

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL
ON MONDAY 19TH JUNE 2023 COMMENCING AT 7.30PM

Item	<p>Councillor Maggie Dunn chaired the Council meeting along with Councillors Peter Fisk, Matthew Parker, Andy Baker and Gwyn James. 1 member of the public was 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. Apologies were received and accepted from Councillor David Clarke.</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> Councillor Andy Baker advised of potential building of 2 houses on land at Knutsford on A143.</p> <p>4. <u>To receive a report from County Councillor Rebecca Hopfensperger</u> Councillor Rebecca Hopfensperger reported and will progress the following items; a request from a resident in Brand Road to look at ways to reduce speeding, Councillor Gwyn James will liaise, the bus shelter in Livermere Rd and the cutting of the grass verges and skirting back.</p> <p>5. <u>To receive a report from District Councillor Sarah Broughton</u> District Councillor Sarah Broughton did not attend the meeting.</p> <p>6. <u>Update on The Triangle Development</u> After the meeting on 25th May between the Triangle Taskforce, its consultants and the Development Brief team of Suffolk County Council (SCC), West Suffolk Council (WSC) and its agent Montagu Evans on the Viability Assessment (VA) the documents presented at that meeting were forwarded to the LPA at West Suffolk Council with a covering letter for their information and attention. That letter raised concerns of the association between the various departments within WSC, notably as developer and the planning department. A response was received from the LPA with their concern for a VA in 2022 due to the loss of community space and the community building and not housing numbers. The Triangle Taskforce has referred the LPA response to their consultants and await a return. It was suggested that a folder containing relevant documentation for village resident information could be added to the Parish Council website this will be discussed at Julys meeting.</p> <p>7. <u>To sign the minutes of the council meeting on Monday 22nd May 2023 to stand as an accurate record of the meeting</u> Councillor Andy Baker proposed acceptance of the minutes of the Council meeting on Monday 22nd May 2023 to stand as an accurate record of the meeting. Seconded Councillor Maggie Dunn, 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 12th June 2023 to stand as an accurate record of the meeting and consider the completed planning applications from West Suffolk Council</u> Councillor Peter Fisk proposed acceptance of the minutes of the planning meeting on Monday 12th May 2023 to stand as an accurate record of the meeting. Seconded Councillor Andy Baker, unanimous decision from those present at the meeting. The minutes were then signed as a true record.</p> <p>Completed and approved planning applications for May/June 2023 by West Suffolk Council:</p>		GJ					
	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;">Warwick House East Barton Road Great Barton Suffolk IP31 2RF</td> <td style="width: 25%;">DC/23/0599/TPO</td> <td style="width: 50%;">TPO 426 (2006) tree preservation order - one Oak (T1 on plan, T4 on order) prune back and crown lift branch tips as required to achieve 1.5 metres clear airspace between the tree and the fabric of Warwick House to provide suitable maintenance space and abate nuisance</td> </tr> <tr> <td>2 Tewkesbury Place Great Barton Suffolk IP31 2TP</td> <td>DC/23/0526/HH</td> <td>new vehicle access</td> </tr> </table>	Warwick House East Barton Road Great Barton Suffolk IP31 2RF	DC/23/0599/TPO	TPO 426 (2006) tree preservation order - one Oak (T1 on plan, T4 on order) prune back and crown lift branch tips as required to achieve 1.5 metres clear airspace between the tree and the fabric of Warwick House to provide suitable maintenance space and abate nuisance	2 Tewkesbury Place Great Barton Suffolk IP31 2TP	DC/23/0526/HH	new vehicle access	
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High Trees The Park Great Barton Suffolk IP31 2SX	DC/23/0432/TPO	TPO 370 (1974) tree preservation order - one Sycamore (T1 on plan in A2 on order) reduce lowest lateral limb by approximately 4m to nearest available side branching shoot; one Sycamore (T2 on plan in A2 on order) Coppice to 0.5m above ground level; (T3 on plan in A2 on order) reduce western crown spread by approximately 4m with final placement of finishing cuts in accordance with BS399
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FINANCE:

a) Payment of Accounts and outstanding invoices

Approval of Payments schedule Resolved. The Council resolve to pay the following accounts;

Proposed Councillor Peter Fisk, seconded Councillor Matthew Parker, unanimous decision.

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

Councillor Gwyn James, verified and released by: Councillor Maggie Dunn.

Invoice No.	Payee	Details	Total	Reclaimable Vat	Power to pay*
23	Propel Finance	Clerk's telephone	£8.40	£1.40	1
24	O2	Clerk's mobile telephone	£13.20	TBA	1
25	GeoXphere	Parish on-line mapping system	£180.00	£30.00	1
26	A Jackson	Clerk salary	£517.87	£ -	1
27	L Harley	Locum Financial Officer	£600.00		1
28	Great Barton Thanksgiving Fund	Village Hall Hire – April and May 2023	£61.50	£ -	3
29	Clare Veal (CLV Gardening)	Village Sign Gardening and plants	£32.00	£ -	3
30	D Clarke	Refund expenses Coronation events	£75.49	£ -	9
31	A Jackson	Clerk's Microsoft Package	£37.49	£ -	1
32	A Jackson	School Apple Trees	£49.98		2
	Total Payments June		£1,575.93	£31.40	

*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.

b) The Council reviewed and were happy with the monthly work carried out by the Locum Financial Officer.

	c) Councillor Maggie Dunn will approach both Havebury Housing Partnership and Flagship Homes about grants for playground equipment. The review of the playground equipment budget will take place at Julys meeting.	MD
	d) Councillor Gwyn James gave an update on the Village gates, revised quotes required for 5 sets of gates. Councillor Gwyn James will liaise with Andy Moore at West Suffolk Council about placement of the Thurston Road gates.	GJ
	e) Councillor Maggie Dunn will request a letter be sent from SALC to the previous Clerk about a refund of part of the office allowance paid to her to cover from September 2022 to March 2023.	MD
	f) The Council considered making a charitable donation this year in accordance with S137 of the Local Government Act and decided not to proceed.	
	g) The Council considered the provision of a safe, central storage facility for Council documentation and agreed to purchase a 2 drawer lockable filing cabinet and fireproof document holder for £500. The Clerk would investigate if some or all of the documents were available online or could be scanned. Councillor Maggie Dunn proposed, seconded by Councillor Gwyn James, unanimous decision. It will be decided which reserve this will be paid from at July's meeting.	AJ
	h) Coronation Reserve - The Council considered and agreed to purchase 2 half barrel planting containers for the school at a cost of £20 each. The Reserve can then be closed and all remaining money transferred to the General Reserve.	AJ LH
	i) Conyers Green grass cutting – The Council will be going out to tender for all its grass cutting requirements later this year and have decided to include Conyers Green within the quote.	AJ
	j) The Council considered swapping the Mill Road and School Road combined litter and dog bins at a cost of £125. Councillor Matthew Parker proposed, seconded by Councillor Andy Baker, unanimous decision. It will be decided which reserve this will be paid from at July's meeting.	AJ
	k) The Council considered and agreed that the notice boards and tree plaques will be paid from the Asset acquisition Reserve and the tree felling in Conyers Green will be paid from the Asset maintenance Reserve.	LH
	l) The Council considered and agreed that the earmarked funds for the school Lane footpath replanting should remain.	
	m) The Council considered and agreed to an additional cost of £157.44 to produce white vinyl lettering both for the free standing and wall notice boards. Councillor Maggie Dunn proposed, seconded councillor Gwyn James, unanimous decision. It will be decided which reserve this will be paid from at July's meeting.	AJ
	n) The Council considered and agreed to purchase new defibrillator pads at a cost of £100 to enable children between 2 and 8 to be treated. Funded from the Small Projects Reserve. Councillor Andy Baker proposed, seconded councillor Matthew Parker, unanimous decision.	MD LH
10.	The Council considered changes to the Practitioners Guide for 2023. The Clerk will investigate what framework is required to support a .gov.uk email system. A reserve policy is already in existence.	AJ DC
11.	The Council will finalise all of the following Procedural items carried forward from May's AGM at the next meeting:	MD GJ AB DC
	a) A full review of the asset register	
	b) A full review of insurance cover and comparison against the asset register to confirm Council are adequately insured	
	c) A full review of Council's policies (including GDPR)	
	d) Review of risk assessment documents	
	e) Review of the Terms of Reference of the internal auditor	
	f) Review of the website accessibility statement	
12.	The council reviewed the comments from the Internal Audit report and agreed for the Clerk and Locum Clerk to make amendments to all but section numbers 2 and 14. Councillor Gwyn James will produce a business case	GJ AJ LH

<p>13.</p> <p>14</p> <p>15</p> <p>16.</p> <p>17.</p> <p>18.</p> <p>19.</p> <p>20.</p> <p>21.</p>	<p>for the employment of interim staff. Councillor David Clarke will confirm if he is able to work with the Clerk towards changing to a 'gov.uk' address.</p> <p>Non financial items carried forward from previous meetings:</p> <ul style="list-style-type: none"> (i) Cul-de-sac footpath on Green Lane; Councillor Matthew Parker will contact the Owner of the land. (ii) Village Hall playing field dog bin; the Council agreed to review this at a later date. (iii) Book exchange; To be discussed at our next meeting. (iv) Wooden bus shelter A143; Councillor Gwyn James will clear the gutters. (v) Inspection of Icepits Wood along with other areas of land with trees belonging to the Parish Council; Tree survey to be completed on 22nd June 2023 (vi) Cox Lane speeding and volume of traffic – A meeting is arranged for 28th June 2023 to discuss this and other general matters. (vii) Mill Road ditch clearing; As no further information available from Councillor Rebecca Hopfensperger the Council agreed to escalate this matter, a letter will be sent to Suffolk County Council. <p>The temporary traffic lights on the A143 were due to Cadent road works. No further action required</p> <p>Councillor Rebecca Hopfensperger reported a new Arboricultural Officer has been appointed and that general arboricultural advice to planning officers is still currently being provided on a contract basis by Place Services.</p> <p>Councillor Maggie Dunn advised after a successful meeting with the Allotments Association that a new Allotments Tenancy Agreement is being drawn up by Councillor David Clarke and the Clerk. The agreement will be reviewed every 5 years.</p> <p>There were no reports from the Chairman or Councillors.</p> <p>No correspondence not covered elsewhere on the agenda.</p> <p>Items to be carried forward to next meeting. As above</p> <p>Closing public session</p> <p>There was brief discussion about repairs to potholes on East Barton Road not being complete, Councillor Rebecca Hopfensperger advised all the reports on the West Suffolk Council system had disappeared. She would investigate. Councillor Rebecca Hopfensperger advised that the specification for the Cox Lane to Icepits Wood footpath will be able to be discussed later in the year.</p> <p>Date of the next meeting</p> <p>The next meeting will be held on Monday 17th July 2023, 7.30pm in the Community Room.</p> <p>There being no further business the meeting finished at 10pm.</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>DC</p> <p>MP</p> <p>GJ</p> <p>MD</p> <p>MD</p> <p>DC</p> <p>AJ</p>
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