

# DRAFT Boyton Parish Council Minutes

## 23 August 2022 at 7 p.m. at Boyton Church Hall



Minute Ref		Action
23.08.22.4	SCC Report Page 2 - contact Cllr Reid regarding 50 metre tall pylons	IJ/Clerk
23.08.22.8	Contact Highways re Quiet Lane signs	AC/Clerk
23.08.22.9	Village sign paint repairs - obtain x3 quotes	JM/Clerk
23.08.22.7	Obtain further quotes for shed and installation	RJ
23.08.22.7 and 11	Contact insurance regarding storage of marquees and implications of new shed asset on church land	Clerk
23.08.22.10	Amended schedule of meeting dates to be distributed and uploaded to website	Clerk

### Payments authorised to be paid

	VHMC Hall hire Invoice 95	15.00
	Clerks salary - 1st quarter	£463.92
	Clerk - misc jubilee (x5 Inv)	£38.58
	Trevor Brown Internal Audit fee 2021/22	£100.00
	ICO Data Protection (dd)	£35.00
	Clerk's expenses - receipt for ream of paper	£5.00

### Attendance

Chair Iain Johnston (IJ), Vice Chair Andrew Cassy (AC), Richard Jesty (RJ), Andrew Greenwell (AG), Jane Morter (JG), Clerk Jenny Lloyd, 5 members of the public

1.	<b>Apologies</b> SCC Cllr Reid, ES District Cllr Mllinder
2.	<b>To receive any Declarations of Interest and any Applications for Dispensation on Agenda items</b> RJ - Items 6 and 7, AC - Item 8
3.	<b>Co-option of Parish Councillor</b> Please contact <a href="mailto:boytonpc@gmail.com">boytonpc@gmail.com</a> if you are interested in becoming a Councillor.
4.	<b>Reports received</b> SCC Cllr Red and ES Cllr Mallinder's Reports distributed and uploaded to website <a href="#">Full Reports here.</a> Concerns were raised regarding SCC Newsletter Page 2 - proposal for 50 metre tall pylons and the opposition from Essex CC and Suffolk CC - can it be prevented from going ahead. Do they carry higher voltage. Action IJ/Clerk email AR VHMC - RJ mentioned a new gas cylinder should be delivered by date of fete to replace stolen gas cylinders and a secure sealed cabinet is on order.

.5	<p><b>Public Session</b></p> <p>It was noted that the rubbish collections (grey bin) are late and a query if this was due to the takeover of the contract from NORSE.</p> <p>A concern was raised regarding helium balloons being found regularly on the marsh e.g. suggestion from Lady Florence boat trips - balloons are tied on for decoration and come off. Evidence is needed as proof of the boat involved. Please contact <a href="mailto:boytonpc@gmail.com">boytonpc@gmail.com</a> if you can help and this can be forwarded to JM.</p> <p>A safety concern was raised regarding bracken and weeds growing on the side of road between Finalys and MWH affecting drivers' view of the road. AG offered to help.</p> <p>Fete to be held on Saturday 3rd September. New marquees x4 to be erected the day before. Details to be confirmed after the Fete Zoom meeting on Wednesday.</p> <p>Further to matters raised at the APM and at this meeting</p> <ul style="list-style-type: none"> <li>- bike padlock has been removed - thanks expressed to AG</li> <li>- it was noted that the herb garden is overgrown and untidy - sadly Ali Crawford is no longer with us and had involvement in this project. Action Clerk to organise a working group and distribute email.</li> <li>- query if Noticeboard can be replaced or repaired - i.e. with door to 3rd section, new backing and lock system. An idea was raised that RSPB information could be on the back of a new noticeboard. Action Clerk/RJ to obtain quotes</li> </ul> <p>Risk of Fire remains a concern and request for everybody to keep vigilant - If required Clerk to email general information from Suffolk Fire Brigade.</p>
6	<p><b>Update on Church Hall</b></p> <p>Dawn Gillett has not been available since the last meeting. RJ will contact James Hall to progress the matter of the Lease. Diocese has all the information required.</p>
7.	<p><b>Suitable storage options for BPC newly acquired asset (x 4 marquees)</b></p> <p>Discussion was held regarding safe storage for marquees which are currently being stored in the hall. The current church owned shed is around 60 years old and beyond repair. PCC needs to gain permission for its disposal. Regarding the option of using a container - the quoted price for a small 6-foot unit was £2100 including VAT. However a container could be problematic i.e. high temperature in the summer and condensation in the winter.</p> <p>RJ has researched various suppliers and spoken with Sheds Direct and 1-Click - the Sheds Direct timber is treated before construction, and is on a sturdy framework, this seems to be a better option. It also has a vapour barrier fitted between the cladding and the framework, which helps prevent condensation in winter. A quote has been received for a Dutch Barn at £4,579.16 plus VAT 915.84 =£ 5,495.00</p> <ul style="list-style-type: none"> <li>- The roof design gives more space and head room. Sufficient funds are available and VAT can be claimed.</li> </ul> <p>Action RJ to obtain further quotes - i.e. Nelson Potter, and 1 Click. Offer of help to dismantle the shed was suggested to PCC. A clear site and base can then be inspected. The shed will be a BPC asset on Church land. Action Clerk to check with insurance re contents and shed being on church property.</p>
8.	<p><b>Update on Quiet Lanes Wave 3 and signing of Report</b></p> <p>AC clarified the locations for signage for designated lanes and proposed small repeaters to remind drivers ahead of the bends - the reconsidered location of sign 5 beside The WhiteHouse garage wall and the telegraph pole which AC will discuss with residents was noted. The voluntary cost previously agreed is £50 per lane (£100 in total) to be paid after the signs have been put up later this year. AC brought official signs to the meeting x2 concerns were raised at the size of the larger sign. Highways will use existing poles where possible. Action AC/Clerk to contact Highways.</p>

9.	<p><b>To review actions and agree Minutes of previous meeting 17 May 2022</b></p> <ul style="list-style-type: none"> <li>- Village sign paint repairs -Action JM/Clerk to source professional help and obtain quotes</li> <li>- to note Internal Control Statement completed</li> <li>- Financial Risk Assessment updated regarding online payments</li> </ul> <p>Minutes agreed and signed</p>
10	<p><b>To agree future frequency of BPC meetings</b></p> <p>Discussion to reduce the amount of Boyton meetings suggesting the APM and ACM can be held on the same day. The legal requirement is x 3 PC meetings plus ACM Dates were agreed 8 November, 24 January, 21 March, ACM 9 May (meeting to be held within 14 days from election) incl APM, 22 August</p>
11	<p><b>Insurance Review</b></p> <p>x4 Marquees added to Asset List - totalling over £5001 - therefore next banding required and an extra charge of £40.97 to be paid. Action Clerk to request insurance implications with shed (BPC asset) on church land.</p>
12	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) To agree BPC are opted into the central procurement of external auditors and to note opt out option Agreed</li> <li>b) To note retirement of Trevor Brown and consideration to use SALC for internal audit</li> <li>c) To approve payments made and to be authorised since last meeting - as above</li> <li>d) To note any payments received since last meeting - none received</li> <li>e) To agree accounts and to note earmarked reserves remaining - agreed and available to view</li> </ul>
13	<p><b>Meetings and Consultations</b></p> <ul style="list-style-type: none"> <li>- To note BPC support of letter to EA to urge action to unblock the obstacle to the EA giving final approval and grant to the Alde and Ore Estuary flood defence project. BPC agreed to the response. Next meeting on 29 September AG will attend.</li> <li>- Melton, Woodbridge and Deben Peninsular Community Partnership request for BPC to consider core membership as of August 2022. The next meeting is on Thursday 22 September at 6 p.m. at Deben Room. RJ offered to attend. Action Clerk to contact Democratic Services, Matt Makin <a href="mailto:matt.makin@eastsuffolk.gov.uk">matt.makin@eastsuffolk.gov.uk</a>.</li> <li>- To note SCC has completed its review of the recommended lorry route map - the final version of the map can be viewed here: <a href="https://www.suffolk.gov.uk/roads-and-transport/lorry-management/lorry-route-plan-review-in-suffolk/">https://www.suffolk.gov.uk/roads-and-transport/lorry-management/lorry-route-plan-review-in-suffolk/</a> BPC responded to the survey citing issues relating to road safety and damage to the highway caused by HGV movements. Wider highway and planning considerations in the area. The feedback provided by Boyton Parish Council will be shared with relevant departments at the county council to inform future decision making, however, there is insufficient evidence to support changes to the recommended lorry route map as a result of the feedback.</li> </ul>
14	<p>Date of next meeting - Tuesday 8 November. Bonfire event proposed Saturday 5 November.</p>
<p>Minutes agreed</p> <p>Signed ..... (Chair) Date .....</p>	