

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL
ON MONDAY 17TH JULY 2023 COMMENCING AT 7.30PM

Item	<p>Councillor Maggie Dunn chaired the Council meeting along with Councillors Peter Fisk, Matthew Parker, Andy Baker, David Clarke and Gwyn James. No members of the public were present.</p> <p>1. <u>Chairman’s welcome, reminder about the filming of meetings and to receive apologies for absence</u> Councillor Maggie Dunn welcomed everyone to the meeting and reminded everyone present that the meeting may be recorded. There were no apologies.</p> <p>2. <u>To receive members declarations of interest</u> There were no declarations of interest or requests for dispensation.</p> <p>3. <u>Open public session</u> No members of the public were present.</p> <p>4. <u>To receive a report from County Councillor Rebecca Hopfensperger</u> Councillor Rebecca Hopfensperger reported that The Street and Mill Road section of footpath are included in the community investment fund for skirting back. There will be a contribution towards the cost of clearing the ditch in Mill Road from the locality budget. The splays at Livermere Road junction will be cut again soon to ensure visibility. Highways are waiting for written confirmation from the Long estate to cut back the vegetation in September so work can start on the bus shelter in Livermere Road. Highways will inspect East Barton Road again with regards to potholes. There will be an additional £3000 from the Highways locality fund available between all parishes to fund replacing and repairing old signage aswell as stickers to be used where appropriate. Great Barton Parish Council to advise what is required.</p> <p>5. <u>To receive a report from District Councillor Sarah Broughton</u> Councillor Sarah Broughton reported that funding for the Coronation benches is agreed, split between the Parish Council, Councillor Rebecca Hopfensperger and herself. She confirmed that the tree’s at the The Hub had died and that will be looked at in the autumn. She has raised concerns about the lack of coin operated parking payment machines and will be progressing. There are no further updates on the Triangle development, a meeting is scheduled for 18th July 2023. The development control committee will be meeting to discuss the planning application for the Animal Feed lot on 2nd August. Councillor Maggie Dunn would like to attend.</p> <p>6. <u>Update on The Triangle Development</u> There were no updates on the Triangle Development.</p> <p>7. <u>To sign the minutes of the council meeting on Monday 19th June 2023 to stand as an accurate record of the meeting</u> Councillor Gwyn James proposed acceptance of the minutes of the Council meeting on Monday 19th June 2023 to stand as an accurate record of the meeting. Seconded Councillor Peter Fisk, unanimous decision from those present at the meeting. The minutes were then signed as a true record.</p> <p>8. <u>To sign the planning meeting minutes of 10th July 2023 to stand as an accurate record of the meeting and consider the completed planning applications from West Suffolk Council</u> Councillor David Clarke proposed acceptance of the minutes of the planning meeting on Monday 10th July 2023 to stand as an accurate record of the meeting. Seconded Councillor Matthew Parker, unanimous decision from those present at the meeting. The minutes were then signed as a true record.</p> <p><u>Completed and approved planning applications for June/July 2023 by West Suffolk Council:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">6 Bunbury Avenue, Great Barton, Suffolk, IP31 2SZ</td> <td style="width: 25%; text-align: center;">DC/23/0499/HH</td> <td style="width: 40%;">Size reduction in proposed dormers.</td> <td style="width: 10%; text-align: center;">Application approved</td> </tr> </table>	6 Bunbury Avenue, Great Barton, Suffolk, IP31 2SZ	DC/23/0499/HH	Size reduction in proposed dormers.	Application approved	<p>MD AJ</p> <p>MD</p>
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Land Adjacent To Howerdly Farmhouse Livermere Road Great Barton	DC/23/0387/OUT	a. one dwelling b. garage c. vehicular access	Application refused
Oakley Thurston Road Great Barton IP31 2PW	DC/23/0672/HH	detached garage	Application refused

9.

FINANCE:

a) Payment of Accounts and outstanding invoices

Approval of Payments schedule Resolved. The Council resolve to pay the following accounts except invoice 39 Vertas £807.14. The Council are awaiting a refund for the overpayment of grass cutting in 2022 before making the payments for Q4 2022 and Q1 2023. Proposed Councillor Gwyn James, seconded Councillor Matthew Parker, unanimous decision.

Internet banking. Transactions entered by: Locum Financial Officer and Clerk, verified by: Councillor David Clarke, verified and released by: Councillor Maggie Dunn.

Invoice No.	Payee	Details	Total	Reclaimable Vat	Power to pay*
33	Propel Finance	Clerk's telephone	£ 8.40	£ 1.40	3
34	O2	Clerk's telephone contract	£ 13.20	£2.20	3
35	Propel Finance	Clerk's telephone	£ 8.40		3
36	Gt Barton Thanksgiving Fund	Hall hire June	£ 25.00		3
37	O2	Clerk's mobile provider	£ 20.46	£ 3.41	3
38	SALC	Internal Audit	£ 313.20	£ 52.20	3
39	Vertas	Grass cutting village hall playing field	£807.14	£134.52	5
40	Unity Trust	Current account charge	£18	£0	3
41	A Jackson	Clerk's salary July	£517.87	£0	1
42	A Jackson	Salary - August	£517.87	£ 0	1
43	A Jackson	Reclaim expenses	£474.78	£ 67.21	3
44	Linda Harley	Locum Clerk invoice	£810.00		3
45	Viking Direct	Clerks' stationary	£38.41	£ 6.40	3
46	Gipping Press	Summer newsletter	£595.00	£0	7

***Power to pay:**

1.	Local Government Act 1972 S.112
2.	Local Government Act 1972 s.137
3.	Local Government Act 1972 S.111
4.	Small Holdings and Allotments Act 1908 ss.23,25
5.	Public Health Act 1875 s.164
6.	Public Health Act 1980 ss.43, 50
7.	Local Government Act 1972 S.142
8.	Litter Act 1983 ss. 5,6
9.	Local Government Act 1975 s.144 – Contribute to organisations encouraging people to visit the area.

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- b) The Financial report from the Locum Responsible Financial Officer including details of reserve budgets and spending against them, checking of monthly bank reconciliations for June and July and any items arising from risk assessments had been circulated, including bank balances as @ 30/06/23. There were no items arising from the report and no questions.

Bank balances at 30/6/23

Unity trust Current Account	£43,741.39
Unity Trust Savings Account	£65,689.87
Total balances	£109,431.26
Credits – newsletter advertising	£138.50
Other Credits received	£0
Payments made under S137*	None

RESERVES	BALANCE '£'	NET AMOUNT SPENT YTD '£'
Small Projects	£11084 Total earmarks £5270	£2650
Coronation	£747 Earmarks: Bench cost to be shared RH & SB	£952
Legal	£11,500 Earmarks: Advice triangle development £2000	£0
Youth Project	£938	
General	£10,563	
Allotments	£0	£60
Asset maintenance	£ 11,674	
Asset acquisition	£11,110 Earmarked £3100	£730
Icepits Wood	£13,682 Earmarked £1479	
S106 Funds	£14,676	
Total reserves	£85,974	£4392

- c) The Council reviewed and were happy with the monthly work carried out by the Locum Financial Officer.
- d) Councillor Maggie Dunn will resubmit grant applications to both Havebury Housing Partnership and Flagship Homes for playground equipment. The review of the playground equipment budget will take place at Septembers meeting.
- e) Councillor Gwyn James will have quotes for the 5 sets of gates for Septembers Meeting.
- f) Councillor Maggie Dunn proposed that the refund for the office allowance paid to the previous Clerk (claimed in September 22 to March 2023) be written off as any legal action will not be cost effective. Seconded Councillor David Clarke, unanimous decision from those present at the meeting.

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	<p>g) The Council agreed to offer the same 3 residents of Conyers Green £70 each to cover their fuel or garden waste bin expenses to continue to cut the grass in Conyers Green for another year. (From February 2023 to February 2024). Councillor David Clarke proposed, Seconded Councillor Maggie Dunn, unanimous decision from those present at the meeting.</p> <p>h) The Locum Clerk has agreement from Vertas that the situation will be resolved, she is waiting on the funds to be refunded to the Parish Council Bank account.</p> <p>i) The Council considered and agreed to pay the additional hours worked by the Locum Clerk in June and July 2023. Proposed Councillor Maggie Dunn, Seconded Councillor Gwyn James, unanimous decision from those present at the meeting.</p>	<p>AJ</p> <p>LH</p>
<p>10</p>	<p><u>Policy and Procedural Review:</u> The Council agreed to review the procedural items carried forward from Mays AGM over the next few months ready for approval at November's 2023 meeting.</p> <p>a) A full review of the asset register</p> <p>b) The full review of insurance cover and comparison against the asset register to confirm Council are adequately insured will be ready for September's meeting.</p> <p>c) A full review of Council's policies (including GDPR)</p> <p>d) Review of risk assessment documents</p> <p>e) Review of the Terms of Reference of the internal auditor</p> <p>f) Review of the website accessibility statement</p> <p>g) Update and adopt the Playground Accident Policy – Councillor Davide Clarke will be the nominated Councillor to complete any accident report if the Clerk is away</p> <p>h) Consider, approve and sign the Dignity at Work policy to confirm acceptance</p>	<p>MD</p> <p>AJ</p> <p>All</p> <p>DC</p>
<p>11.</p>	<p><u>Progress on outstanding comments from the Internal Audit report:</u></p> <p>a) Councillor Gwyn James proposed that the circulated business case study for the employment of interim staff be agreed, Seconded by Councillor Maggie Dunn, unanimous decision from those present at the meeting</p> <p>b) The Council agreed to adopt the Suffolk Code of Conduct and publish it on the Parish website. The Clerk will publish.</p> <p>c) The Council agreed that the Clerk will add a link onto the Parish website to the Councillors' Interests forms held on West Suffolk Council website.</p> <p>d) The Council agreed that all links to documents on the Parish website should be checked to ensure they are working.</p> <p>e) The Council considered costings to provide each Councillor, the Chair and the Clerk a .gov.uk email address. It was agreed to have these hosted by Freethought at a cost of £260 a year for 7 email addresses with a total of 50GB storage. Councillor Maggie Dunn proposed, Seconded by Councillor Gwyn James, unanimous decision from those present at the meeting.</p> <p>f) The Council reviewed and adopted the temporary Internal Control Document to reflect the roles currently being undertaken by the Clerk and Locum RFO and agreed to publish on the Parish website.</p>	<p>AJ</p> <p>AJ</p> <p>MD</p> <p>AJ</p> <p>AJ</p> <p>AJ</p>
<p>12.</p>	<p><u>Non financial items carried over from previous meeting:</u></p> <p>a) No updates on the cul-de-sac footpath on Green Lane.</p> <p>b) Councillor Gwyn James will ask if there are any residents who would like to manage the book exchange.</p> <p>c) Councillor Gwyn James will clear the wooden bus shelter guttering.</p> <p>d) The Council reviewed the circulated survey reports relating to Iceptits Woods, Congyers Green land, Travellers Rest and the 2 triangle Islands in Church Lane. They agreed to obtain costs based on the recommendations of Hayden's Arboricultural Consultants. The Clerk will obtain quotes from 3 different contractors.</p> <p>e) Councillor Maggie Dunn attended a meeting with Havebury Housing Partnership on 14th July 2023. A general walk around was conducted. A discussion followed about the traffic issues as raised by residents over the last few months. It was agreed that data collected by the Vehicle activated signs would be sent to Havebury with a suggestion that they should send a survey to the residents requesting their feedback.</p>	<p>GJ</p> <p>GJ</p> <p>AJ</p> <p>AJ</p>

	<p>f) Earlier in the meeting Councillor Rebecca Hopfensperger reported that she will have some funds to pay towards the Mill Road ditch clearance. Councillor Maggie Dunn will liaise to progress.</p> <p>g) The Triangle Development information folder on the Parish website will be discussed at September's meeting.</p> <p>13. <u>Allotments Tenancy Agreement:</u> Councillor David Clarke proposed acceptance of the revised Allotments Tenancy Agreement between Great Barton Parish Council and The Allotments Association which was amended to include a clause to ensure Great Barton residents are given priority when a plot becomes available except where a waiting list exists and a person has been waiting for 6 months, Seconded by Councillor Matthew Parker, unanimous decision by those present.</p> <p>14. <u>Chairmans and Councillors Reports:</u> Letters will be sent to a property in The Street as rubbish bins are permanently left on the pavement and one in School Road where hedges need cutting back both causing people to walk in the road to avoid. The pavement at Burtuna Close is very overgrown and needs cutting back. Councillor Maggie Dunn will report.</p> <p>15. <u>Correspondence not covered elsewhere on the agenda:</u> A resident reported a large tree branch falling during the night in the recent very windy weather, a tree surgeon was called by the owner and remedial work is to be carried out. No Further action required.</p> <p>16. <u>Items to be carried forward to next meeting:</u> As detailed above</p> <p>17. <u>Closing public session:</u> No public were present.</p> <p>18. Date of next meeting – Monday 18th September 2023 at 7.30pm in the Community Room.</p> <p>There being no further business the meeting finished at 9.50pm.</p> <p>..... Sign and Date</p> <p>..... Print name</p> <p>CHAIRMAN</p> <p>Signed as confirmation that they are a true record.</p>	<p>MD</p> <p>AJ</p> <p>AJ</p> <p>MD</p>
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