## BENTLEY PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING** held on Thursday 3 September 20206 commencing at 19:30 in the Bentley Village Hall

**PRESENT:** Cllrs M. Munday (Chair), M Whiteman (Vice Chair), M. Bamford, J. Wheals, B. Feltwell, K. Spicer, J, Campbell

Also in attendance: Cllr M. Rowland (District Councillor) L. Agnew (Clerk), Sarah Keys (Brantham Clerk), Colin Hawes (Tree Warden), members of the public.

**CM 09.26.01: OPENING**

The meeting was opened by the Chair who welcomed all present and introduced the new parish clerk. The Chair noted that the meeting was not being recorded.

**CM 09.26.02: DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

**i)** To receive declarations of disclosable pecuniary interests, non-registrable interests and other registerable interests as details in Appendix B of the LGA Model Code of Conduct: **none declared**

**ii)** To note the determination of requests for dispensations in accordance with the council's Standing Orders: **none declared**

**CM 09.26.03: APOLOGIES**

**i)** Council to receive apologies for absence- Apologies were received from Cllr Darius Laws (County Councillor), Cllr A. Horne and T. Hampstead (footpath warden). **The Council resolved to approve the apologies submitted, aif.**

**CM 09.26.04: MINUTES OF PREVIOUS MEETING**

i) To consider and approve minutes of extraordinary meeting held on Tuesday 28 July 2024-

Cllr Bamford proposed approval of the minutes, seconded by Cllr Spicer.

**CM 09.26.05: PUBLIC FORUM-TO INCLUDE DISTRICT & COUNTY COUNCILLOR REPORTS**

It was noted that Cllr Laws was not present, but he had emailed the clerk his report. The Chair advised that the item in his report on faded road markings was also relevant to Bentley, particularly leading to and from the level crossing in Station Road where the road is very narrow. Large HGVs use this section daily and road widths need to be clearly marked to prevent accidents.

The issue of HGV's using roads in Bentley to access quarries at either ends of our village was raised. Cllr Rowland advised the meeting to contact Chris Hudson and indicated that he would follow this issue up with him and cc in Highways. Cllr Rowland informed the meeting of a heating opportunity for residents with ageing gas and oil systems and said he would send a link for residents to use to make an application. He also mentioned the National Care strategy and said that an online survey was being conducted, and that a link would also be sent. The Chair thanked Cllr Rowland for the support he had provided on Bentley's Neighbourhood plan review funding bid with Babergh District Council.

**CM 09.26.06: PLANNING APPLICATIONS AND RELATED MATTERS**

i) DC/26/03354, Erection of a self-build dwelling Shrublands, Bergholt Road, Bentley (IP9 2DQ) (closing date for comment|: 28/08/2026 extension granted until 4 September 2026) Councillors considered this application and agreed to comment on the application and not to object.
**ACTION**: a response would be drafted by Cllr Munday and circulated to all Councillors for comment ahead of the extension deadline of 4 September 2026.
**Proposed by Cllr Whiteman and seconded by Cllr Munday, aif.**

ii) DC/26/03593 Treetops, Woodview Grove, Bentley (IP92FZ): Construction of garden shed, garden room and air conditioning unit: (closing date for comments: 11/09/2026)
The Councillors considered this planning application, and **recommended approval. Proposed by Cllr Munday and seconded by Cllr Whiteman, aif 3**

**CM 09.26.07: OTHER PLANNING MATTERS**

i) **To respond to Babergh's Joint Local Plan Scoping consultation**

Response has been sent. Cllr Munday explained the housing supply needs of Government meant an increase to 86% for the Babergh District Council, meaning pressure for additional housing across the district. Whilst there have been no large development planning applications submitted to date in Bentley, surveys are being carried out. She informed the meeting that information regarding the current housing position had been uploaded to the Bentley Parish Council website and would be updated when we have more information.

ii) **To discuss the Three Valleys Parish Council Alliance Indicative Housing Requirements Fee proposal**

Cllr Munday explained that the Three Valleys Neighbourhood Plans Alliance had received a fee proposal of £620 to consider an option for calculating an interim indicative housing requirement for neighbourhood plan areas in the 3 Valleys Alliance 'area and asked the council to approve BPC's contribution.

**Cllr Munday proposed that the BPC accept the Three Valleys Proposal and pay their fair share of the total, seconded by Cllr Spicer, aif**

iii) **To discuss the Neighbourhood Plan Review and revised fee proposal**

Cllr Munday gave background on the revised fee proposal received from Ian Poole (Places4People Planning Consultancy) proposing preparation of a Revised Neighbourhood Plan for BPC, including (1) Site Assessment, (2) Community Engagement, (3) Site Masterplanning, (4) a New Neighbourhood Plan and (5) a Strategic Environmental Assessment (SEA) and Habitats Regulation Assessment (HRA)

**Cllr Munday and Whiteman proposed that elements 1-4 above be accepted, using CIL monies, and the SEA and HRA be completed later if and when funds become available. aif**

**CM 09.26.08: BENTLEY CONSERVATION AREA**

i) **To update council on signage:** The council discussed that there is approximately £3000 available in the the Belstead Ganzoni Charitable Settlement fund to install a new road sign at the junction of Church Road and Bentley Hall Road on the grass triangle.

**Action**: Cllrs Munday and Spicer to look into this and get back to the council with costs.

ii) **To discuss conservation area trail**: Cllr Munday informed the meeting that Suffolk Highways Public Rights of Way team were able to produce leaflets on heritage walking trails in the area and contribute to some of the costs. A resident has also offered to contribute to the costs.

iii) **Official opening of information board**: Cllr Munday updated the council informing that the information board had been installed. Council agreed that the Ganzone Trust who funded the information board would be invited as well as local press, **aif.**

**Action:** Cllr Munday to speak to the church warden to discuss potential dates, look into printing a second copy of the information board or make prints as artwork.

**CM 09.26.10: REPORT BY EXCEPTION**

i) **Tree warden and footpath warden:** The tree warden gave an update on the community orchard, noting that 2 trees had died due to the dry weather conditions. The tree warden also informed the meeting that he planned to apply for funding from the National Landscape Team, to replace the dead trees. There was nothing to report regarding the footpaths.

ii) **Bentley Barn**:The Council had written to English Heritage in March about the dilapidated barn but had heard nothing back. Cllr Munday undertook to follow this up with National and Babergh Heritage. Cllr Bamford undertook to write a letter to the chief planning officer and would report back to the council.

iii) **Speedwatch co-ordinator:** The council was informed that the Speedwatch Co-ordinator had resigned and was in the process of returning the equipment to the police.

**CM 09.26.11 OTHER MATTERS**

i) The meeting was informed that Cllr Jones had resigned with immediate effect due to outside commitments.

**Cllr Spicer proposed acceptance of the resignation seconded by Cllr Wheals, aif.**

**Action**: Parish clerk to write to Babergh to advertise vacancy

ii) **Discuss traffic diverting through the village**: the weight restriction sign was noted as well as the sign up on the A12 using Bentley as a diversion.

**Action:** Cllr Munday and Cllr Bamford were asked to write to Highways to ask about the diversion

iii) Monitoring of HGV traffic through the village: to remain on the agenda

**CM 09.26.11 FINANCIAL**

i) **To appoint the Responsible Financial Officer (RFO): Cllr Munday proposed to appoint Ms Agnew the Parish Clerk as the RFO, seconded by Cllr Whiteman, aif.**

ii) **To discuss insurance policy renewal:** the clerk informed the meeting that the annual insurance premium had increased from £698.42 to £754.06. This included the addition of the Conservation Board, valued at £1700 +VAT. Cllr Whiteman asked about a price lock and whether this could be investigated. Acceptance of a 3-year price lock and renewal of the insurance. **Proposed by Cllr Spicer and seconded by Cllr Feltwell, aif.**

iii) **To approve the external audit:** The parish clerk informed the meeting that the final external audit report had not yet been finalised, but it would be distributed as soon as it had been received and would be added to the October agenda

iv) **To approve quarterly accounts:** this was matter was deferred to the October meeting. Cllr Whiteman informed the meeting that he would be working with the clerk to work on the accounts.

v) **To approve transfer of funds from Instant Access Savings Account to main business account:** Ms Keys (Brantham Parish Clerk) suggested that the BPC review its Reserves Policy, to ensure that the BPC has at least 3 months total payments in its reserve account and to delegate at least 2 councillors to approve any transfers from the savings account to the business account at any given time. **Cllr Whiteman proposed that the Reserves Policy be reviewed to include this recommendation, seconded by Cllr Wheals, aif**.

vi) **To ratify payments:** Ms Keys informed the meeting that salaries did not need to be approved as they were subject to contractual arrangements. The council approved payments as per payment schedule provided by the clerk.

**CM 09.26.12 POLICIES AND RELATED MATTERS**

i) Cllr Whiteman proposed that the Social Media Policy is updated in line with SALC advice and to be put on the agenda for next month.

ii) Promotion of Councillors on website: there was nothing to report.

iii) Update on accessibility audit: Cllr Whiteman informed the meeting that an open source tool had been used to update the accessibility statement which is now compliant.

iv) Cllr Whiteman informed Councillors he would be in touch with all Councillors individually to set up gov.uk email addresses which was a requirement of the internal audit.

**CM 09.26.24: OTHER MATTERS**

i) **Purchase of chaplet for Remembrance Sunday:** Cllr Wheals informed the meeting that the chaplet cost £100 and he was happy to arrange it: **Proposed by Cllr Wheals, seconded by Cllr Bamford, aif. Action**: clerk to contact Highways to arrange for the road closure.

ii) Discuss rotten bench opposite Village Hall: Cllr Feltwell agreed to chase up the replacement of the bench

iii) PFS: Fireworks: this was discussed in the PFS meeting and it was agreed that the fireworks would be postponed until next year to allow for better planning.

**CM 09.26.14: CORRESPONDENCE**

The Clerk advised that she would report on correspondence during the October council meeting.

**CM 09.26.15: Exchange of information:**

The meeting was informed that the gate post on the entrance from Capel Road was falling over. Cllr Spicer informed the meeting that the Committee of The Case Pub had agreed to donate a new post to the BPC. The

council gratefully accepted the donation, and Cllr Spicer informed the meeting that she would go ahead with this.

Cllr Munday mentioned a resident had suggested a possible solution for a safer walking route into the village for residents living in houses at the level crossing. It was agreed that the resident send details of the scheme so that it could be considered at the November meeting.

**CM 09.26.16: to authorise payments:** The clerk provided a list of payments to be authorised: **Proposed by Cllr Munday and seconded by Cllr Spicer, aif.**

Council confirmed the date of the next meeting as **1 October 2026 at 19:30** at the Bentley Village Hall. Meeting closed at 21:30

**Signed:_____** **Date:_____**