to approve the minutes of this meeting.**

46/21 Open Forum

There were no members of the public present.

47/21 Report from the County Councillor S. Burroughes

The County Council had sent a report which had been circulated. There were no questions.

48/21 Report from the District Councillors L Freeman and M Cook

No report had been received.

49/21 Accounts

- a) The Clerk presented a list of payments to approve of £ 1,705.53. **It was unanimously RESOLVED to approve the Payments** and the Chair signed the document. This included a cheque for BT which had been organised prior to the meeting as it would have been overdue. The Clerk stated that a Standing Order for the BT payment for the Wi-fi had now been set up. **NOTED**

The Clerk stated that the bank accounts currently stood at £ 2,461.36 in the current account and £ 4,565.06 in the savings account. The mandate changes appear to have now been completed.

The Clerk asked to transfer £2,000 to the current account from the savings account as the precept will not be paid until end of April and therefore there will be insufficient funds to pay the invoices due for payment. **It was unanimously RESOLVED to approve the transfer of funds.**

- b) The Clerk presented the bank reconciliation for the 7th February 2022. It was duly signed by the Chair. **NOTED**
c) The Clerk presented the financial statement report. **NOTED**
d) Cllr. Bowe had carried out an audit of accounting controls and found no issues. The report was **NOTED**

50/21 Bank Account

It was unanimously RESOLVED to apply for on-line banking.

As Cllr. Horrocks was not yet present, the Chair moved to item 10 (planning) as it was felt that it was important for him to be present for the Strategic Plan item.

51/21 Planning

Members discussed planning application DC/22/0068/22FUL for a construction of a hay and straw barn north east of new dwelling, address Goodly Heritage, Orchard Rise, IP13 8LN. **It was unanimously RESOLVED to support the application. NOTED**

Another application had been received after the agenda had been issued - DC/22/0601/FUL Change of use of first floor of cart lodge to holiday let, and extension/alterations to main house Site address: Clover Lea, Pound

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Green Road, Badingham, Woodbridge, Suffolk, IP13 8LU. It was agreed that there was no need for an extraordinary meeting to discuss this application and that Council would not be submitting a response.

52/21 Community Governance Review

East Suffolk District Council is undertaking a community governance review, involving parishes and towns in whether boundaries for parishes could or should be moved, parishes merged or split up or number of councillors increased. After discussion, **it was unanimously RESOLVED to reply that Council felt that there were no changes required to Badingham Parish boundaries or its council.**

53/21 Pocket Park.

The ROSPA report had been received a few months ago and there were some items that needed attention. Cllr. Frost had been to the park area and noted that there was a problem with people parking and blocking the gate, which would impede access of emergency vehicles. It was agreed that this item would be deferred until Cllr. Welham was present as he had been very involved with the park. **NOTED**

54/21 Website

The Clerk updated the council on the new website and is expecting it to be up and running before the end of the municipal year. **NOTED**

Cllr. Horrocks arrived at the meeting at 7.05 and apologised for his lateness. The Chair went back to item 9 (Strategic Plan) on the agenda

55/21 Strategic Plan

The Clerk had circulated suggested activities, grouped under objectives as a starting template for a plan for the village and the parish council. Discussions took place and a number of items were changed/deleted and added. The full list as amended is shown as appendix (i). Items that are to be considered or investigated for the future include:

- a) The creation of an emergency plan so that in times of severe weather, power cuts or flooding and similar, there would be available support for those who need it.
- b) Electric charging point
- c) Possible bus shelter
- d) Possible bottle bank
- e) Develop the outside area to the Village Hall
- f) Investigating the need for more benches and dog waste bins
- g) Set up a footpath working party to develop and promote the footpaths.
- h) Submit articles regarding what the Council is doing to the Echo.
- i) Look at supporting environmental improvements in the village.

This will be included on the next agenda, for further comment and improvement and it is to be included in the Parish Meeting where residents will be asked for their ideas.

56/21 Village Hall

a) Village Hall Update

Cllr. Horrocks gave an update, as trustee to the Village Hall as follows:

- a) He had successfully secured a grant of £ 2,667 for Omicron Leisure and Hospitality.
- b) He had had the accounts audited and signed off and he will submit a return on the Charity website.
- c) He had started to use an accounting package to manage the accounts and invoices.
- d) There will be a Village Hall meeting as an AGM in April to discuss the future of the Village Hall as previously planned at the parish council meeting in January.

The Clerk as the RFO stated that as the VH had received a large grant it might be that the VH would not need all of the grant earmarked for this coming year and therefore this money could be spent elsewhere. Cllr. Horrocks is to revisit a cashflow and monitor.

b) Projector and Screen

The Clerk had previously circulated a quotation from Red Dune for different types of projectors and screens and a document from Cllr. Frost regarding a moveable screen. It was agreed to proceed with a projector suspended from the ceiling and a screen that could be dropped down from the ceiling, electrically. There was

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also a need for a sound system and electrical work. The Clerk was asked to proceed on this basis and investigate quotations and apply to the County and District Councillors for funding. **NOTED**

c) **Area outside of the Village Hall**

Following the business case presented by Cllr. Frost at the previous meeting and discussions on the creation of a community garden space outside the Village Hall, Cllr. Frost and the Clerk had completed an application for a grant from the Community Partnership group. **It was unanimously RESOLVED to apply for this grant and, if successful, for the Parish Council to match £1,000 towards this work.**

It was unanimously RESOLVED to extend the meeting by a further 15 minutes.

57/21 **Training**

The Clerk is to reissue the dates of the training. **NOTED**

58/21 **Recruitment of a new Clerk**

A motion under the public bodies, (admission to meetings) Act 1960, to exclude the public and press for discussions regarding personnel was unanimously passed.

After discussions the following was agreed:

Mrs. Caroline Emery would be offered the position of Clerk/RFO at Badingham Parish Council. Her salary would be based on SCP level 25 for 5 hours per week. Her start date would be 11/4/22. It was also agreed that the Bank Mandate should be changed to include Mrs. Emery.

The Interim Clerk would complete the audit and hand over to the new Clerk during April and assist her with the new website.

The Council wished to minute their thanks and appreciation of the work that Karen Forster had undertaken as the Interim Clerk/RFO and wished her well in the future.

The meeting closed at 8.43 pm.

Karen Forster

Interim Clerk to Badingham Parish Council

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Parish Council Plan									
Objective									
To provide an attractive and pleasant village environment in which to live, encompassing environmental and sustainable initiatives.									
Activity	Resp	Year	Budget						
1 Continue the regular maintenance of verges, green spaces and similar									
2 Encourage the adoption of environmental and green initiatives									
3 Investigate the provision and funding for an electric charging point in the VH car park									
4 Investigate the needs for a Bus shelter?									
5 Assess the need for further dog waste bins and benches as required									
6 Look into a bottle bank facility in the village.									
Objective									
To provide facilities to enhance community, sports and leisure activities									
Activity	Resp	Year	Budget						
1 To continue the support of the Village Hall		2022/3	£5,000	PC earmarked grant					
Get a grant to install a screen and projector/soundsystem		2022/3							
2 To set up a footpaths working party to develop and promote the footpaths, working with local groups such as the ramblers.									
3 Management of Pocket Park - review options to improve the play equipment		2023/4							
4 Development of the land around the village hall into a community space		2022/3	£1,000	PC					
			£4,000						
Objective									
To improve road safety, transport and reduce the risk of flooding									
Activity	Resp	Year	Budget						
1 Appoint a Councillor to liaise with the Environment agency and Suffolk County highways on a regular basis.									
2 Create a community flood plan									
Objective									
To communicate effectively with all parts of the local community, engaging with different organisations and keeping all informed									
Activity	Resp	Year	Budget						
1 Develop a village emergency plan									
2 Develop the website to be a Village website with multi organisation use									
3 Work with other organisations to support and organise events									
4 New village notice board			£450	PC					
Objective									
To be an effective and credible council administration									
Activity	Resp	Year	Budget						
1 Publish all agendas on website as well as draft minutes and publicise meetings									
2 Produce report for inclusion in the Echo									
3 Survey residents on council activities for the future		2022							
Objective									
To ensure that any village development is in keeping with the village.									
Activity	Resp	Year	Budget						
1 Robust , open and transparent review of planning applications									
2 , using a survey to provide evidence									
3 Ensure all Councillors are trained in planning regulations so that they can make informed decisions and recommendations									