



NOTICE IS HEREBY GIVEN that all members of the Parish Council are hereby summoned to attend the Annual General Meeting of Great Barton Parish Council which will be held on Monday 22nd May 2023 commencing at 7.30 pm in the Village Hall. The Council, members of the public and press are welcome to attend and may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. The minutes and all public documents associated with this agenda will be published on the website. Members of the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration or inclusion at future meetings. This item will be limited to 10 minutes duration but may be extended at the discretion of the Chairman. To view associated papers/information please use the following web-link: <http://greatbarton.suffolk.cloud/parish-council/meeting-dates/>

AGENDA

1. PROCEDURAL INFORMATION FOR THE COUNCIL'S ANNUAL MEETING

- (a) To elect a Chairman
 - (b) To receive the Chairman's acceptance of office and updated register of members interest form
 - (c) To elect a Vice-Chair
 - (d) To receive any updates to Councillors registers of members interest's forms
 - (e) To appoint a responsible financial officer and internal auditor.
2. Chairman's welcome, reminder about the filming of meetings and to receive apologies for absence
 3. (i) To receive members Declarations of Interest – Members are reminded of their responsibility to declare any pecuniary or non-pecuniary interests which they have in any item of business on the agenda *no later than when that item is reached* &, when appropriate, to leave the meeting prior to discussion and voting on the item. (ii) Council to consider any new written requests for dispensation and/or requests which have been received prior to the meeting
 4. Open public session – 10 minutes
 5. To receive County Councillor's report from Rebecca Hopfensperger
 6. To receive Borough Councillor's reports from Sarah Broughton and Rebecca Hopfensperger
 7. To sign the minutes of the council meeting on Monday 17th April 2023 to stand as an accurate record of the meeting
 8. To sign the planning meeting minutes of 24th April 2023 and 15th May 2023 to stand as an accurate record of the meeting and consider the completed planning applications from West Suffolk Council
 9. To confirm the contract for the new Clerk as permanent following 2 months' probation
 10. Council to agree the following resolutions, following Unity Trust Guidelines, to add the new Clerk A Jackson as a bank signatory to view and add payments, to remove S Todd as a bank signatory and to update the address for bank correspondence. Council to resolve to complete these changes and that they have read and acknowledged the terms and conditions for the bank accounts, agreed to the telephone and internet banking declaration and have agreed to the declaration on the summary of Changes form.
 11. FINANCE:
 - (a) Payment of Accounts and outstanding invoices - Approval & signing of payments schedule
 - (b) Financial report from the Responsible Financial Officer including details of reserve budgets and spending against them, checking of annual and monthly bank reconciliations and any items arising from risk assessments
 - (c) Council to consider the amendment to the Annual Governance and Accountability Return 2022/3 Section 2 The Accounting Statement
 - (d) Monthly review of the work carried out by the Locum Financial Officer



- (e) Annual review of reserves and earmarks
 - (f) Consider if Parish On-Line mapping subscription is still required (£180 pa)
 - (g) Update on the overpayment to Vertas (grass cutting) – Locum Clerk
 - (h) Grants from Housing Associations in the village, for playground equipment – Cllr M Dunn; followed by a review of the playground equipment budget
 - (i) Further notice board quotes for Livermere Rd/Village Hall – Cllr M Dunn
 - (j) Review quotes for installation of village gates and confirm locations. Review if the application form has been completed for Suffolk County Council to approve the installation of the gates
 - (k) Further quote for clearing the ditch on Mill Road – Cllr M Dunn
 - (l) Quote for ‘Coronation tree’ for the School – Cllr M Dunn
 - (m) Refund of office allowance from previous Clerk (Claimed Sept 22 to March 23) – Cllr M Dunn
 - (n) Cost of plaques for Jubilee and Coronation trees
 - (o) Discuss the charity they wish to support in accordance with S137 of the Local Government Act, following provision being made in the precept of £240
 - (p) Confirm the total cost of office equipment for the new Clerk of £600 (to be paid from Small Projects reserve)
 - (q) Consider the services (both written and in person) of Bailey Venning Associates, on viability of the Triangle Development in Gt Barton with a budget figure of £1100, and agree which reserve this is to be paid from
 - (r) Increase the cost of bin emptying from £1100 to £1500 and agree the additional payment to West Suffolk Council for the 2 new bins on Church Road and Mill Road.
 - (s) Confirmation of the power to pay for the defibrillator is from the Public Health Act 1936s.234 and not under S137.
 - (t) Consider the purchase of Microsoft Word for the Clerk
 - (u) Council to consider the report from the internal auditor and note how to progress any recommendations.
 - (v) Confirmation of VAT reclaimed for the audit year 2022-23 of £1936.86
 - (w) Website training from Suffolk Cloud for new Clerk
 - (x) Consider a contribution to the Coronation benches from the PTFA, Primary School
 - (y) Fireproof filing cabinet – A Jackson
12. Non financial items carried forward from April’s meeting:
- (i) Update on progressing the cul-de-sac footpath on Green Lane
13. Discuss when the new Clerk should start training for the CiLCA following guidance from SALC
14. How to progress the following items raised under the risk assessment check of land and assets:
- Village Hall playing field dog bin – pedal not lifting lid
 - Grit bins : Green Lane/ East Barton Road full of water; Livermere Road/Mill Road overgrown
 - Book exchange – update contact details on the notice
 - Wooden bus shelter A143 – gutters need clearing
 - 2 benches on Village Hall Playing Field (by Cox Lane) and 1 at Bunbury Avenue/The Park need treating
 - Inspection of land and trees on Parish Council land – overdue
 - Inspection of trees in Icepits Wood – Council to decide if they wish to request a survey from which quotes can be given and/or decide how to proceed this item
15. Update on Allotments Tenancy Agreement review following Cllr Maggie Dunn contacting the Associations Chairman. A copy of the updated agreement to be provided to the Parish Council
16. Cox Lane – traffic and speeding
17. Consider the dog bins in the village following the recommendation from West Suffolk Council that the bins on Church Road and Mill Road which are lightly used could be swapped with those on Diomed Drive and School Road, which are regularly used or the purchase of new larger bins
18. Chairman’s and Councillor’s Reports



19. Good Governance – CONTINUING PROCEDURAL ITEMS FOR THE COUNCIL’S ANNUAL MEETING:

- A) Review of nominations to existing committees, appointment of Chairman, their terms of reference, determine if the public can participate, whether Chair and Vice-Chair are ex-officio members & whether they have voting rights, notice requirements and quorum (no less than 3) and their delegated arrangements: Planning, Suffolk Association of Local Councils representative (1) Village Hall representatives (2) , Bank signatories, Triangle Development working group, Personnel (3), Tree Specialist & deputy, Emergency Plan representative (1), Icepits Wood, Finance, the representative for the Edwards and Calthorpe Educational Trust (G James) and to discuss the appointment of a Safeguarding Officer.
 - B) Appointment of any new committees, confirmation of their terms of reference, number of members, determine if the public can participate, place of meeting, notice requirements, whether Chair and Vice-Chair are ex-officio members & whether they have voting rights, quorum (no less than 3) and receive nominations to them
 - C) Review of the council’s and employees memberships of other bodies – Suffolk Association of Local Council’s, Community Action Suffolk and Society of Local Council Clerks
 - D) Consider renewing by resolution the approval of the use of a variable direct debit to pay the emergency telephone line at the Village Hall, St Edmundsbury Borough Council bin emptying, Information Commissioners Office (Data Protection), O2 (Clerk’s mobile provider), Propel Finance (Clerks telephone), HMRC PAYE, County farms for the lease of land on Green Lane for allotments & lease of land north of Icepits wood. The use of a fixed Standing Order to pay the Clerk’s salary
 - E) Review of Standing Orders and Financial Regulations – Council to consider increasing the procurement thresholds to comply with the full requirements of the public contract regulations 2015 (amended 21.12.22)
 - F) Review of the asset register
 - G) Review of insurance cover and comparison against the asset register to confirm Council are adequately insured
 - H) Review of council’s policies (including GDPR)
 - I) Review of risk assessments
 - J) Overview of internal audit - effectiveness and scope of the internal audit and internal control
 - K) Review of the Terms of Reference of the internal auditor
 - L) Review of newsletter advertising fees
 - M) Review of website accessibility statement
 - N) Review of pension provision – confirmation that in line with their pension responsibilities a re-declaration of compliance has been completed with The Pensions Regulator
 - O) Review NALC Joint Practitioners Guide Accountability and Governance updates for 2023
 - P) Re-adoption of the Suffolk Code of Conduct
20. Update on ‘Triangle’ Development if required
21. Correspondence not covered elsewhere on the agenda including hedges encroaching onto footpaths on School Road
22. Items to be carried forward to next meeting
23. Closing public session
- 24 . Date of next meeting – Monday 19th June 2023 at 7.30pm

Amanda Jackson
Clerk for Gt Barton Parish Council