

**MINUTES OF THE CAPEL ST MARY PARISH COUNCIL MEETING
MONDAY 12TH FEBRUARY 2024**

Meeting commenced 19:30hrs in the Library

PRESENT: Cllrs Bishop, Dimond, Gaughan, Hole, C. Holton, R. Holton, Matthews (Chair), Millar, O’Galligan, Ross, Weaver, C.Cllr Hall, D.Cllr Whyman, Julie Lawes (Clerk) and 4 members of public.

01.02.24 Apologies for absence (Chair)

Cllr Thomas – valid reason given

PROPOSAL: That the council approves the absence.

Proposed: Cllr Matthews **Seconded:** Cllr O’Galligan **PASSED**

02.02.24 Casual Vacancies (Chair)

None

03.02.24 Declarations of Interest and to consider Dispensation Requests (Clerk)

Cllr Matthews declared an interest in item 21.02.24 Finance: Office Computer.

04.02.24 To approve minutes of the Parish Council meeting 11th December 2023

PROPOSAL: That the minutes be signed as a true record of the meeting held.

Proposed: Cllr O’Galligan **Seconded:** Cllr Hole **PASSED**

05.02.24 Clerks Report

Babergh District Council are encouraging villages to take part in Spring Clean Suffolk Week which the Capel St Mary Parish Council will be hosting for volunteers on Saturday 23rd March 10am to 12noon.

Jim Sporle has advised the London Road bus shelter requires painting and that he is happy to do this. We will be advised of costs nearer the time of the work taking place.

06.02.24 Correspondence: received and noted (Clerk)

Babergh District Council has confirmed the tax base, and accepted the precept request at £106,537.56 to be received in two instalments in April and September.

This is an increase of 1.73% at £81.40 per Band D household per year.

A consultation is being undertaken for the Babergh Joint Local Validation List which was circulated to councillors last week for any comment.

The SALC Babergh Area Forum will be held 12th March which will be attended by Cllr Dimond, as our SALC representative.

The Chair has been contacted by the daughter of a resident who recently passed away requesting a memorial plaque in the village. The council recognised a need to have a policy in place to determine the criteria for memorial requests. This is to be approved at the March meeting.

07.02.24 Half Hour Open Forum – (Residents)

1) C.Cllr Hall reported – details attached.

2) D.Cllr Whyman reported – details attached.

3) Resident reported road markings for disabled parking spaces at the Co-op required refreshing. Resident also reported overgrown vegetation. It was advised the drains on the

road for the entrance to the new Persimmon site were protruding. Cllr O’Galligan advised there are road signs advising of this whilst work is undertaken.

08.02.24 Planning Applications (Cllr Hole)

SCC/0105/22B - Brockley Wood Land off A12 Belstead Suffolk IP8 3JS

Re-consultation - Extraction, processing and sale of sand and gravel, processing of inert waste materials with associated plant and related sales, access works, phased restoration using inert recovered materials and aftercare plan.

PROPOSAL: That the Parish Council has no further comment to make and remains with its recommendation for refusal.

Proposed: Cllr Hole

Seconded: Cllr Millar

PASSED

09.02.24 Planning: Correspondence (Chair)

Babergh has approved the following planning applications: 3 Little Grove – Tree works; 9 The Street – Erection of single storey side and rear extension; Site 9492 Land Northwest of A12 – prior approval of telecommunications; Sawyers, London Road – Erection of single storey rear extension; 71 The Street - retention of existing boundary fence.

(Enforcement have now closed their case); 8 Chapel Close – Erection of first floor front extension and porch.

Persimmon Homes continues to be in discussions with SCC PROW to agree the resurfacing / replacement of Butchers Lane.

10.02.24 Neighbourhood Plan (Cllr Hole)

Report circulated. The report from Places for People has now been received and notes multiple changes. Due to health restrictions, Cllr Hole advised he would require assistance in making the required amendments. Cllr Weaver asked if Ian Poole at Places for People may be able to complete this work. Cllr Hole advised he would contact them to obtain a quote.

11.02.24 Capel Community Trust (Cllr O’Galligan)

The Chair of the CCT Chris Whitley, circulated the January minutes to councillors. Cllr O’Galligan advised that he was not present at the January meeting but reported the Trust is proceeding with the establishment of a Trading Company to run the bar in accordance with recommendations by the Charity Commission and has now issued an eviction notice to the Community Association giving 3 months’ notice which expires on 30th April 2024.

Cllr Hole advised groups with outstanding bookings are concerned by the changes and suggested there has not been enough communication with them.

Cllr O’Galligan advised bookings would not be affected as these are done through the CCT.

Cllr Matthews advised the new Constitution is now with the Charity Commission.

Cllr Hole voiced his concerns reporting that the new Constitution removes democracy, giving the possibility for ‘clique’ groups and controlled committees with an invite only set up. Cllr Matthews advised there are now more seats with 8 initial charity trustees, which can be increased up to 15. Existing members are the only ones who can bring more members.

Cllr O’Galligan commented this did change the democratic process for electing Trustees. Prior to the change trustees were elected at an Annual General Meeting. In 2004, 400

residents attended the AGM giving them a chance to have their say when they were unhappy with the running of community facilities.

The Trust was not required to hold an Extraordinary General Meeting to change to a CIO, these changes were done by resolution of the existing members.

There are now three sections to the new organisation, the charity trustees, the members of the CIO and a Management Committee.

No action can be taken to address any concerns once the CIO is in place. There will be no AGM, and seats cannot be contested.

Cllr Ross advised there are rumours and discomfort in the changes.

12.02.24 Annual Parish Meeting (Chair)

PROPOSAL: That due to increased costs and poor attendance over recent years, moving forward the AGMs be joined to the April Parish Council meetings.

Proposed: Cllr Ross

Seconded: Cllr Weaver

PASSED

13.02.24 County Broadband (Chair)

Councillors agreed it would not be in the best interest of the council to meet with County Broadband. Cllrs Bishop and Hole reported that Longfield Road and part of Thorney Road has not yet been installed.

Proposed: Cllr O’Galligan

Seconded: Cllr Ross

PASSED

14.02.24 D-Day Celebrations (Cllr Dimond)

Cllr C. Holton offered to support Cllr Dimond in preparations.

Cllr Dimond advised contact is to be made with various village organisations including the Capel Ladies and WI. Griff Johns has agreed to do the proclamation at 08:00hrs. Queried if Cllr R. Holton could liaise with the Primary School to present the Poem for Schools at 11:00hrs, this could be done at their War Memorial on the grounds. The CCT / CCA could look to take part to commemorate the pubs, alongside the Allotments Association who could do something for ‘digging for victory’. A beacon is to be lit at 21:15hrs and the Orchard Players invited to sing White Cliffs of Dover. Reverend Sally Letman will be invited to present a tribute.

Fish and Chips is a big part of the celebrations due to fish not being rationed. It is thought the chip van could be invited along to the celebrations.

A Working Group is to be created consisting of Cllrs Dimond, C. Holton, Reverend Sally Letman and any other interested parties to progress further.

C.Cllr Hall left the meeting

15.02.24 Nature Reserve (Working Group)

Members of the Environmental Working Group have been working alongside D.Cllr Whyman and volunteers to look at the future of the Nature Reserve and what work can be done to improve the area.

BDC have proposed a lease agreement to be a minimum of 25 years. This has not yet been received so no action can be taken at this time.

Cllr Weaver reported that members of the working group attended a meeting at Bluebell Café and noted a lot of enthusiasm from residents. A work in is taking place Saturday 24th February 10am to 2pm at which volunteers are required. This is being managed by BDC as currently there is no agreement in place with the PC.

There are still concerns to be addressed before a lease agreement can be agreed. Any volunteer Group would need to be managed by a nominated working group / councillor, a Management Plan created, insurance, Risk Assessments, expenses etc.

PROPOSAL: To approve costs up to £200 for saplings tree guards and mammal defences (£872 in budget).

Proposed: Cllr Matthews

Seconded: Cllr C. Holton

PASSED

16.02.24 Appoint Internal Auditor for 2023/2024 (Chair)

PROPOSAL: To approve SALC as our auditor at a cost of £672 plus VAT.

This is an increase from previous years following an increase in our income / expenditure due to CIL grants and replacement of two play areas / car park.

An allocation of £500 was made within budget. An over-spend of £172.00 to be approved.

Proposed: Cllr O’Galligan

Seconded: Cllr Bishop

PASSED

17.02.24 Approve and adopt council documentation (Chair)

Amendments made to the procurement thresholds in the Financial Regulations and Standing Orders as instructed by NALC (National Association of Local Councils).

A proposal has been made in accordance with our Safeguarding Policy to have a designated officer. This person would require a DBS check at a cost to the council of £18.

PROPOSAL: To approve documents as recommended by the Policy and Standing Order Review Working Group and Cllr R. Holton to be the designated officer and complete a DBS check.

Proposed: Cllr Matthews

Seconded: Cllr Weaver

PASSED

List of documents detailed at the end of the minutes

18.02.24 Finance: Street Light – Playfield Road (Chair)

The CCT have requested to move a lamp post owned by the PC to allow for emergency access through Playfield Road. This will come at a cost of £583.14 which will be funded by the CCT. To upgrade this lamp to an LED will be an additional cost of £306.45.

Clerk to check if the upgrade was missed from initial works carried out.

PROPOSAL: That the council approves funding of the upgrade to LED at an additional cost of £306.45.

Proposed: Cllr O’Galligan

Seconded: Cllr Hole

PASSED

19.02.24 Finance: Bus Shelter – The Street (Chair)

To replace 3 panes with Mr Misty would come at an approximate cost of £695 incl VAT.

Chair recommended a further quote be obtained from Cloudy to Clear.

PROPOSAL: That a maximum expenditure of £700 be approved.

Proposed: Cllr Matthews

Seconded: Cllr Hole

PASSED

20.02.24 Finance: Land Thorney Road – Legal expenses (Chair)

SALC has in place an agreement with Birketts where councils can get a reduced rate for services. A quote has been requested.

PROPOSAL: That a figure of up to £1,000 be approved to cover costs involved in the transfer of land. This is to be funded from the budget line for Development / Consultancy Fees.

Proposed: Cllr O’Galligan

Seconded: Cllr Bishop

PASSED

21.02.24 Finance: Office Computer (Chair)

The desktop power supply has been damaged following an electrical fault in the office.

To repair the desktop would be approximately £250, although this has been recommended against by Smy IT. To reinstate the warranty would be £150, however the repairs may not be covered. To purchase a box would be in the region of £500.

It was agreed to continue with the laptop only until the budget line is replenished in April when this will be reviewed.

22.02.24 Finance: Bank Reconciliation and Current Budget (Chair)

Circulated and attached. Account balances as of 29th January 2024

Community Account £5,000.00

Business Account £154,669.48

CIL Account £206,033.00

23.02.24 Finance: Bills to be paid & Income received (Chair)

PROPOSAL: That the January and February invoices be approved, and income noted.

Proposed: Cllr O’Galligan

Seconded: Cllr Hole

PASSED

February 2024 Payments & Receipts

Date	Name	Description	Method	Sub-Total	Total	VAT
12/02/2024	Glasdon	Replacement Litter Bin	EP		£ 166.64	£ 27.77
	TGC	Playing field Grass Cutting	EP		£ 1,200.00	£ 200.00
	Danial Dawson	ADA Window Cleaning	EP		£ 20.00	
	Greg Ranson	Service boiler at village hall	EP		£ 90.00	£ 15.00
	Wave	Allotments - Water	EP		£ 28.20	
	Staff	Salary	EP		£ 1,356.51	
	HMRC	NI	EP	£ 157.09		
		TAX	EP	£ 90.80	£ 247.89	
	Staff	Salary	EP		£ 100.00	
	CCT	Support Grant	EP		£ 750.00	
	Darren Walsgrove	Office Rent	EP		£ 125.00	
	Nest	Staff Pension	DD		£ 109.50	
	Signs for You	Entrance signs for Allotments	EP		£ 659.69	£ 109.95
	Guardian Fire Safety	CCT - Call out - check fire extinguishers	EP		£ 36.00	£ 6.00
					£ 4,889.43	

Paid between meetings

Date	Name	Description	Method	Sub-Total	Total	VAT
02/02/2024	Anglia Accommodation	CCT - Works to drainage			£ 143.98	
08/02/2024	Windows Etc	CCT - New windows pavilion			£ 1,116.00	
					£ 1,259.98	

Income Received

Name	Description	Total
NONE		

January 2024 Payments & Receipts

Date	Name	Description	Method	Sub-Total	Total	VAT
15/12/2023	ICO	Subscription	DD		£ 35.00	
18/12/2023	Canon UK	Photocopier Hire	EP	£ 20.12		£ 3.35
18/12/2023	Canon UK	Photocopier Hire	EP	£ 121.67	£ 141.79	£ 20.28
18/12/2023	David Gulliver	Work to Parish Green & Repair dog bin	EP		£ 50.00	

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18/12/2023	GB Roadart	CCT - paint parking spaces	EP		£ 300.00	£ 60.00
18/12/2023	Daniel Dawson	Bus Shelter Cleaning	EP		£ 20.00	
27/12/2023	Anglian Interior Finishes	CCT - Work to pavilion	EP		£ 1,672.00	£ 278.66
27/12/2023	PAT Test Plugs	CCT - Village hall	EP		£ 116.40	£ 19.40
27/12/2023	Nelson Potter	Allotments - materials	EP		£ 72.20	£ 12.03
09/01/2024	Nelson Potter	Allotments - materials for polytunnel repairs	EP		£ 52.86	£ 8.81
09/01/2024	CCT	Hall Hire December 2023	EP		£ 51.50	
09/01/2024	Staff	Salary	EP		£ 1,356.51	
09/01/2024	HMRC	NI	EP	£ 157.09		
		TAX	EP	£ 90.80	£ 247.89	
09/01/2024	CCT	Support Grant	EP		£ 750.00	
09/01/2024	Darren Walsgrove	Office Rent	EP		£ 125.00	
09/01/2024	Nest	Staff Pension	DD		£ 109.50	
01/01/2024	Barclaycard	See below	EP		£ 2,135.00	
					£ 7,235.65	

Barclaycard

Date	Name	Description	Method	Sub-Total	Total	VAT
04/12/2023	Windows Etc Ltd	CCT - New doors			£ 1,860.00	
08/12/2023	Capel library	Controller Hire			£ 5.00	
					£ 1,865.00	

Income Received

Name	Description	Total
Football Foundation	Final grant for pavilion work	£ 4,975.00
Groundwork UK	Grant for Neighbourhood Plan	£ 2,048.00
		£ 7,023.00

24.02.24 Finance: Correspondence (Chair)

Remittance from Babergh District Council – Street cleansing grant £325.00

Barclays Bank statements 29th January 2024

Community Acct £5,000

Business Acct £154,669.48

CIL Acct £206,033.00

25.02.24 Questions to Chairman (Councillors)

1) Cllr O’Galligan noted that a CIL balance of £7,822.22 is to be spent or allocated by October 2024.

2) Cllr R. Holton recommended a survey be created to gauge up to date views of residents. To be added to the March agenda.

26.02.24 Date of next meeting

Monday 11th March 2024 in the library commencing 19:30hrs – all welcome

Meeting closed 20:48hrs

Documents Reviewed and approved

Capel St Mary Parish Council Standing Orders; Financial Standing Orders; Reserves Policy; Publication Scheme; Unreasonably Persistent and/or Vexatious Complainants Policy; Code of Practice for Handling Complaints; Disciplinary Policy; Grievance Policy; Training Policy; Safeguarding Policy; Communications Policy; Internal Control Statement; GDPR Policies.

END

Capel St Mary Parish Council
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