



Minutes of Great Barton Parish Council on Monday 18th May 2026 at 7.05pm

Councillor Maggie Dunn chaired the meeting along with Councillors, Peter Fisk Andy Baker, Gwyn James. Cllr Hopfensperger, Cllr Broughton and 1 member of the public were present.

Itm	As Cllr Dunn was delayed following attending a Planning Meeting at West Suffolk, Cllr Hopfensperger requested she give her report first as she was due at another appointment shortly. Clerk approved this. Item 4 was therefore taken first.
4.	<p><u>County Councillor Report from Cllr Hopfensperger</u> Cllr Hopfensperger reported:</p> <ul style="list-style-type: none"> • Suffolk County Council now under Reform UK administration (41 seats). Other seats: Green 13, Conservative 9, Labour 3, Lib Dem 2, Independent 2. • SCC AGM scheduled for 21 May. New Leader: Michael Hadwen; Cabinet to be announced. • Reform UK intends to challenge the new local government reform; details awaited. • Transition period underway: elections in 2027 for the shadow authority; SCC and District to be replaced by the Unitary Authority in 2028, subject to any judicial review. • Traffic survey results (Livermere Road junction, Waste Hub, The Avenue) to be shared with the Parish Council. • TRO process commencing for HGV restrictions on Fornham Road. • New Highways Engineer: Matthew Fox. • Noise complaints regarding dogs at flats above the Post Office being pursued with West Suffolk Council; Environmental Health has written to the tenant twice. <p><i>Cllr Hopfensperger left at 7.20pm</i></p>
1.	<p>PROCEDURAL INFORMATION FOR THE COUNCIL'S ANNUAL MEETING</p> <p>a) To elect a Chair – Cllr James proposed Maggie Dunn for the position of Chair of Great Barton Parish Council. This was seconded by Cllr Fisk, unanimous decision. There were no further nominations. Maggie Dunn accepted the role. The Chair's acceptance of office form was completed.</p> <p>b) To elect a Vice Chair - No nominations were received for the position of Vice Chair.</p> <p>c) There were no changes to the register of interest forms.</p> <p>d) Cllr Baker proposed the Clerk Jessica Langley as the Financial Officer, seconded by Cllr James, unanimous decision. SALC was appointed as the internal auditor.</p> <p>There were no requests for dispensation.</p>
2.	<p><u>Chairmans Welcome</u></p> <p>Cllr Maggie Dunn welcomed everyone to the meeting and reminded everyone present that the public session is the opportunity for members of the public to raise any concerns. No fire alarms are scheduled, and the emergency exits were pointed out.</p>
3.	<p><u>Open Public Session</u></p> <p>A MOP queried Item 10.g) regarding the green. Clerk confirmed the item relates only to the Parish-owned green, not the private roadway. MOP asked who owns the road; Clerk confirmed this is private road and advised the residents about the crowdfunding scheme at the Klondike in bury st Edmunds as a potential to aid repair.</p>
4.	<i>County Councillor Report from Cllr Hopfensperger received as first item of meeting.</i>
5.	<p><u>District Councillor Report from Cllr Broughton</u> Cllr Broughton reported:</p>

Acronym Key – MOP Member of the public

SCC Suffolk County Council **WSC** West Suffolk Council

TRO Traffic Regulation Order **AGM** Annual General Meeting

	<ul style="list-style-type: none"> • WSC AGM held; Chair and Vice Chair appointed. • Local Plan timetable approved. • Contact received from residents of The Park regarding the private road condition; Highways will not adopt it. Clerk confirmed if contact made Parish Council may assist residents in coordinating a project. • New Locality Budget year open to groups • Queried update on Bunbury design; Clerk to chase Cllr Hopfensperger for update. • No update on the Triangle. <p><i>Cllr Broughton left at 7.28pm</i></p>
6.	<p>To Sign the minutes of the Council meeting on Monday 20th May 2026 Cllr Baker proposed acceptance of the minutes to stand as an accurate record of the meeting. Seconded by Cllr Fisk, agreed unanimously by those present.</p>
7.	<p><u>Council considered completed planning applications –</u></p> <ul style="list-style-type: none"> • Land Ajd Elm Cottage Cox Lane DC/26/0260/P3QPA – Prior Approval required and Granted • Downing Drive DC/26/0319/HH – Approved • Montrose House The Park – DC/26/0303/HH - Approved • 2 Greenway - DC/26/0371/HH - Approved
8.	<p><u>Council to consider the following planning applications</u></p> <p>a) 1 Lodge Close DC/26/0593/TPO one Ash (on plan and with A1 on order) fell – Cllrs opted not to comment as had not had a site visit.</p> <p>b) Willow Barn 2 The Coppice DC/26/0633/LB - removal of internal structural partition wall to create open plan kitchen/dining area b. Installation of structural beam Cllrs reviewed application and had no objections to this application, Proposed Cllr James, Seconded by Cllr Fisk, all in favour.</p> <p>c) Land Off Compiegne Way DC/26/0678/CLE Application for lawful development certificate for existing use or development - commencement of planning permission DC/22/1294/FUL Cllrs reviewed application and had no objections to this application, Proposed Cllr James, Seconded by Cllr Fisk, all in favour.</p> <p>d) Rawlins School Lane DC/26/0668/TPO TPO 370 (1974) tree preservation order - a. two Yew (T1 and T6 on plan within A2 on order) height reduction to six metres b. one Sycamore (T2 on plan within A2 on order) fell c. two Sycamore (T3 and T4 on plan within A2 on order) and one Beech (T5 on plan within A2 on order) pollard to eight metres above ground level Cllrs reviewed the application but does not consider the justification provided to be sufficient or appropriate for the removal of these trees. Shading of a garden is not, in itself, a valid reason for consent under Tree Preservation Order (TPO) regulations. National and local guidance is clear that applications must demonstrate a clear arboricultural, structural, or safety-related need for works. No such evidence has been provided. We therefore request, as a minimum requirement, that a qualified arboricultural consultant supplies a full report assessing the condition, health, and long-term management implications for the trees. Without this, the Council is unable to support the proposed works. Proposed Cllr Fisk, Seconded by Cllr James, all in favour.</p>
9	<p>Annual Governance and Accountability Return 2025/2026</p> <p>a) Council confirmed the dates for the exercise of public rights between 8/6/26 to 17/7/26. Proposed Cllr James, Seconded Cllr Baker, Unanimous decision.</p>

- b) Council considered transfer of the underspend from 2025/26. Split between Iceptis Wood £1710.50, Legal £1000 and Asset Acquisition £3964.79. Proposed Cllr Dunn, Seconded Cllr Baker, Unanimous decision.
- c) Council adopted the statement of variances 25/26 Proposed Cllr James, Seconded Cllr Baker, Unanimous decision.
- d) Council adopted the Annual Bank Reconciliation Proposed Cllr Fisk, Seconded Cllr James, Unanimous decision.

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Finance

- a) Payments of Accounts and outstanding invoices. The Council resolved to pay the following Accounts. Proposed Cllr James Seconded Cllr Baker unanimous decision. Internet banking transactions entered by the Clerk, verified by Cllr James, verified and released by Cllr Dunn (and Cllr Baker for Expenses).

Inv Ref	Payee	Details	Power to pay	Pymt type	Total Invoice	VAT reclaim
15	Jessica Langley	Monthly Salary up until 12th May	3	B/P	£ 1,055.71	
16	HMRC	Ni & tax due previous month (after 6th before 22nd)	1	B/P	£ 234.99	
17	Nest Pensions	Pension Contributions	1	DD	£ 56.31	
18	O2	Clerks mobile phone contract	1	DD	£ 13.83	£ 2.77
19	Unity Bank Trust	Unity Bank Service Charge Taken 31.12	1	SO	£ 7.00	
20	Great Barton Thanks Giving Fund	Hall Hire - April - Litter Pick, FC and APM	3	B/P	£ 75.75	
21	Suffolk Association of Local Councils	SALC Internal Audit Service 2026 (March 9.g)	3	B/P	£ 410.40	£ 68.40
22	NBB Outdoors	Engraving Service for Bench (2025-2026 Ref 133)	3	B/P	£ 43.20	£ 7.20
23	Maggie Dunn	Expenses Hospitality for Public Participation - APM, Litter Picks	2	B/P	£ 58.05	
24	Vertas	Grass Cutting - 01/04/26-30/06/26- Village Hall 808.84 Holy Innocents 843.08	5	B/P	£ 1,982.30	£ 330.38

Total £ 3,937.54

- b) Responsible Financial Officer's Report including details of reserve budgets

Bank balances

Unity trusts Current Account	£9937.17
Unity Trust Savings Account	£101,621.28
Total balances	£111,558.45
Instant Access Interest	£
Moved from current account to savings account	£31,470.00
Moved funds from Savings account to Current account	£5000.00
Credits received	West Suffolk Council Precept £33,481.00 West Suffolk Council Community Grant £2,187.00
Payments made under S137*	None

Reserves Balances

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GREAT BARTON PARISH COUNCIL RESERVES AS OF 15th May 2026

RESERVE	AS of 15/05/26	SPENT TO DATE	EARMARKED PROJECTS		CURRENT BALANCE	AVAILABLE TO SPEND
SMALL PROJECTS	£2,922.24	£73.00	None	£	£2,849.24	£2,849.24
LEGAL/CONSULTATION*	£12,095.41		None	£	£12,095.41	£12,095.41
YOUTH PROJECT	£296.59		None	£	£296.59	£296.59
GENERAL	£12,657.47	£108.00	None	£	£12,549.47	£12,549.47
ALLOTMENTS	£60.00	£60.00		£	£0.00	£0.00
ASSET MAINTENANCE	£10,526.47		None	£	£10,526.47	£10,526.47
ASSET ACQUISITION	£6,882.82		(Precept Budget of £456)	£	£6,882.82	£6,882.82
ICEPITS WOOD*	£14,409.05		(Precept Budget of £2000)	£	£14,409.05	£14,409.05
S106 FUNDS	£10,024.00			£	£10,024.00	£10,024.00
TOTAL RESERVES	£69,874.05	£241.00		£	£69,633.05	£69,633.05

*including 2026 -2027

Precept demand

- c) Council reviewed the correction on Fixed Assets Value. Audit Paperwork Section 2 Signed off. Proposed Cllr James, seconded Cllr Fisk, unanimous decision.
- d) Council reviewed quotes following vote at the APM. Requested Clerk get the breakdown of costs from Frank Davey to compare. Clerk to seek guidance from Matthew Fox Highways for what is required from H&S perspective to work along A143.
- e) Council considered costs and benefit to review of current Neighbourhood plan. Agreed a phase 1 review would be beneficial. Proposed Cllr Dunn, seconded Cllr Baker, unanimous decision. Clerk to advise Places4People.
- f) Council considered quote from Hayden for tree surveys on land owned/leased. Happy to proceed with 1, 2 and 3. Proposed Cllr Baker, Seconded Cllr James, unanimous decision.
- g) Council considered quote for ad hoc cut on Conyers green as very overgrown. Agreed to proceed (after no mow may) and continue monthly as required. Proposed Cllr Dunn, Seconded Cllr James.
- h) Council reviewed the communication from Bettys Estate in relation to gift of monies in lieu of land. Council agreed if £18,000 was gifted must go towards land and Clerk could speak with Suffolk County Farms on potentials. Await official offer from the executors before acceptance.
- i) Clerk provided some quotes for equipment received to date. Council agreed to hold site meeting on Playground refurb once all comparable quotes received.

Cllr Fisk left the meeting at 20.54

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Good Governance

- a) Council reviewed committees and updated. Changes made to remove Ex councillors and add Cllr Baker to the finance Committee.
- b) No new committees or working groups to add.
- c) Council reviewed the council's and employees' memberships of other bodies – Suffolk Association of Local Councils, Community Action Suffolk (FOC) and Society of Local Council Clerks

	<p>d) Council adopted the 2026 Standing Orders as per the audit recommendation. Proposed Cllr Dunn, Seconded Cllr James, unanimous decision. Financial regulations readopted no changes made.</p> <p>e) Review of the asset register – to include now owned mobile phone</p> <p>f) Review of advertising policy – no changes</p> <p>g) Review of reserve’s policy – no changes</p> <p>h) LGA Code of Conduct to be adopted at Junes Meeting.</p> <p>i) Review of pension provision NEST – Clerk confirmed compliance declaration completed with The Pensions Regulator by SALC in January 2026</p> <p>j) Review of Internal Audit with SALC – Items raised with Chair Dunn who will speak with SALC. Overall happy with service.</p> <p>k) Review of Council risk assessments – no concerns or changes required</p> <p>l) Annual review of adequacy of insurance – clerk to up the cover in relation to salary at renewal in September</p>
12	<u>Non- Financial Items</u>
13	<p><u>Chairman’ and Councillor Reports</u></p> <p>Cllr Dunn advised slides will be shared following the WSC planning meeting she attended.</p>
14	<p><u>Correspondence not covered elsewhere</u></p> <p>Cllr Baker queried if Highways had actioned the trees on A143 that we reported. Clerk confirmed currently still under investigation</p> <p>Clerk has received concerns regarding speeding in the village. Advised one way to tackle this would be additional volunteers for the Community Speed Watch team to support more frequent monitoring.</p> <p>The Council has also received queries regarding delays to the installation of the village gates. These delays have been caused by external factors, but installation is ongoing and further progress is expected shortly. Cllr James advised dates have been booked in for final installs.</p> <p>Clerk advised Hedge at Church Institute is due to be cut shortly following concerns from residents (following approval from WSC)</p>
15	<p><u>Open Public Session – 10 Minutes</u></p> <p><u>items to be carried forward to next meeting</u></p> <p>Date of next meeting - Monday 15th June at 7.00pm for Full Council 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 Signed as confirmation that they are a true record.</p>