

BENTLEY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON AT BENTLEY VILLAGE HALL ON -THURSDAY 4 JUNE 2026 AT 7.30 PM

Present

Cllr M Munday - Chairman	Mrs J Scott - Clerk	Cllr M Whiteman	Cllr K Spicer
Cllr M Bamford	Cllr J Campbell	Cllr J Wheals	Cllr A Horne

Also in attendance Tree Warden, District Councillor M Rowland & 4 members of the public

Cllr Munday welcomed everyone to the meeting and thanked them for coming. The Clerk received no notification of anyone planning to film or record this meeting.

1. **To record apologies for absence**, Cllr B Feltwell Cllr D Jones Footpath Warden, County Councillor Darius Laws and Speedwatch Co-Ordinator. It was proposed that apologies be accepted.

Proposed Cllr M Bamford Seconded Cllr K Spicer All in favour CU

2. **To receive Declaration of Interest relating to Agenda items:** - None received.

3. **Dispensations – to consider written requests for dispensation of disclosable pecuniary interest in matters relating to Agenda items** – None received

4. **To approve Minutes of the Annual Parish Council Meeting held on Thursday 14 May 2026-**
. Item 21 – arranged was changed to proposed - the minutes were then approved as a true record and were duly signed.

Proposed Cllr K Spicer Seconded Cllr M Whiteman All in favour CU

5. **Matters arising from the Minutes – Page 1335 – Public Session** – The Spinney adjacent to West Mill Green will be discussed at the next Playing Field Society Meeting. - **Page 1336 Item 14** – Clubs have been informed of their grants which will be paid following this meeting. Clerk entered CEVC Primary School into Competition re Story Chair – St Edmunds Primary School – Hoxne were the lucky winners – Babergh were happy with our CIL Report – Councillor Whiteman has been booked on a Councillor Training & Cllrs Munday & Whiteman have been booked on to Finance for Councillors Course. Brantham Athletic are happy to meet on the field re keys need to let them know time to make sure Adrian Fisher will be there. Insurers were contacted re Car at Case they need more information. Rest covered by agenda items

Public Session

District Councillor M Rowland – Briefing Notes for Town & Parish Councils had been received and circulated to Councillors - **APPENDIX 1** in the minute book and on the website. He told the meeting that due to the elections everything was on hold as the new Council didn't take control until 21 May. He spoke about LGR -SCC have launched a new website – the new Council is challenging the Government over LGR – they have to respond by 12 June. SCC are paying the legal fees – there should have been a third option – Join – or leave it as it is. He asked if everyone had received their new waste collection bins – he was told by residents that blue bins and waste had not been collected on Wednesday 3 June on Station Road and they had not received any bags to go in the waste bins – he told the residents that he would investigate. The new Leader at Babergh District Council is Deborah Saws. Nothing is changing, processes are the same and there is a breach of £7.7 million in the finances.

County Councillor Darius Laws – had sent his report which has been circulated to Councillors **Appendix 2** in the minute book and on the website.

- 7 a). **Planning Applications –** To note decisions of Planning Authority on previous applications – None received.
- b) **To give comments on any new applications in hand & discuss appeals –**

DC/26/02258	The Old Pump House, Hazel Shrub.	Application under Section 73 of the Town & Country Planning Act 1990- Variation of Condition 2 (Approved plans & documents) of Planning Permission DC/21/05139 dated 19/7/22 – For alterations to layout to enlarge Bike shed to facilitate plant room for heating system, alteration to en-suite location and external material alterations.
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RECOMMEND APPROVAL

Proposed Cllr M Bamford Seconded Cllr M Munday All in favour CU

- c) **Brockley Wood – Information re Community Liaison Group –** Cllr Bamford reported that the next meeting of the Group is on 17 June – the County Council Representative is still to be determined – he has been in touch with Andy Rutter who is on the case. Cllr Bamford will attend the meeting on the 17th.
- 8.a) **Bentley Conservation Area – Signage –** Cllr Munday – told the meeting there had been no time to do anything about this.
- b) **Conservation Area Trail & Information boards –** The Information Board is progressing well – a draft of the artist’s work is on the table – there is still time to make any changes. We have paid for the board and it will be going up in the shelter next to the Church.
- c) **Heritage Trails –** Still in contact with SCC Public Rights of Way Team who are going to produce leaflets re the walking trails.
9. **Report by Exception – Tree Warden/Footpath Warden/Bentley Barn /Speedwatch –**
Footpath Warden- Nothing to report. **Tree warden –** There are a couple of trees that you have to duck under in Cut Throat Lane. He has been to the Community Orchard – some of the tree guards have been removed – they need to be replaced because of rabbits etc – he thought there were some in the container. He was asked to look at the trees in the Spinney adjacent to West Mill Green before the next Playing Field Society Meeting. He ended his report by saying he hadn’t had time to measure any trees. **Bentley Long Barn –** Nothing to report. Cllr Wheals told the meeting that a resident had reported to him that he had been attacked by a stag beetle. **Speedwatch.** - Two sessions have been held both at the Village Hall. One had to end early due to the weather. Three vehicles were reported. The highest speed was 38mph.- ANPR stats are awaited.
10. **To approve Audited End of Year Accounts for Smaller Authorities – 2025/2026-** The Clerk stated that she and Cllrs Munday & Whiteman had a remote meeting to go through the accounts before they were taken to the Internal Auditor. Cllrs had been sent copies of the Accounts which need to be approved and sent to P K Littlejohn before 30 June. The Notice of Public Rights will be put on the notice boards and website on 7 June 2025

Proposed Cllr M Bamford Seconded Cllr K Spicer All in favour CU

- i) **To approve the Annual Governance Statement 2025/26 – (Section 1) – Page 4 of the AGAR. -** to be signed by Chairman & Clerk and Minute references added - It was proposed that the Annual Governance Statement 2025/26 be accepted.

Proposed Cllr M Bamford Seconded Cllr M Munday All in favour CU

- ii) **To approve Audited end of year accounts for Smaller Authorities Accounting statements 2025/26 Section 2. – Page 5 –** **Receipts for the End of Year 2025/26 amounted to £61,317.40** this

figure includes precept, VAT repayment. Donations from residents, Payment from Babergh re Copse, Grant from Ganzoni Trust & Brantham Athletic. **Total Payments over the 12 months were £58,888.73** – which includes general admin, VAT, grants, grass cutting, Solar Farm appeal & Conservation invoices and fencing. **Current Account Balance at 29 March** £13,276.32 - Playing Field Account £4,993.76 - Parish Council Savings £10,104.50 - & PC CIL Account £100.02. The Clerk was asked how these figures related with the AGAR – she went through the breakdown of the above figures and it was proposed that the audited end of year accounts be accepted. The Clerk also told the Council that they should consider putting up next year's precept by £2K – costs were rising – a great deal of cash had gone through the account this last two years which had resulted in increased costs re external audit – grass cutting was also a big outlay now that the Council is responsible for the school field and Copse.

Proposed Cllr M Whiteman Seconded Cllr J Campbell All in favour CU

Cllr Munday thought we should consider putting the Parish Council Savings into a higher interest account.

The Clerk was asked about the HMRC Employer payments. She told the meeting that she had telephoned and written to HMRC but was still receiving letters. SALC were going to look into the account to try and finalise.

11. **To discuss Internal Audit Report – Page 5 – Item 1** – Record in the minutes Income received. – **Page 11 item 17** website copy of Financial Regs has been updated to 12 July 2018. It was suggested that the review dates be at the bottom of the report - **Page 13 item 22** Recommends that Council increases its Fidelity Cover – Insurers were told last year of Auditor's comment – **Page 14 item 25** – IT Policy was adopted at the Annual Parish Council Meeting 14 May - **item 26** – Model Publication Scheme is being discussed at this meeting – **item 27** Recommends we should implement an annual review process for our website accessibility statement **Page 19 – item 33** - The Council should formally adopt its Code of Conduct at least once each council term – Agenda item July meeting – **Item 36** All Councillors should have an official .org.uk address - this will be implemented. It was proposed that the recommendations in the Audit Report be accepted and implemented within the next two months.

Proposed Cllr M Munday Seconded Cllr K Spicer All in favour CU

Action: Code of Conduct – Agenda item
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12. **To discuss change of Bank Signatories** - It was proposed that Councillor Whiteman should become a signatory on the bank account.

Proposed Cllr M Munday Seconded Cllr M Bamford All in favour CU

Action: New signatory to be set up with Lloyds

13. **To discuss grant – Bentley CEVC Primary School** - Following a short discussion it was proposed that a grant of £117.50 be awarded to CEVC Primary School for the purchase of new bins to manage their waste properly.

Proposed Cllr K Spicer Seconded Cllr J Wheals All in favour CU

14. **To discuss & adopt Model Publication Scheme – Freedom of Information Act** - Following a short discussion it was proposed to adopt the Scheme and put on the website.

Proposed Cllr M Munday Seconded Cllr M Whiteman All in favour CU

15. **To discuss documenting the Purpose, Objectives & Responsibilities of the Parish Council** - **Cllr** Whiteman thought it would be useful to put something on the website re the basic purpose of the PC, how we raise our money, who we are, what we do – Community Representation, Planning & Development, Community Well-being, Local Service & Assets, Environment & Sustainability, How we operate and Our Areas of Focus. It was agreed this would be a good thing to do

Councillors could have a photograph and their .gov e-mail address so they would be approachable – This will also help the new Clerk to get to know everyone - Agenda item

Action: Agenda item Discuss promoting Councillors on the website
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16. **Traffic Diverting through the Village** – Cllr Munday told the meeting she had written to our new County Councillor and also the Cabinet Member for Transport & Highways - Cllr Christopher Hudson re HGV's coming through the village and as a result she and Cllr Campbell have a meeting with him on Monday and will report back.
17. **Monitoring HGV Traffic through the Village** – Cllr Horne told the meeting that Cliff Daldy and Cllr Campbell have got involved in monitoring traffic. Cllr Horne will co-ordinate stats etc. We need to know where we should be – how to do it – what time to do it etc. It can be done individually. Cllr Wheals told the meeting that Collins are ready to accept anything we want - he was asked for a contact e-mail – other lorries get aggregate from Collins and are going through the village. A sign is needed – QUARRY TRAFFIC NO LEFT TURN INTO BENTLEY VILLAGE. A meeting needs to be arranged with Billy Richmond.
18. **Siting of Weight Restriction Signs – Church Road -** The Clerk told the meeting that 7.5T weight limit -SCC Highways are awaiting a Construction Date -Legal order has been signed off They will let us know as soon as they have a date.
19. **Horse & Rider Accident – Capel Road – The** Clerk told the meeting that the Scheme has been raised to install Horse warning signs and they should be in place by end of July. Cllr Campbell reported another near miss with horses on Bergholt Road a van with a noisy trailer overtook and one rider had to dismount. Most riders now have GoPro's so hopefully would have reported the incident.
20. **3 Valleys Parish Council Alliance Group -** No update received from them or meeting notes. They met with Robert Hobbs re housing allocations distributed to this Group – waiting for assessment of sites that have been submitted to Babergh.
21. **Neighbourhood Plan Review-Update** - Cllr Munday told the meeting we are holding back until we hear from Babergh in January 2027 as to what sites allocations they are consulting on before drafting their Joint Local Plan. We have already commented directly to them on the 3,000 homes this side of the A12 in Capel and the impact it could have on our Village in terms of increased traffic.
22. **The Copse – Update** – Cllr Spicer told the meeting that Cllr Feltwell had been in touch with Otley College to talk to students. Tree Warden told the meeting that new residents who had moved into the Link had agreed to cut the grass in the Copse.
23. **Playing Field Society – Car Rally -** The Clerk had contacted Insurers who had come back to her asking for more information. **Brantham Athletic** – Will meet with keys and will be reminded to lock the gate properly.
Cllr Spicer told the meeting that the right-hand gate post needs replacing. A company is coming to give the pub a quote for their gate and will ask them to quote.

Action: Remind Brantham Athletic re locking gate. Liaise re Car Rally

24. **To receive Correspondence** – The Clerk drew Councillors' attention to the following E-mails: 3 x Suffolk County Council Update Horse warning signs/Problem Report overhanging Trees not currently considered enough to meet safety intervention/7.5T weight limit Legal order has been signed off. 1 x Julie Lawes Internal Audit Review 3 x residents – Parking cars in Silver Leys & Video of altercation re parking in Case Lane 1 x Brantham Athletic – Keys for Units 2 x Babergh confirmation of CIL return – all okay/Bramford & Twinstead Community Fund - 4 x SALC AGM 9 July 2026/Story Telling Chair/Code of Conduct Fact Sheet Series - Dispensations.

25. **Exchange of information by Councillors and matters for consideration at future Meetings**
 – **Cllr Spicer** – The pub has been informed by Babergh District Council that they don't need planning permission for a gate from the car park into the field. Cllr Spicer reported that Cllr Feltwell (who wasn't present), thought a single pedestrian gate should also be incorporated. Gate will only be opened when we would use Capel Road access. After some discussion it was agreed that the placing of the gate needed some consideration – Agenda item at the Playing Field Society meeting. – **Cllr Munday** – The Conservation Board is going to be put in the shelter next to the Church – however this shelter has a plaque in memory of Tosca – the only place we can put the board is over the plaque. She wanted to know if the PC would consider getting a small replica of the plaque made by the same company at a cost of £130 - the Church Warden has been in touch with the family who are okay with this arrangement. Councillors were happy for this to go ahead – Agenda item next meeting to ratify the decision.

Action: Agenda items – Gate – Pub Car Park – Ratify decision re plaque

26. **To Authorise Payments-** The following payments were authorised en bloc

Fitzpatrick Woolmer	Conservation Panel – To be ratified	£2,040.00
Julie Lawes	Internal Audit	£300.00
Bentley Bluebells WI	Donation	£200.00
Friends of Capel Library	Donation	£200.00
Tuesday Club	Donation	£200.00
Bentley Outdoor Bowls	Donation	£200.00
Bentley Carpet Bowls	Donation	£200.00
P Baldwin	Grass Cut Closed Churchyard	£150.00
HMRC/PAYE	Clerks Tax	£48.40
Mrs J Scott	Clerks Salary/Expenses - June	£689.73

Proposed Cllr K Spicer Seconded Cllr J Campbell All in favour

27. **To confirm date of next scheduled meeting** – Parish Meeting – Thursday 2 July 2026 7.30 pm – Preceded by Playing Field Society Meeting 7.00 pm.

There being no further business the meeting closed at 9.15pm.

CHAIRMAN:

DATE: