

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 14th DECEMBER 2015 COMMENCING AT 7.15 PM**

	<p>Members Present: Councillor Philip Reeve chaired the meeting together with Councillors Peter Fisk, Matthew Parker, Kate Trevitt, Maggie Dunn, Eddie Gibson, Nicky Crouch and Michele Faiers. 2 members of the public were present.</p>	
<p>1.0</p>	<p><u>Open public session (10 minutes)</u> Residents in East Barton have formed a group to try and sort out their broadband speed (approx 1-2 Mbph). Councillor Rebecca Hopfensperger confirmed that Suffolk County Council have finished phase 1 of their 'Better Broadband' contract, which has improved broadband speeds but some pockets in the village are still getting a very poor speed. Their second phase has just been published and they have teamed up with British Telecom's 'Never Say No' campaign.</p>	
<p>2.0</p>	<p><u>To receive County Councillor's report from Rebecca Hopfensperger</u> Borough Councillor Rebecca Hopfensperger was not present at the meeting.</p>	
<p>3.0</p>	<p><u>To receive Borough Councillor's report from Sarah Broughton</u> This item was postponed until later in the meeting.</p>	
<p>4.0</p>	<p><u>To receive police report</u> There had been no crimes since the last meeting.</p>	
<p>5.0</p>	<p><u>Chairman's welcome, reminder about the filming of meetings and to receive apologies for absence</u> Councillor Philip Reeve welcomed everyone to the meeting.</p>	
<p>6.0</p>	<p><u>To receive Members Declarations of Interest and to consider any written requests for dispensation which have been received prior to the meeting.</u> A declarations of interest had been received from Councillor Peter Fisk for item 10 . No requests for dispensation were received.</p>	
<p>7.0</p>	<p><u>To sign the minutes of the council meeting on 16th November 2015 and the minutes of the Iceptis Wood committee meeting on 10th November to stand as an accurate record</u> The council resolved to sign the minutes of the council meeting on 16th November 2015 to stand as an accurate record. Proposed Councillor Kate Trevitt, seconded Councillor Philip Reeve, unanimous decision from those present (not Councillors Ed Gibson and Nicky Crouch). A revision will be made to the minutes of the Iceptis Wood committee from 10th November.</p>	<p>EG</p>
<p>8.0</p>	<p><u>Items arising from November's Council meeting :</u> No information had been received on the following items, from Suffolk County Council:</p>	
<p>8.1</p>	<p>(a) Extending the 30mph speed limit on Mill Road (Item 9.7)</p>	
<p>8.2</p>	<p>(b) Request by the Parish Council for a speed limit sign on East Barton Road (9.10)</p>	
<p>8.3</p>	<p>(c) Extra pedestrian crossing by the garage on the A143 – cost of the feasibility study/safety assessment (9.13)</p>	
<p>8.4</p>	<p>Updates on village projects: (d) The condition of the footpath between Thurston Road and Barton Hamlet (17.3) has been reported to Rights of Way.</p>	
<p>8.5</p>	<p>(e) School Lane/Downing Drive link footpath (9.11) – Councillor Philip Reeve and the Clerk will review.</p>	
<p>8.6</p>	<p>(f) Using the vehicle activated sign on a private road (9.18) – Suffolk County Council's VAS team were meeting that day, so information will follow. The Clerk will find out if the VAS can be used to collect data with no display.</p>	<p>LJH</p>
<p>8.7</p>	<p>(g) The feasibility and cost of land exchanges between the Gt Barton Thanksgiving Fund and the Scout Group were discussed (13.0). At a previous meeting of the village hall management committee, a majority vote had been given, for the Scout Group to expand into the playing field. Councillor Philip Reeve has been in contact with a solicitor who confirmed that a charity can dispose of land to another charity. There was a discussion on how best to ensure that there is no adverse affect to the Gt Barton Thanksgiving Fund if the Scout group no longer required the extra land in the future and a possible overage charge. Clarification is awaited from St Edmundsbury Borough Council. The Council also discussed the funding for the project, the new footprint and the protected status of the playing field. It was confirmed that the playing field cannot be taken to provide extra permanent car parking.</p>	<p>LJH</p>
<p>8.8</p>	<p>(h) The Council discussed the carpark behind Forge Bungalows. Havebury Housing's solicitors have been looking into the possibilities of ownership for the carpark. They confirmed that the legal</p>	

9.0	options are complicated. Councillor Philip Reeve will liaise with their Director of Operations. <u>Council to consider if they wish to opt out of the Sector Led Body Audit Procurement Arrangements from 2017</u>	PR
	The Council resolved not to opt out of the Sector Led Body Audit Procurement Arrangements. Proposed Councillor Philip Reeve, seconded Councillor Eddie Gibson, unanimous decision.	
10.0	<u>Council to consider the grant request from the Gt Barton Community Woodland group of £300 towards the cost of their insurance</u>	
	The Council resolved to cover the cost of the Gt Barton Community Woodland group's insurance up to £300. Proposed Councillor Nicky Crouch, seconded Councillor Matthew Parker, unanimous decision. Councillor Peter Fisk had declared an interest and did not vote on this matter.	
11.0	<u>Chairman's report</u>	
	Councillor Philip Reeve will raise with Havebury Housing the pinch point, where pedestrians and vehicular traffic converge when accessing the car park of the Village Hall, Playing Field and Scout Group and whether there is a possible solution to segregate pedestrians to vehicular traffic in this area.	
12.0	<u>Council to review the quote for priority 1 work in Icepits Wood</u>	
	A quote, from a local company, had been received and agreed for the priority 1 work in Icepits Wood. Clerk will advise Suffolk County Council.	LJH
13.0	<u>Neighbourhood Plan update:</u>	
13.1	(i) Registering the plan with St Edmundsbury Borough Council – this is due imminently.	
13.2	(ii) Confirming the terms of reference for the committee – Councillor Nicky Crouch had reviewed the terms and proposed that the Council accept them. This was seconded by Councillor Maggie Dunn, unanimous decision.	
13.3	(iii) Councillor Kate Trevitt proposed that the Parish Council employ a Clerk for their Neighbourhood Plan for 4 hours per week (possibly increasing to 6) on a fixed term contract, initially for 18 months. This was seconded by Councillor Philip Reeve, unanimous decision. Salary will be dependent on experience and qualifications.	
	The interview panel will consist of Councillors Philip Reeve, Peter Fisk, Maggie Dunn and Kate Trevitt.	
14.0	<u>Councillors Reports</u>	
14.1	Councillor Nicky Crouch advised the Council of a complaint that had been made against her. The Monitoring Officer confirmed that the complaint was not upheld and that there would be no further action.	
14.2	Councillor Maggie Dunn had attended the 'All change for Suffolk' meeting organised by Suffolk Constabulary. PCSO's will no longer attend Parish Council meetings but will send a report. There was a discussion on the new initiative where Parish Council's can pay jointly for a PCSO. Some fire and police stations will be co-located.	
14.3	Councillor Michele Faiers is liaising with West Suffolk College regarding the possible renovation of the old village sign.	
14.4	Councillor Eddie Gibson raised the issue of an infestation of moles in and around the playground. The Council agreed in principle to get a pest control agent in to rectify the problem.	
15.0	<u>Clerk's Report</u>	
15.1	The Clerk and Councillor Peter Fisk had inspected the Cherry trees on Conyers Green and could find no root damage. One of the Cherry trees has died and a replacement will be looked into.	PF
15.2	A young man who expressed an interest in local government will be invited to a meeting.	
15.3	A builder has provided a top layer of gravel on Conyers Green to help maintain the surface.	
15.4	The old village sign has been collected from the carver and is now being stored by Councillor Peter Fisk.	
15.5	There was a discussion on ways of conserving the VAS batteries.	
15.6	The Council agreed that the Clerk can obtain quotes for doing some odd jobs around the village, including putting up the one way sign on Elms Close and adjusting the self closing gates at the playground.	
15.7	All Councillors were aware of the Data Protection and Information Security Policy and their responsibilities under the data protection act and that personal data should only be used for business purposes.	
15.8	Councillors were reminded to update their Register of Members Interests forms.	
15.9	The rural sweeping schedule is every 10 weeks and the next sweep is due 2/3 rd week of Jan.	

<p>15.10</p> <p>15.11</p> <p>15.12</p> <p>15.13</p> <p>16.0</p> <p>16.1</p> <p>16.2</p> <p>17.0</p> <p>17.1</p> <p>17.2</p>	<p>The Council agreed to change their review for staff losses to annually at the Clerk's appraisal.</p> <p>The Clerk is setting up Google Drive for the Council's documents to be stored on.</p> <p>The Council did not wish to charge for advertising on the village website but would like to see an updated list of businesses based in Gt Barton.</p> <p>Residents concerns on the surface of the footpath from Bunbury Avenue to The Park, has been reported to St Edmundsbury Borough Council.</p> <p>PROCEDURAL MATTERS</p> <p>Council to consider pre-planning protocol which Councillor Nicola Crouch has reviewed</p> <p>This will be reviewed by the planning committee.</p> <p>Councillor Matthew Parker gave his apologies and left the meeting.</p> <p>Finance:</p> <p>(i) Payment of Accounts and VAT being reclaimed</p> <p>The Council resolved to pay the following accounts. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn. Unanimous decision.</p> <table border="1"> <thead> <tr> <th>Details</th> <th>Chq no</th> <th>TOTAL INVOICE</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>St Edmundsbury Borough Council - bin emptying</td> <td>D/D</td> <td>£ 218.40</td> <td></td> </tr> <tr> <td>HMRC - PAYE & NICS</td> <td>1816</td> <td>£ 233.74</td> <td></td> </tr> <tr> <td>L J Harley-Clerks salary</td> <td>1817</td> <td>£ 904.41</td> <td></td> </tr> <tr> <td>Vertas Group Ltd replacement for 1814</td> <td>1818</td> <td>£ 584.44</td> <td>£ 97.40</td> </tr> <tr> <td>R Whiting – expenses for grass cutting Conyers Green</td> <td>1819</td> <td>£ 50</td> <td></td> </tr> <tr> <td>Gt Barton Thanksgiving Fund - hall hire - November</td> <td>1820</td> <td>£ 20.00</td> <td></td> </tr> <tr> <td>Gt Barton Thanksgiving Fund hall hire- October</td> <td>1821</td> <td>£ 15.00</td> <td></td> </tr> <tr> <td>Coastline Graphics - 1 way sign</td> <td>1822</td> <td>£ 172.80</td> <td>£28.80</td> </tr> <tr> <td>Suffolk County Council – extra cut of footpath across field from East Barton Road</td> <td>1823</td> <td>£ 36.55</td> <td></td> </tr> <tr> <td>John Roe - Emergency Plan expenses</td> <td>1824</td> <td>£ 20.60</td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td>£ 2,255.94</td> <td>£ 126.20</td> </tr> </tbody> </table> <p>(ii) To receive a Financial Report from the RFO including bank balances</p> <p>The clerk reported the bank balances as at 30/11/15:</p> <table border="1"> <tbody> <tr> <td>Current A/C</td> <td>£32,619.96</td> </tr> <tr> <td>Bus Reserve</td> <td>£40,356.71</td> </tr> <tr> <td>TOTAL</td> <td>£72,976.67</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Other Credits received</th> </tr> </thead> <tbody> <tr> <td>Gross and Co advertising in newsletter for 4 issues</td> <td>£150</td> </tr> <tr> <td>Total</td> <td>£150</td> </tr> </tbody> </table> <p>The Payment of accounts figure for November had been amended from £2,425.32 to £1,619.84 as a cheque payable to Vertas for £805.48 was cancelled. Also the direct debit for St Edmundsbury Borough Council had been incorrectly listed as £436.89 instead of £436.80.</p> <p>The precept has been requested from St Edmundsbury Borough Council.</p> <p>Members with responsibility for money were reminded to keep themselves informed about known risks and threats and any new legislation.</p> <p>There have been no transfers between bank accounts.</p> <p>Council staff have been offered a 1% pay rise from April 2016 and a further 1% the following year.</p> <p>Trade unions will consult with members.</p>	Details	Chq no	TOTAL INVOICE	VAT	St Edmundsbury Borough Council - bin emptying	D/D	£ 218.40		HMRC - PAYE & NICS	1816	£ 233.74		L J Harley-Clerks salary	1817	£ 904.41		Vertas Group Ltd replacement for 1814	1818	£ 584.44	£ 97.40	R Whiting – expenses for grass cutting Conyers Green	1819	£ 50		Gt Barton Thanksgiving Fund - hall hire - November	1820	£ 20.00		Gt Barton Thanksgiving Fund hall hire- October	1821	£ 15.00		Coastline Graphics - 1 way sign	1822	£ 172.80	£28.80	Suffolk County Council – extra cut of footpath across field from East Barton Road	1823	£ 36.55		John Roe - Emergency Plan expenses	1824	£ 20.60		Total		£ 2,255.94	£ 126.20	Current A/C	£32,619.96	Bus Reserve	£40,356.71	TOTAL	£72,976.67	Other Credits received		Gross and Co advertising in newsletter for 4 issues	£150	Total	£150	LJH
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17.3	<p><u>(iii) Reconciling cashbook to bank statements for September 2015 and signing the bank reconciliation which has been prepared by the Clerk and checked by a rota of 3 Councillors.</u> The bank reconciliation for November 2015 had been checked by Councillor Matthew Parker who had to leave the meeting unexpectedly. This will be carried forward to January.</p>	LJH																						
17.4	<p><u>(iv) Reserves – consider budgets & review spending against them.</u></p> <table border="1" data-bbox="347 387 1444 1146"> <thead> <tr> <th>RESERVE</th> <th>BALANCE</th> </tr> </thead> <tbody> <tr> <td>Small Projects</td> <td>£12,948 (earmarked : £3,000 School Lane footpath; VAS poles £450; £500 notice board School Road = £8,998)</td> </tr> <tr> <td>Neighbourhood Plan</td> <td>£4,191 (Clerk’s hours and mileage £54.68)</td> </tr> <tr> <td>Youth Project</td> <td>£1,038</td> </tr> <tr> <td>General</td> <td>£25,595</td> </tr> <tr> <td>Allotments</td> <td>£ 740 (Allotment rent to SCC)</td> </tr> <tr> <td>Asset maintenance</td> <td>£ 3,811</td> </tr> <tr> <td>Asset acquisition</td> <td>£4,356</td> </tr> <tr> <td>Village Sign</td> <td>£444 balance earmarked for restoring the old sign.</td> </tr> <tr> <td>Icepits Wood</td> <td>£1,319</td> </tr> <tr> <td>Total reserves</td> <td>£54,442</td> </tr> </tbody> </table> <p>Amounts rounded up to nearest pound.</p>	RESERVE	BALANCE	Small Projects	£12,948 (earmarked : £3,000 School Lane footpath; VAS poles £450; £500 notice board School Road = £8,998)	Neighbourhood Plan	£4,191 (Clerk’s hours and mileage £54.68)	Youth Project	£1,038	General	£25,595	Allotments	£ 740 (Allotment rent to SCC)	Asset maintenance	£ 3,811	Asset acquisition	£4,356	Village Sign	£444 balance earmarked for restoring the old sign.	Icepits Wood	£1,319	Total reserves	£54,442	
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17.5	<p><u>(v) Consideration of weekly and monthly risk assessments including confirmation of which assessments have been carried out.</u> Weekly assessments of the playground have been carried out and a monthly assessment by St Edmundsbury Borough Council. The Clerk confirmed that there is no stipulation under the insurance policy to check the woodland pathways on a regular basis, except after periods of bad weather. It is good practice to have a notice board with details of who to report problems too. Councillor Peter Fisk had inspected Icepits Wood after periods of bad weather in November. Councillor Kate Trevitt has completed the risk assessments for the Clerk working from home. The Clerk will look into the grass growing through the matting at the playground and request a cut.</p>																							
17.6	<p><u>(vi) Council to consider advertising on their website</u> This has already been discussed and agreed against.</p>	LJH																						
17.7	<p><u>(vii) Consider the payment to a volunteer for cutting the grass at Conyers Green. Increased in 2012 and fixed for 3 years.</u> The Council resolved to increase the expenses payment for cutting the grass at Conyers Green to £65 per annum, fixed for 3 years to 2017. Proposed Councillor Maggie Dunn, seconded Councillor Peter Fisk, unanimous decision.</p>	LJH																						
17.8	<p><u>(viii) Council to consider an extra cut on the footpath from East Barton Road to Icepits Wood.</u> The Council resolved to pay for an extra cut on the footpath from East Barton Road to Icepits Wood by Suffolk County Council. Proposed Councillor Kate Trevitt, seconded Councillor Maggie Dunn, unanimous decision.</p>																							
18.0	<p><u>Planning – Council to sign the planning committee meeting minutes from 7th December 2015 to stand as an accurate record of the meeting. Council to consider the completed planning applications from St Edmundsbury Borough Council for November 2015</u></p>																							
18.1	<p>Gt Barton Parish Council had no objection to the following planning application, but commented that the plans show ' surface water drainage to ditch for Anglian Water approval'. The applicant</p>																							

	<p>and the case officer need to be aware that this ditch is not owned by Anglian Water but by the Gt Barton Thanksgiving Fund. The Parish Council would like to ensure that there is sufficient parking and access to accommodate the enlarged property.</p>		
	<p>Land West of Beech House, The Street</p>	<p>DC/15/2281/VAR</p>	<p>1.5 storey dwelling – without compliance with condition 2 of SE/12/1558/FUL to allow variation of approved design as detailed on revised plan drawing no. 15-34-02 (i) single storey element reposition (ii) Additional first floor accommodation</p>
	<p>Gt Barton Parish Council had no objections to the following applications:</p>		
18.2	<p>38 Conyers Way</p>	<p>DC/15/2020/TPO</p>	<p>Oak – reduce height by up to 20% with thinning by up to 40%</p>
18.3	<p>Beech Cottage, The Park</p>	<p>DC/15/2391/TPO</p>	<p>Remove side branches on tree by up to 4 metres to improve overall shape of Beech tree</p>
	<p>They commented that there had been no details of the thinning to the Oak tree at Conyers Way.</p>		
18.4	<p>Proposed Dwelling Storage Land, Mill Road, Gt Barton</p>	<p>DC/15/2252/FUL</p>	<p>Construction of 2 storey dwelling and outbuilding</p>
	<p>The Parish Council has visited the site and viewed the plans, spoken to the applicant and his agent and two adjoining neighbours to further understand the proposal and the agreements that have been reached. On the basis of all of this the Parish Council raises no objections to the proposal, subject to the following:</p> <p>* The applicant provides further information to explain the proposals to upgrade the pumping station (treatment plant) on site, which serves neighbouring properties and the proposed property;</p> <p>* The case officer consults with Anglian Water to ensure that the pumping station upgrades that are proposed are appropriate and that a condition is placed on the permission to ensure the delivery of the proposals prior to occupation of the dwelling.</p> <p>*A condition is placed on the permission to ensure the following :</p> <ol style="list-style-type: none"> 1. That the proposed resurfacing of the access road is delivered prior to occupation of the dwelling; 2. That further details are submitted of finished floor levels and finished site levels prior to commencement; 3. That the height of the dwelling is no higher than the highest point of the neighbouring properties; 4. That the screening panel of the first floor rear window is retained in perpetuity and that no further windows are inserted in the elevation facing those properties that front Mill Road; 5. That the proposed materials complement those of the nearby properties. <p>The Parish Council considers that this is an appropriate infill dwelling that delivers benefits to the neighbouring properties and the local environment. The Parish Council considers that the environmental impact associated with the redevelopment of the open site is outweighed by the benefits identified and on this basis supports the proposal.</p> <p>The Parish Council compliments the applicant and the agent on the level of pre-application negotiation that has taken place on this proposal and the willingness of the applicant to make amendments to address local concerns. The Parish Council considers that this will ensure that the new property will be successively integrated into the local community.</p>		
18.5	<p>There were no completed planning applications for November 2015.</p>		
19.0	<p><u>Correspondence</u></p>		
19.1	<p>No correspondence had been received.</p>		
20.0	<p><u>Urgent Business</u></p> <p>A request was made for the print to be larger in the newsletter.</p>		
21.0	<p><u>Closing Public Session</u></p> <p>No members of the public were present.</p>		

22.0

Date of next meeting

The next meeting will be on Monday 18th January 2016 at 7.15pm in the village hall.

There being no further business the meeting finished at 10.30 pm.

.....Sign & Date

.....Print name.

CHAIRMAN

Minutes signed as confirmation that they are a true record.