

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 9TH DECEMBER 2024 AT 7.30PM

Item	<p>Councillor Maggie Dunn chaired the meeting along with Councillors Gwyn James, Jenny Stone, Peter Fisk, Elaine Read and Andy Baker. 3 members of the public, and the Clerk were present.</p>	
1.	<p><u>Chairmans welcome, reminder about the filming of meetings and to receive apologies for absence</u> Councillor Maggie Dunn welcomed everyone to the meeting and reminded everybody present that the meeting maybe recorded. Apologies were received from Councillors Rebecca Hopfensperger and Sarah Broughton.</p>	
2.	<p><u>To receive members declarations of interest</u> There were no declarations of interest or requests for dispensation.</p>	
3.	<p><u>Open public session</u> Questions from the public session Why has the NI contribution figure in 2024/25 exceeded the budget figure? The Clerk will check. Does the Parish Council plan on renewing the Parish Online Mapping service subscription? Council will discuss. Could the public see the working budget documents Councillors are discussing in future? Yes Are the Parish Council still looking for an editor for the newsletter? Yes When will the Council have its 3-year financial forecast? Council will consider The budget for the CILCA training seemed high when compared to previous training. See comments in the closed session at foot of minutes.</p>	Clerk
4.	<p><u>To receive County Councillor’s report from Rebecca Hopfensperger</u> Councillor Rebecca Hopfensperger had sent the following updates – a meeting has been arranged to include Philip Reeve Chairman of the Triangle Taskforce and the portfolio holder for the development w/c 16/12/2024. The Bus Taskforce have been successful with the 2 bids put to Suffolk County Council for 2 new bus routes but funding is only for 2 years, work needs to continue to make sustainable and also to look at where there are still gaps and see what provision can be made. Mill Road/Livermere Rd junction white lines are approved and waiting an installation date.</p>	
5.	<p><u>To receive District Councillor’s reports from Sarah Broughton</u> Councillor Sarah Broughton sent her apologies.</p>	
6.	<p><u>To sign the minutes of the council meetings on Monday 21st October 2024 and Monday 18th November 2024 to stand as an accurate record of the meeting</u> Councillor Gwyn James proposed acceptance of the minutes of the Council meeting on 21st October 2024 to stand as an accurate record of the meeting. Seconded by Councillor Elaine Read unanimous decision from those present at the meetings. The minutes were then signed as a true record. Councillor Andy Baker proposed acceptance of the minutes of the Council meeting on 18th November 2024 to stand as an accurate record of the meeting. Seconded by Councillor Gwyn James unanimous decision from those present at the meetings.</p>	
7.	<p><u>To consider the completed planning applications from West Suffolk Council</u> There were no completed planning applications.</p>	
8.	<p><u>Update on ‘Triangle Development</u> Philip Reeve Chairman of the Triangle taskforce gave an update on events since our last meeting: There will be a meeting on 13/12/2024 at West Suffolk House with Councillor Jim Thorndyke, Councillors Rebecca Hopfensperger and Sarah Broughton have been invited. The purpose of the meeting is to fully inform Councillor Jim Thorndyke on the history of the Triangle development. There will be a teams meeting on 11/12/24 which will include Philip Reeve, Councillor Jim Thorndyke, Suffolk County Council Education, Phil Mackay from Thedwastre Education Trust (School) and Barley Homes.</p>	
9.	<p><u>Update on Simmonds bus route changes</u> Covered in item 4 Councillor Rebecca Hopfensperger report.</p>	
10.	<p><u>Planning – Council to consider planning application DC/24/1609/TPO a. two Ash fell b. three Ash re-pollard to four, six and eight metres above ground level – 37 Conyers Way, Great Barton</u> Councillors discussed and unanimously agreed to support this application.</p>	
11.	<p><u>FINANCE</u> a) Payment of accounts and outstanding invoices</p>	

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Approval of Payments schedule for December 2024 resolved. The Council resolved to pay the following accounts. Proposed Councillor Gwyn James, Seconded Councillor, Andy Baker unanimous decision. Internet banking transactions entered by the Clerk verified by Councillor Gwyn James, verified and released by Councillor Maggie Dunn.

Inv Ref	Payee	Details	Power to pay	Payment type	Total Invoice	VAT reclaim
79	O2	Clerks mobile phone contract- October	1	S/O	£ 14.35	£ 2.39
80	Unity Trust Bank	Service charge - monthly	1	S/O	£ 6.00	
81	Propel Finance	Clerk mobile phone handset rental - 9	3	D/D	£ 8.40	£ 1.40
82	Great Barton Thanksgiving Fund	November Hall Hire	3	B/P	£ 31.25	
83	Gipping Press	Wiinter newsletter	7	B/P	£ 734.00	
84	Society Local Council Clerks	Clerks Membership	3	B/P	£ 158.00	
85	Amanda Jackson	December Salary, newsletter overtime, backpay	1	S/O	£ 1,004.57	
86	HMRC	December Tax & NI	1	B/P	£ 162.32	
87	Amanda Jackson	Expenses - N/letter collection Mileage/black ink cartridge	3	B/P	£ 34.26	£ 3.11
88	Jays Gardening Services	Installation of Village Hall noticeboard	5	B/P	£ 45.00	
89	Philip Reeve	Expenses - Mileage claim - Triangle development	3	B/P	£ 32.85	
					£ 2,231.00	£ 6.90

- b) The Financial report from the Responsible Financial Officer including details of bank balances as at 2/12/2024, Bank reconciliation for November 2024 and reserve budgets had been circulated. There were no questions. Council discussed the quarterly risk assessment report from Councillor Andy Baker and unanimously agreed to:
- Noticeboard on Thurston Rd, make safe and source quotes to secure.
 - Damage to the grit bin on Forham Rd/The Avenue, review in the spring.
 - Wooden bus shelter has damage to the gutter, Clerk to source quotes for repair and organise removal of leaves.
 - Brick bus shelter has sycamore saplings growing, Councillor Gwyn James will remove.

Clerk

Clerks Financial Report as at 2nd December 2024

Bank balances

Unity trust Current Account	£2,378.17
Unity Trust Savings Account	£96,657.00
Total balances	£99,035.17
Instant Access Interest	None
Moved from current account to savings account	None
Credits received - Winter edition newsletter	£249
Payments made under S137*	None

GREAT BARTON PARISH COUNCIL RESERVES AS 2nd December 2024

RESERVE	AS @ 1/4/2024	SPENT TO DATE	EARMARKED PROJECTS	CURRENT BALANCE	AVAILABLE TO SPEND	
SMALL PROJECTS	£ 20,914.00	£ 1,280.00	£200 Anchor cover for little Hamlet	£ 200.00	£ 19,634.00	£ 2,559.00
			£700 Memorial grant for Kate Trevitt	£ 700.00		
			£1000 Legal fees for extending Green Lane 21 footpath	£ 1,000.00		
			£100 New defib pads	£ 100.00		
			£0 Maintenance of garden @ Village sign	£ -		
			£75 Website training	£ 75.00		
			£15000 Village Gates	£ 15,000.00		
				£ -		
				£ -		
				£ 17,075.00		
LEGAL/CONSULTATION	£ 10,427.00	£ -	None	£ -	£ 10,427.00	£ 10,427.00
CORONATION	£ 502.00	£ 502.00	£502 transferred to small project reserve 23/5/24	£ -	£ -	£ -
YOUTH PROJECT	£ 612.00	£ -	None	£ -	£ 612.00	£ 612.00
GENERAL	£ 10,563.00	£ 180.00	None	£ -	£ 10,383.00	£ 10,383.00
ALLOTMENTS	£ 180.00	£ 120.00	£60 1/4/24 plus £120 rec'd 21/10/24 = 180	£ -	£ 60.00	£ 60.00
ASSET MAINTENANCE	£ 11,143.00	£ -	None	£ -	£ 11,143.00	£ 11,143.00
ASSET ACQUISITION	£ 8,271.00	£ -	None	£ -	£ 8,271.00	£ 8,271.00
ICEPITS WOOD	£ 9,158.00	£ 135.00	None	£ -	£ 9,023.00	£ 9,023.00
S106 FUNDS	£ 14,676.00	£ -	None	£ -	£ 14,676.00	£ 14,676.00
TOTAL RESERVES	£ 86,446.00	£ 2,217.00		£ 17,075.00	£ 84,229.00	£ 67,154.00

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Budget 2025/26 – budget for 2025/26

Council discussed the revised budget options and resolved to set the precept for 2025/26 £32,928. Proposed Councillor Jenny Stone. Seconded by Councillor Elaine Read. 5 Councillors voted in favour 1 Councillor abstained.

GREAT BARTON PARISH COUNCIL BUDGET 2025/26	
ITEM	BUDGET 2025/26
CLERKS SALARY	£ 8,822.00
EMPLOYERS NI	£ 575.00
PENSION	£ 500.00
MILEAGE	£ 250.00
HALL HIRE	£ 655.00
SUBSCRIPTIONS	£ 1,415.00
HOME OFFICE EXPENSES	£ 276.00
STATIONERY	£ 390.00
CLERKS PHONE	£ 263.00
TRAINING	£ 268.00
AUDIT	£ 500.00
INSURANCE	£ 1,110.00
CHAIRS EXPENSES	£ 200.00
TOTAL ADMIN	£ 15,224.00
BIN EMPTYING	£ 1,615.00
EMERGENCY PLAN	£ 515.00
NEWSLETTER PRINTING	£ 2,800.00
PLAYGROUND MAINTENANCE	£ 350.00
MISC PARISH MAINTENANCE	£ 1,172.00
GRASS CUTTING PLAYING FIELD	£ 3,150.00
GRASS CUTTING - CHURCH	£ 3,266.00
TOTAL SERVICES/ACTIVITES	£ 12,868.00
CHARITY DONATIONS	£ -
GRANTS	£ 1,000.00
VILLAGE EVETNS	£ 1,250.00
POPPY WREATH	£ 30.00
WAR MEMORIAL EXPENSES	£ 100.00
Total Charities/Grants	£ 2,380.00
RESERVES	
ASSET MAINTENANCE RESERVE	£ -
ICEPITS WOOD RESERVE	£ 2,000.00
CONTRIBUTION TO GENERAL RESERVE	£ -
ASSET AQUISITION RESERVE	£ 456.00
Total transfer to reserves	£ 2,456.00
PRECEPT	£ 32,928.00
PARISH BAND D COUNCIL TAX	£ 34.15
£ increase /decrease	£ -
Percentage increase /decrease	0.00%

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12.	<p>Councillor Peter Fisk left the meeting at 9.10pm.</p> <p><u>Non-financial items carried forward from previous meetings</u></p> <ul style="list-style-type: none"> a) Update on Village gates – Councillor Gwyn James advised he will have final costs for our January meeting. He is working with Andy Moore at Suffolk County Council as one gate location requires finalising due to underground fibre optic cables having been identified. b) Newsletter update – the Clerk confirmed that the newsletter has been well received and there have been requests to be added to the village email service. The Clerk will be reviewing the distribution of the newsletter. c) Public Spaces Protection Order for the playground and playing field. The Clerk updated Council with the process to obtain a PSPO. Council agreed to accept the offer of an Officer from West Suffolk Council attending a Council Meeting to give further information. The Clerk will request dog fouling signage. d) Playground/recreation area update – Councillor Jenny Stone advised that Great Barton Thanks Giving Fund have approved the Parish Council proposal to place outdoor equipment on the playfield. It will be discussed in their December meeting. The Clerk confirmed that the grant request is with West Suffolk Council and will learn the outcome by 31st December 2024. 	GJ Clerk Clerk
13.	<p><u>Chairman’s and Councillor’s Reports</u></p> <p>There were no reports</p>	JS
14.	<p><u>Correspondence not covered elsewhere on the agenda</u></p> <p>The Clerk advised:</p> <ul style="list-style-type: none"> • Receipt of a grant application to be discussed in January meeting. • A resident called to show support for young teenagers playing on the playing field and Cox Lane. 	
15.	<p><u>Items to be carried forward to next meeting</u></p> <p>There were no items to carry forward.</p>	
16.	<p><u>Closing public session</u></p> <p>Suggestions were shared on the following topics:</p> <ul style="list-style-type: none"> • Gully and drain clearance after the storm at the weekend. • No dog fouling signage in Icepits Wood. • Some education within the village on reporting dog fouling and anti-social behaviour. 	
17.	<p><u>Date of next meeting</u> – Monday 13th January 2025 at 7.30pm</p>	
18.	<p><u>To consider the exclusion of the public and press in the public interest for consideration of the following items:</u></p> <p>To discuss the cost of the Clerks CILCA training and additional hours. All members of the public were excluded.</p> <p>CILCA - Councillors reviewed new research supplied by Councillor Elaine Read which clearly showed that the previously agreed budget was incorrect. Council unanimously agreed that the new costs were expected to be approximately £1500, this takes into account a contribution from both Cowlinge Parish Council and Troston Parish Council. The Clerks contract will be amended accordingly with her agreement.</p> <p>Clerks’ hours – Council reviewed the Clerks hours. Councillor Maggie Dunn proposed the Clerks hours be increased from 10 hours a week to 13 hours a week starting from 1st December 2024, Seconded by Councillor Elaine Read unanimously agreed.</p>	
19.	<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>	