

Boyton Parish Council Minutes

6 July 2021 at 7 p.m. at Boyton Church Hall



Minute Ref		Action	Completed
06.07.21.3a	Talk with Mortiers again about cleaning mud from roads	JoP	
06.07.21.4	Declaration of Acceptance of Office	AG/Clerk	
06.07.21.5	Approach Diocese to accept a 'desktop' valuation; then obtain such a valuation from a well-respected valuer	RJ	
06.07.21.6	Grit bins - gain permission from landowner and Highways, identify volunteers and insurance needs, and check cost for refills by the time of the next meeting	RJ	
06.07.21.11	To streamline the structure of the website, comply with Accessibility Statement	IJ/Clerk	
06.07.21.12a	Budget and Forecast reporting	RJ	
06.07.21.12b	To carry out Internal Control Report	JaP/Clerk	

Payments authorised since last meeting

06.07.21.12c	Internal Audit YE 31/03/2021		£100.00
06.07.21.12c	CAS Parish Protect Insurance		127.88
06.07.21.12c	Pondkeeper quote		£1527.75
06.07.21.12c	Clerk quarterly salary		332.40

	Attendance Chair - John Pilgrim (JoP), Vice Chair Iain Johnston (IJ), Richard Jesty (RJ), Andrew Cassy (AC), Jasper Pryor (JaP), Andrew Greenwell (AG), ES Deben Ward Cllr James Mallinder (JM), 6 members of the public	
1.	Apologies received SCC Cllr Andrew Reid (AR), Jenny Lloyd (Clerk)	
2.	Declarations of Interest and Applications for Dispensations on Agenda item RJ - Item 5, AC Item 9	
3.	Public session <ol style="list-style-type: none"> Reports or comments from any member of the public or from any other organisation: Concern was raised about the state of the road being very muddy, with splatter onto nearby vehicles, after the recent harvest of Mortiers' biomass crop. JoP has been in dialogue with Mortiers, who arranged cleaning of the road afterwards. Members of the public were not happy that the road had been sufficiently cleaned, so JoP agreed to contact Mortiers again. AG suggested that an appropriate approach when fields were so muddy would be to move crops with muddy tractors to a hard-standing area and then transfer to clean tractors there for road use. Following concerns raised by local residents, JoP also spoken to Mortiers about reinstating footpaths that have been ploughed, cropped and/or diverted. JoP reported back on discussions he has had with the police and council regarding ongoing 	

	<p>issues with camping at the dock, overnight parking and littering – we have been informed that nothing can be done unless an offence is observed by a witness. If anyone sees someone throw rubbish away while/after camping at the dock, please take a description of the person and the licence plate of their car, and report to boytonpc@gmail.com so we can take this further</p> <p>b) SCC Wilford Division Report received - uploaded to website</p> <p>c) ES District Cllr JM summarized his July Newsletter (distributed and uploaded to website)</p>	
4.	<p>Co-option of Parish Councillor</p> <p>Andrew Greenwell expressed his interest in joining the BPC, mentioning that he was on the Council 7 years ago and can input from agricultural side and local knowledge</p> <p>A unanimous vote of acceptance for his application was recorded</p> <p>Declaration of Acceptance of Office to be signed</p>	AG/Clerk
5.	<p>Church Hall</p> <p>RJ updated BPC on progress of discussions with Dawn Gillett (Property Lead at the Diocese) and Revd Giles Tulk in looking at the possibility of the sale of the Church Hall to BPC - Diocese requires Clarke and Simpson valuation.</p> <p>Discussions followed about business case for hall, IJ concern about the potential financial liability of the purchase, and the risks of losing the hall if it was put up for sale. JoP noted that assessing financial liabilities was a next step – that the first was to obtain a valuation so that we could understand the viability (or not) of a purchase. JoP further noted that losing the hall during a sale was a risk, but one that was likely at some point anyway given reduced Church capacity and presence in the Parish – we are currently in a better position to consider purchase (with funding and planning regulations) than may be the case if we do not consider this now.</p> <p>Lease option proposed by diocese, but too few funding options available via that route.</p> <p>Potential £1,000 cost for valuation a concern given PC finances, but all reaffirmed agreement from previous meeting to seek desktop valuation initially to see if purchase viable. AG suggested a desktop valuation was all that was needed, and that this would likely be cheaper, and suggested Savills.</p> <p>Action Approach Diocese to accept a 'desktop' valuation; then obtain such a valuation from a well-respected valuer.</p>	RJ
6.	<p>Grit Bin proposal</p> <p>RJ has identified a 60 litre green bin costing £85 that could be sited on the verge at the bottom of Mill Lane. Action gain permission from landowner and Highways, identify volunteers and insurance needs, and check cost for refills by the time of the next meeting</p>	RJ
7.	To review and agree Minutes of previous meeting 10 March 2021 and ACM on 5 May 2021 - Minutes agreed	
8.	<p>Updates on Green Action items</p> <p>a) No comments raised recently on the trial of reduced verge cutting</p> <p>b) Pond grant - there was considerable interest received from the email distributed offering free pond materials (more than for trees – the other suggestion). JoP applied for funding from AONB explaining that the projects would be in private properties as the PC has no land - this was approved by funders to establish and improve ponds in the village - 4 quotations were considered and Pondkeepers quote was agreed - the total has come in under cost for the liners and funders have agreed remaining money can be used for underlay and plants - work is progressing well. JM requested photos. Funder has agreed to a publicity article and this will go into August VV. Grant will be paid to BPC on completion of works.</p> <p>Query raised that a pond exists in the village - BPC are not aware</p> <p>Query raised regarding tree planting. JoP clarified again that there had been more interest in ponds than tree planting, that the time of year would also have been less than ideal for this activity, and that there</p>	

	<p>was another opportunity to seek funding for trees later in the year at a more appropriate time. If residents are positive and enthusiastic about the green grants that have been sought, JoP will consider applying for that funding.</p> <p>JM suggested incorporating the Platinum Jubilee - 4 day campaign of planting trees (providing oak sapling for each parish) - making it a community event - planting red, white and blue flowers etc. Details to follow.</p>	
9.	<p>Update on Quiet Lanes</p> <p>AC recapped that no objections were raised at the APM and nomination will go forward for Boyton 53 lanes in first wave, 147 in wave two - over 200 lanes to be nominated</p> <p>Over 100 - of which Boyton x2 lanes - will go in 3rd wave in August September</p> <p>Discussion regarding finances in place - by getting the community involved the cost is down to £600 per lane. Request from QL's for BPC to offer a voluntary contribution towards extending driver awareness marketing - subject to successful designation of the lanes - nominal request of £50 per lane</p> <p>Branding for website has already started - waiting for first batch of signs - Highways can start to raise that awareness campaign - increasing the connectivity of the rights of way networks - marketing its use and in doing so it's about the drivers to be more cautious and managing their speed</p> <p>JM offered a huge amount of gratitude to AC for getting the QL's project forward in Suffolk. Query getting registered through the satnav administration - AC confirmed they have been approached by a company who are carrying out automated vehicle trials - if driver comes across a designated lane it will force the driver to put hands on steering wheel in QL</p> <p>JoP noted that an amount has been earmarked in the BPC Budget for QLs - going to overall cause –</p> <p>Unanimously agreed £100 for marketing</p> <p style="text-align: right;">(JM left the meeting at 8.30 p.m.)</p>	
10	<p>Review of Policies and Procedures as required by Standing Orders</p> <p>Items for review as distributed to Cllrs and comments welcomed:</p> <p>Standing Orders June 2021</p> <p>To adopt SALC template - Complaints Procedure June 2021</p> <p>Data Protection Information and Security Policy June 2021</p> <p>Data Protection Risk Assessment June 2021</p> <p>Media Policy June 2021</p> <p>To adopt NALC Grievance template June 2021</p> <p>To adopt NALC Disciplinary template June 2021</p> <p>To adopt SALC Internal Control Statement and Report June 2021</p> <p>To adopt ICO model Publication Scheme</p> <p>No changes noted to</p> <p>Financial Regulations May 2021</p> <p>Risk Assessment and Management (Financial) June 2021</p> <p>Privacy Notices for staff, Councillors and Role Holders</p> <p>Privacy Notice for the public</p> <p>Data Protection Subject Access request</p> <p>Reporting of Meetings</p> <p>Retention of Documents</p> <p>Legal and Privacy Statement - website</p> <p>Cookies</p> <p>Information Security Incident</p> <p>Appraisal Scheme and form</p> <p>All agreed. Action to update and upload to website</p>	Clerk
11.	<p>BPC Website</p> <p>Agreement on lead Councillor responsibility for supporting the Clerk with the website (including a revision to integrate recently updated documentation) – IJ volunteered</p>	IJ/Clerk

12	Finance Matters a) To agreement on lead Councillor responsibility for supporting the Clerk with financial planning and reporting - RJ offered to continue with budget support and JaP volunteered to perform the role necessary on internal control. b) To discuss and action Internal Control Statement and Report document c) To approve payments made since last meeting No payments received - precept was minuted at ACM noting extra £104 government handout To agree quarterly accounts as circulated to Cllrs - approved	RJ JaP
13	To review BPC 2021/22 Meeting Schedule - agreed Community Partnership meeting - JoP to attend, Alde & Ore CP - AG offered to attend for BPC Date of next meeting - 21 September 2021 JoP thanked everybody for attending - meeting finished at 8:50 p.m.	
Minutes agreed Signed (Chair) Date 21/09/2021		