

# Boyton Parish Annual Council Meeting Minutes held via Zoom on 5 May 2021 at 7 p.m.



Minute Ref		Action	Completed
050521.3	Declaration of Acceptance of Office signing	JoP/IJ/Clerk	
050521.5	To follow up on x2 applications for co-option	RJ	
050521.7	To follow up on Church Hall	RJ	
050521.9	Purchase of grit bin, assess volunteers and re-supply costs	RJ/Clerk	
050521.10	To follow up query raised with Suffolk Highways	JoP	
050521.14	Upload accounts documents and AGAR signing and audit process	Clerk	
050521.15	Schedule of meeting dates	Clerk	

## Payments authorised since last meeting

05/05/21	SALC Membership subscription	£143.81	
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## Payments received since last meeting

30/04/21	ES Precept	£4,104.00	
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	<b>Attendance</b> Chair - Richard Jesty (RJ), Vice Chair John Pilgrim (JoP), Iain Johnston (IJ), Andrew Cassy (AC), ES Deben Ward Cllr James Mallinder (JM), 5 members of the public, Jenny Lloyd (Clerk)	
1.	<b>Apologies received</b> Jasper Pryor (JaP), Cllr Andrew Reid	
2.	<b>Election of Chair</b> Richard Jesty announced his decision to step down from role of Chair - thanks and appreciation were expressed for his dedication and service over the years John Pilgrim offered to take on the role as Chair - proposed RJ, seconded by AC <b>All in agreement</b>	
3.	<b>Election of Vice Chair</b> Iain Johnston proposed AC, seconded RJ - <b>All in agreement</b> <b>Action</b> - Declarations of Acceptance of Office signing	Clerk
4.	<b>Declarations of Interest and Applications for Dispensations on Agenda item</b> AC - Item 8, RJ - Item 7	
5.	<b>Parish Councillor vacancies and co-option</b> x2 interests in joining the PC have been received - forms sent from Clerk - after lengthy discussion on	

	proper process it was agreed to co-opt for current vacancy at next meeting in July <b>Action RJ</b> to follow up with both applicants	RJ
6.	<p><b>Public Session</b></p> <p><b>a) Reports or comments from any member of the public or from any other village organisation</b></p> <ul style="list-style-type: none"> <li>- RJ on behalf of VH Management mentioned the income for Church hall from East Suffolk for elections Discussions for PC to hold physical meetings in the hall.</li> <li>- PCC confirmed that St Andrews is now a festival church that is open for all baptisms, weddings and only has to hold 6 services a year.</li> <li>- JoP mentioned that RSPB have confirmed that they are re-doing all their signage - no parking in lay-bys, no camping at the dock - JoP has suggested to RSPB no o/n sign for parking at Banter's Barn IJ announced a motorbike had been stolen from a shed recently and for everybody to keep vigilant.</li> </ul> <p><b>b) Reports or comments from ESC Councillor and SCC Councillor</b></p> <p>Cllr JM briefly summarised his May Newsletter. The pardon the weeds scheme going well although unfortunately had a number of reports of vandalism of those signs - and reports of fly tipping. Any ASB must be reported to the police - unfortunately there has been a problem of drug dealing in the area. The bollards at Bawdsey are working well and bollards are appearing in other places. JM is monitoring the number of visitors and requests to let him know of any issues of overnight parking.</p> <p>IJ mentioned the concern at Capel Green of people having parties in the 'pit' which is Forestry Commission - JM noted</p>	
7.	<p><b>To discuss the Church Hall</b></p> <p>RJ has spoken to Clarke and Simpson Estate agents for the Diocese and awaiting the outcome of committee meetings from Dawn Gillett. It does seem that the Diocese will offer the hall on the open market - this will be risky. Discussion if Diocese will allow PC more than 6 months re ACV and a fair price to keep the hall for the community. Query raised what safeguards the hall for perpetuity as a VH and discussions on covenants and trusts. The ES grant received was to sustain a community asset and query if it could be utilized for costs associated with purchase - JM will confirm. <b>Action</b> RJ to follow up with Dawn Gillett for further update</p>	RJ
8.	<p><b>To confirm Quiet Lanes nominations</b></p> <p>AC recapped on the formal process of nominations and the open consultations, and as specific item at previous APM and Peninsular Zoom meeting there was the opportunity for feedback - majority of which has been positive - one against raised concerning budget and query could the money be spent on roads - the actual funding is from a ring fenced community fund it cannot be used for general highways purposes. AC happy to answer any queries. AC shared the map showing the proposed extension from Banter's Barn C334 route down to the old dented bridleway sign which may be replaced by QL sign, and also Mill Lane. QL scheme is about behaviour and culture changes primarily aimed at drivers, for other road users. 300 lanes currently being processed 143 going in the paper on 24 May - over 400 km of lanes across the county covering over 40% in Suffolk. There has been phenomenal interest - i.e. from sat nav company after QL data - not to be used for diverting drivers away from the route but for automated vehicles and alert for the need of hands on the steering wheel in QL's - BBC are also filming Escape to the Country and the attractive features of the QL project.</p> <p>AC mentioned no costs to Boyton thanks to County funding and District funding - JoP extended his thanks to AC.</p> <p>Query raised regarding The Street and if the protections for designations could apply to the whole street i.e there's no pavements, passing places in people's driveways, no signage for oncoming vehicles - only x2 children's caution signs.</p> <p>Drivers should be more considerate in QL designated areas. Discussion on requirement of white lines, replacement signs and costs - suggestion for future work and for Highways to carry out an assessment.</p> <p>AC requested formal vote of support for either or both nominations - <b>Vote carried with unanimous show of hands</b> for both lanes</p>	

9.	<p><b>To discuss requirement of grit bin and voluntary help</b></p> <p>RJ proposed PC to revisit the need for a grit bin at the junction at the bottom of Mill Lane - resident concerned it was too slippery in the bad weather. Discussion to look at purchase of small bin and re-supply costs - will need 2 volunteers as Highways process - JM is happy to support with funding.</p> <p><b>Action RJ to follow up for next meeting</b></p>	RJ
10	<p><b>Green actions- reduced verge cutting</b></p> <p>JoP confirmed the discussions with Suffolk Highways and that Boyton is part of a 9 village pilot for reduced verge cutting. An email was circulated to all residents with Highways information. Map showing more detail was shared to those present. Areas near junctions will still be cut on the normal schedule for safety reasons, as will verges on Mill Lane and from the Tang up past Dock Farm. Elsewhere the plan is to not cut verges until September to benefit our flowers and insects. Please contact Highways or <a href="mailto:boytonpc@gmail.com">boytonpc@gmail.com</a> if you have any queries.</p> <p>Query raised - how does this scheme relate to the RNR - not the same</p> <p>Highways Ecologist will do a survey this month may be possible that</p> <p>Query - can BPC consider adopting the Parish on-line mapping scheme and record these assets - to consider at next meeting <b>as Agenda item</b></p> <p>JM mentioned Wildeast - If this pilot continues they would be interested to include on their map - JM to send details to Clerk for Cllrs attention</p> <p>Query raised regarding the crossroads from No 10 out from village - if the ferns are kept down to a lower level one is able to see deer - JoP agreed valid comment - that stretch was proposed by Highways BPC did raise the safety issue and the lack of deer signs from Hollesly common car park <b>Action</b> JoP will follow up with Highways.</p>	JoP
11.	<p><b>Updates from meetings attended by Cllrs</b></p> <p>JoP attended Community Partnerships - new funding information has been distributed to cllrs re Village hubs and Youth Engagement remain the priority - if anybody has any ideas for those very welcome</p> <p>AC - update from A&amp;O that delays to business case dependant on survey - next meeting 8 July</p>	
12	<p><b>Minutes of previous Annual Council meeting 1 June 2020</b> were distributed to all Cllrs and approved</p>	
13	<p><b>To agree Standing Orders</b></p> <p>To adopt Standing orders as NALC model and amended as noted on Internal Audit Report to add 18 f) and g) - amended and distributed to Cllrs <b>All agreed to adopt Standing Orders May 2021</b></p>	
14	<p><b>Finance matters</b></p> <ul style="list-style-type: none"> <li>a) To accept BPC end of year accounts - Income and Expenditure, Summary and Explanation of Variances as distributed to Cllrs, to accept Internal Audit Report, to confirm roles of RFO as Clerk, Internal Auditor as Trevor Brown for 21/22 - <b>All agreed</b></li> <li>b) To agree i) Financial Regulations May 2021 - amended 11.ii as model amendments and as noted in Internal Audit Report and distributed to Cllrs <b>Agreed</b> <ul style="list-style-type: none"> <li>ii) Internal Control Statement document requires non-signatory member to carry out regular internal audit check - <b>to review at next meeting</b></li> <li>iii) current Risk Analysis document amended for 2021/22 - <b>Agreed</b></li> </ul> </li> <li>c) To agree AGAR - Chair to sign 1 and 2 Accounting Statements and Certificate of Exemption - recorded on documents - Action for signing after meeting. <b>Agreed</b></li> <li>d) To note receipt of Precept in full plus extra £104 government handout</li> <li>e) To note authorisation of payment to SALC for membership of subscription</li> </ul> <p>To approve accounts - bank rec and statements as distributed to Cllrs - <b>Approved</b></p>	Clerk

15 .	To agree date of next meeting - Tuesday 6 July 2021 Change of schedule to Tuesday dates 2021 and 2022 - for review at next meeting	Clerk
Minutes agreed		
Signed .....		Date: 6 July 2021