

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 16th NOVEMBER 2015 COMMENCING AT 7.15 PM**

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| | <p>Members Present: Councillor Philip Reeve chaired the meeting together with Councillors Peter Fisk, Matthew Parker, Kate Trevitt, Maggie Dunn and Michele Faiers. No members of the public were present.</p> | |
| 1.0 | <p><u>Mrs Sarah Rees, Head Teacher Gt Barton Primary School – update on the school’s status</u> This item was postponed until later in the meeting.</p> | |
| 2.0 | <p><u>Open public session (10 minutes)</u> No members of the public were present.</p> | |
| 3.0 | <p><u>To receive County Councillor’s report from Rebecca Hopfensperger</u> Borough Councillor Rebecca Hopfensperger was not present at the meeting.</p> | |
| 4.0 | <p><u>To receive Borough Councillor’s report from Sarah Broughton</u> This item was postponed until later in the meeting.</p> | |
| 5.0 | <p><u>To receive police report</u> There had been no crimes since the last meeting.</p> | |
| 6.0 | <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. Apologies for absence had been received and accepted from Councillors Eddie Gibson and Nicola Crouch.</p> | |
| 7.0 | <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> No declarations of interest or requests for dispensation were received.</p> | |
| 8.0 | <p><u>To sign the minutes of the meeting on 12th October 2015 to stand as an accurate record</u> The council resolved to sign the minutes of the council meeting on 12th October 2015 to stand as an accurate record. Proposed Councillor Kate Trevitt, seconded Councillor Michele Faiers, unanimous decision.</p> | |
| 9.0 | <p><u>Items arising from October’s Council meeting:</u> 2.0 Update from Councillor Rebecca Hopfensperger on the blocked drains at the entrance to the Village Hall – Councillor Hopfensperger was not present at the meeting.</p> | |
| 9.1 | <p>9.6 - The Council resolved that the Clerk may claim any extra hours worked for the Neighbourhood Plan from the Neighbourhood Plan reserve. Proposed Councillor Kate Trevitt, seconded Councillor Philip Reeve, unanimous decision.</p> | |
| 9.2 | <p>12.2 - the Junction lineage for East Barton Road/Cox Lane/Bertuna Close has been confirmed by Suffolk County Council and will be completed in the next few months.</p> | |
| 9.3 | <p>12.4 - Councillor Philip Reeve had arranged a comparison of the 2 models of VAS approved by Suffolk County Council. Councillor Reeve will arrange for a longer trial over the Christmas period. Councillor Matthew Parker reported that the 2 signs were showing different speeds. There was a discussion on changing the variable settings of the sign to help prolong battery life.</p> | |
| 9.4 | <p>13.0 - Councillor Ed Gibson will provide an update on the village website and interface with the newsletter at the next meeting.</p> | |
| 9.5 | <p>17.4 - The Council confirmed the removal of the £1,300 earmark for replacing the 2 benches on the village hall playing field. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.</p> | |
| 9.6 | <p>23.0 - The Council decided not to provide refreshments for members of the public</p> | |
| 9.7 | <p>23.1 - Extending the 30 mph speed limit on Mill Road has been raised with Suffolk County Council. There will be an update at December’s meeting.</p> | LJH |
| 9.8 | <p>23.2 - The street light at the junction of Green Lane and East Barton Road is now working.</p> | |
| 9.9 | <p>23.3 - There has been an improvement, with less dog fouling in the village and on the playing field. St Edmundsbury Borough Council’s waste management team are looking at a new initiative which will be launched over the next few months.</p> | LJH |
| 9.10 | <p>25.1 – From September’s meeting – Suffolk County Council are reviewing the Parish Council’s request for a speed limit sign on East Barton Road. The hedge encroaching onto Cox Lane has been trimmed.</p> | LJH |
| 9.11 | <p>Councillor Philip Reeve is reviewing the maps for the uncompleted section of the School Lane/Downing Drive link footpath and the ownership of the piece of land with the Sycamore tree. Details were given of the process for registering unclaimed land. The next step is to refer back to</p> | PR LJH |

| <p>9.12 9.13</p> | <p>Mike Rutterford at St Edmundsbury Borough Council, to discuss completing this project. The pot holes on Cox Lane were raised. The Clerk will contact Havebury.</p> | <p>PR</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>9.14</p> | <p>Suffolk County Council do not have an issue with putting a pedestrian crossing, the village side of the petrol station, however the Parish Council will need to fund a feasibility study/safety audit by Kier, costing in the region of £5,000. Councillor Philip Reeve will liaise with Charlie Mitson from Suffolk County Council.</p> | <p>PR</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>9.15</p> | <p>An updated quote for completing the pedestrian crossing point on Mill Road had been received for £4,000. Suffolk County Council is happy to go ahead with this. Councillor Rebecca Hopfensper will be approached for funding.</p> | <p>LJH</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>9.16</p> | <p>There is an issue with the drainage which runs along the front of the school's property, which means that in the near future the footpath will need to be dug up. Suffolk County Council has suggested that this is carried out at the same time as the footpath widening/extending.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>9.17</p> | <p>A letter has been sent regarding the vegetation which is covering the give way sign at the junction of Livermere Road and Mill Road.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>9.18</p> | <p>The Parish Council were happy for a book being written about the school, to have a photo of the village sign on its front page.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>9.19</p> | <p>The details of the traffic survey carried out by Havebury, on Cox Lane were circulated. Councillor's asked if the VAS could be used on Cox Lane to gather statistics. The Clerk advised that the VAS can only be used at sites approved by Suffolk County Council. Councillor Matthew Parker questioned whether the VAS can be used on a private road without prior approval from Suffolk County Council. The Clerk will confirm.</p> | <p>LJH</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>9.19</p> | <p>Councillor Sarah Broughton arrived and therefore the agenda moved to: Borough Councillor's Report</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>9.20</p> | <p>Councillor Sarah Broughton reported on the consultation on the West Suffolk Operational Hub, which will take place in January; meeting with the liaison group before the consultation to ratify the terms of the group with Borough Councillor Peter Stevens; the cabinet will be asked to recommend to the Borough Council, the business case for the establishment of a wholly council owned housing company; Street light maintenance is being transferred to Suffolk County Council.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>10.0</p> | <p>The Transport strategy was discussed and will be looked at with other Parish Council's around Bury St Edmunds. The transport committee will meet and review after liaising with Alex Wilson from St Edmundsbury Borough Council.</p> | <p>SB/ PR</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>11.0</p> | <p>Chairman's Report Councillor Philip Reeve reported on the right of appeal to planning decisions.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>11.1</p> | <p>Council to consider their precept for 2016/17 – update from Councillors Philip Reeve and Peter Fisk on the grass cutting contract.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>11.1</p> | <p>The Council resolved to precept for £32,760 in 2016/17. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision. The grass cutting contract is under review. There was a discussion on grass cutting in the churchyard and also the upkeep of the trees, which had been raised informally with Councillor Philip Reeve.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th data-bbox="343 1462 895 1496">ITEM</th> <th colspan="2" data-bbox="900 1462 1447 1496">BUDGET 2016/17</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 1503 895 1536">CLERKS NET SALARY(- NI & tax & pension)</td> <td data-bbox="900 1503 975 1536">£</td> <td data-bbox="979 1503 1447 1536">10,300</td> </tr> <tr> <td data-bbox="343 1543 895 1576">CLERKS NI & TAX</td> <td data-bbox="900 1543 975 1576">£</td> <td data-bbox="979 1543 1447 1576">600</td> </tr> <tr> <td data-bbox="343 1583 895 1617">EMPLOYERS NI (from 2015)</td> <td data-bbox="900 1583 975 1617">£</td> <td data-bbox="979 1583 1447 1617">550</td> </tr> <tr> <td data-bbox="343 1624 895 1657">EMPLOYERS PENSION CONTRIBUTION</td> <td data-bbox="900 1624 975 1657">£</td> <td data-bbox="979 1624 1447 1657">450</td> </tr> <tr> <td data-bbox="343 1664 895 1697">HALL HIRE</td> <td data-bbox="900 1664 975 1697">£</td> <td data-bbox="979 1664 1447 1697">450</td> </tr> <tr> <td data-bbox="343 1704 895 1738">SUBSCRIPTIONS</td> <td data-bbox="900 1704 975 1738">£</td> <td data-bbox="979 1704 1447 1738">990</td> </tr> <tr> <td data-bbox="343 1744 895 1778">OFFICE EXPENSES FIXED (from 2015)</td> <td data-bbox="900 1744 975 1778">£</td> <td data-bbox="979 1744 1447 1778">450</td> </tr> <tr> <td data-bbox="343 1785 895 1818">OFFICE EXPENSES VARIABLE</td> <td data-bbox="900 1785 975 1818">£</td> <td data-bbox="979 1785 1447 1818">460</td> </tr> <tr> <td data-bbox="343 1825 895 1859">TRAINING</td> <td data-bbox="900 1825 975 1859">£</td> <td data-bbox="979 1825 1447 1859">400</td> </tr> <tr> <td data-bbox="343 1865 895 1899">AUDIT</td> <td data-bbox="900 1865 975 1899">£</td> <td data-bbox="979 1865 1447 1899">360</td> </tr> <tr> <td data-bbox="343 1906 895 1939">INSURANCE</td> <td data-bbox="900 1906 975 1939">£</td> <td data-bbox="979 1906 1447 1939">990</td> </tr> <tr> <td data-bbox="343 1946 895 1980">CHAIRS EXPENSES</td> <td data-bbox="900 1946 975 1980">£</td> <td data-bbox="979 1946 1447 1980">50</td> </tr> <tr> <td data-bbox="343 1986 895 2020">EMERGENCY PLAN</td> <td data-bbox="900 1986 975 2020">£</td> <td data-bbox="979 1986 1447 2020">300</td> </tr> <tr> <td data-bbox="343 2027 895 2060">CHARITIES</td> <td data-bbox="900 2027 975 2060">£</td> <td data-bbox="979 2027 1447 2060">240</td> </tr> </tbody> </table> | ITEM | BUDGET 2016/17 | | CLERKS NET SALARY(- NI & tax & pension) | £ | 10,300 | CLERKS NI & TAX | £ | 600 | EMPLOYERS NI (from 2015) | £ | 550 | EMPLOYERS PENSION CONTRIBUTION | £ | 450 | HALL HIRE | £ | 450 | SUBSCRIPTIONS | £ | 990 | OFFICE EXPENSES FIXED (from 2015) | £ | 450 | OFFICE EXPENSES VARIABLE | £ | 460 | TRAINING | £ | 400 | AUDIT | £ | 360 | INSURANCE | £ | 990 | CHAIRS EXPENSES | £ | 50 | EMERGENCY PLAN | £ | 300 | CHARITIES | £ | 240 | |
| ITEM | BUDGET 2016/17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CLERKS NET SALARY(- NI & tax & pension) | £ | 10,300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CLERKS NI & TAX | £ | 600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EMPLOYERS NI (from 2015) | £ | 550 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EMPLOYERS PENSION CONTRIBUTION | £ | 450 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HALL HIRE | £ | 450 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUBSCRIPTIONS | £ | 990 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OFFICE EXPENSES FIXED (from 2015) | £ | 450 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OFFICE EXPENSES VARIABLE | £ | 460 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRAINING | £ | 400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AUDIT | £ | 360 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INSURANCE | £ | 990 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CHAIRS EXPENSES | £ | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EMERGENCY PLAN | £ | 300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CHARITIES | £ | 240 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | GRANTS | £ 1,500 | |
| | NEWSLETTER | £ 1,750 | |
| | CHURCH GRASS CUT | £ 3,000 | |
| | MISC GRASS CUTTING | £ 50 | |
| | ASSET MAINTENANCE FUND | £ 1,000 | |
| | SEBC BIN EMPTYING | £ 1,110 | |
| | GRASS CUTTING PLAYING FIELD | £ 2,300 | |
| | ASSET AQUISITION FUND | £ 1,600 | |
| | ICEPITS WOOD | £ 860 | |
| | NEIGHBOURHOOD PLAN | £ 3,000 | |
| | TOTAL | £ 32,760 | |
| 12.0 | <u>The Queen's 90th birthday</u> | | |
| 12.1 | Councillor Maggie Dunn is looking into events to celebrate the Queen's 90 th birthday and suggested a village fete and tea party and a commemorative mug for the school children. A working group will be set up to look into the feasibility of this and report back to the Council in January. | | |
| 13.0 | <u>Council to consider the feasibility and cost of charitable land exchanges between the Gt Barton Thanksgiving Fund and The Scout Group.</u> | | |
| | There was a discussion on the feasibility and cost of land being exchanged between the Gt Barton Thanksgiving Fund and the Scout Group, to allow the Scouts to build a new hut. This item had been discussed at the Village Hall Management Committee meeting but they had been unable to progress this and therefore Councillor Philip Reeve had brought it before the council. The clerk will confirm if it is possible to transfer the ownership of the land through St Edmundsbury Borough Council, and then confirm this with a solicitor. Once costs have been confirmed they can be raised at the council meeting. | | |
| | No legal fees were paid by the Village Hall, when the Bowls Club obtained extra land. | | |
| | The Scout Group will pay the ultimate cost of the transfer. | | |
| | The Trustees of the Gt Barton Thanksgiving Fund had agreed in principle that the transfer of land can go ahead, if it is legal to do so. | | |
| | The Parish Council will obtain a quote from a solicitor and then review it at their next meeting. | | |
| Item | <u>Mrs Sarah Rees, Head Teacher Gt Barton Primary School – update on the school's status</u> | | |
| 1.0 | A presentation was given by Sarah Rees, on the primary's schools proposal that 4 schools (Gt Barton, Rattlesden, Thurston and Woolpit), all sharing a similar vision, ethos and values, and the same commitment to raising standards, will join together to form the Thedwastre Educational Trust and convert to academy status. | | |
| | The school has carried out a comprehensive consultation. The aim of the Trust is to improve standards for all our children; | | |
| | <ul style="list-style-type: none"> ▪ Develop trusting relationship between schools in order to share knowledge and expertise ▪ Share data to identify strengths and areas for development so that we can support, challenge and learn from each other ▪ Work together to share best practice; commission additional training and support for school staff to benefit all children ▪ Provide opportunities to deliver an exciting and outstanding curriculum ▪ Provide additional opportunities for pupils through sharing resources ▪ Secure cost and resource efficiencies through joint commissioning of services. | | |
| | The proposal will secure the future of our schools: | | |
| | <ul style="list-style-type: none"> ▪ Ensure the foundations of our schools whether rooted in Christian values or sound moral values, are the bedrock of our work ▪ Recognise small schools' vulnerability and the importance of rural Church of England schools and rural community schools as the heart of the local community ▪ Protect the distinctive ethos of each school whilst improving the life chances of all children in our schools through a shared approach to school improvement ▪ Create a culture of support in order to work towards an outstanding quality of | | |

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| | <p>provision whilst offering a nurturing environment in which children and adults will thrive</p> <p>The school's name will change to Gt Barton Church of England Primary Academy. The Parish Council agreed with the school's proposals and will draft a response to Mrs Rees.</p> | |
| <p>Item 14.0</p> | <p><u>Neighbourhood Plan update including meeting with St Edmundsbury Borough Council to register the plan and confirming the terms of reference for the committee</u></p> | |
| <p>14.1</p> | <p>Councillor Nicola Crouch will confirm the terms of reference for the Neighbourhood Plan committee at the next meeting.</p> | <p>NC</p> |
| <p>14.2</p> | <p>There was a discussion on whether a volunteer should be sought for the role of Neighbourhood Plan Clerk or whether it should be a paid role. It was agreed that the position would be advertised in the newsletter. The council will discuss at their December meeting.</p> | <p>LJH PR</p> |
| <p>15.0</p> | <p>A resident in Gt Barton will start to progress the Neighbourhood Plan with Councillor Philip Reeve, who will also register the application with St Edmundsbury Borough Council.</p> | |
| <p>15.0</p> | <p><u>Council to consider its objectives for the next financial year and a 3 year forecast (to aid budget setting)</u></p> | |
| <p>15.0</p> | <p>The council resolved to adopt the following objectives for the next 3 years. Proposed Councillor Kate Trevitt, seconded Councillor Phillip Reeve, unanimous decision. The clerk will put them on the website.</p> | <p>LJH</p> |
| <p>15.0</p> | <p>1) <u>PROTECTING and DEVELOPING OUR COMMUNITY</u></p> | |
| <p>15.0</p> | <p>We will:</p> | |
| <p>15.0</p> | <p>i. Create a Neighbourhood Plan for the parish of Great Barton</p> | |
| <p>15.0</p> | <p>ii. Work with Suffolk County Council and other partners to create a successful master-plan for the development of "The Triangle"</p> | |
| <p>15.0</p> | <p>iii. Actively represent the community in negotiation with St Edmundsbury Borough Council and Berkeley Homes to ensure the best possible outcome for Great Barton from the development of North-East Bury St Edmunds under "Vision 2031"</p> | |
| <p>15.0</p> | <p>iv. Oppose the proposal to create a West Suffolk Operational Hub on land at Hollow Road Farm</p> | |
| <p>15.0</p> | <p>v. Support efforts to install a vehicle weight restriction on Fornham Road</p> | |
| <p>15.0</p> | <p>2) <u>IMPROVING OUR LOCAL INFRASTRUCTURE</u></p> | |
| <p>15.0</p> | <p>We will:</p> | |
| <p>15.0</p> | <p>i. Work to install a second pedestrian crossing on the A143 to provide a better link between village facilities and residents situated on opposite sides of this road</p> | |
| <p>15.0</p> | <p>ii. Work to install a pedestrian crossing facility on Mill Road to provide a safer link between Great Barton Free Church and the rest of the village</p> | |
| <p>15.0</p> | <p>iii. Complete the pedestrian link between School Lane and Downing Drive</p> | |
| <p>15.0</p> | <p>iv. Work to create a new footpath linking School Road to the A143 running behind Elms Farm</p> | |
| <p>15.0</p> | <p>v. Work to create a new footpath linking Cox Lane to Icepits Wood running alongside the southbound carriageway of the A143</p> | |
| <p>15.0</p> | <p>vi. Seek devolution of the Suffolk County Council highway maintenance budget for the area, enabling the Parish Council to determine and respond better to local priorities</p> | |
| <p>15.0</p> | <p>vii. Work with the primary school to widen the footpath along the frontage of the school and to lengthen the paved area along school road.</p> | |
| <p>15.0</p> | <p>3) <u>CREATING and DEVELOPING LOCAL FACILITIES</u></p> | |
| <p>15.0</p> | <p>We will:</p> | |
| <p>15.0</p> | <p>i. Create a Woodland Management Plan for Icepits Wood which aims to achieve maximum benefit for all users in the community</p> | |
| <p>15.0</p> | <p>ii. Identify a suitable site for the installation of an all-weather multi-use games area (MUGA) for local youngsters</p> | |
| <p>15.0</p> | <p>iii. Organise two community "litter picks" each Calendar year</p> | |
| <p>15.0</p> | <p>iv. Install one-way "directional" signage at the entrance to Elms Close to improve safe access to Great Barton Village Hall</p> | |
| <p>15.0</p> | <p>v. Install a new notice board for the Parish Council and the school, outside the school.</p> | |
| <p>15.0</p> | <p>vi. Restore the old village sign.</p> | <p>LJH</p> |

| 16.0 | Councillor's Reports. There were no reports. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 17.0 | Clerk's Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17.1 | The Parish Council agreed that the Clerk can look into getting an extra cut on the footpath from East Barton Road to Icepits Wood. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17.2 | Maps of the properties surrounding the unfinished section of the School Lane/Downing Drive footpath are being reviewed by Councillor Philip Reeve, in relation to the piece of woodland owned by St Edmundsbury Borough Council and the section of woodland that is not registered. | LJH | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17.3 | The trees have been trimmed which hang over the footpath between Thurston Road and Barton Hamlet. The path still needs sweeping. This has been reported to Suffolk County Council. | LJH | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17.4 | The Clerk will include on the risk assessments for all trees on Parish Council owned land to be checked after periods of bad weather. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18.0 | Procedural matters | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18.1 | (i) Council to consider pre-planning protocol which Councillor Nicola Crouch has reviewed – this item will be carried forward to December's meeting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18.2 | (ii) Councillor to review their risk assessments which Councillor Ed Gibson has reviewed – The council had undertaken a full review of their risk assessments which: address the risks associated with its activities; identifies what can go wrong; the appropriate steps to avoid or successfully manage the consequences; including the introduction of internal controls &/or external insurance cover and that the Council takes appropriate action when an event is newly identified as a risk. The Council confirmed that their risk assessments are maintained at a level consistent with good practice. Proposed councillor Philip Reeve, seconded Councillor Kate Trevitt, unanimous decision. Items were added to the summary to include the vehicle activated sign and its mounting poles and for Icepits Wood. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19.0 | Finance: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19.1 | (i) Payment of Accounts The Council resolved to pay the following accounts. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn. Unanimous decision. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <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>£436.80</td> <td></td> </tr> <tr> <td>BT - village hall emergency line</td> <td>D/D</td> <td>£54.73</td> <td></td> </tr> <tr> <td>L J Harley – Clerk's salary & expenses</td> <td>1813</td> <td>£ 958.31</td> <td></td> </tr> <tr> <td>Vertas Group Ltd – Ground Maintenance</td> <td>1814</td> <td>£805.48</td> <td></td> </tr> <tr> <td>Heelis and Lodge - audit</td> <td>1815</td> <td>£170.00</td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td>£2,425.32</td> <td>£0</td> </tr> </tbody> </table> | Details | Chq no | TOTAL INVOICE | VAT | St Edmundsbury Borough Council - bin emptying | D/D | £436.80 | | BT - village hall emergency line | D/D | £54.73 | | L J Harley – Clerk's salary & expenses | 1813 | £ 958.31 | | Vertas Group Ltd – Ground Maintenance | 1814 | £805.48 | | Heelis and Lodge - audit | 1815 | £170.00 | | Total | | £2,425.32 | £0 | |
| Details | Chq no | TOTAL INVOICE | VAT | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Total | | £2,425.32 | £0 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19.2 | (ii) To receive a Financial Report from the RFO including bank balances and details of VAT being reclaimed. The clerk reported the bank balances as at 31/10/15: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tbody> <tr> <td>Current A/C</td> <td>£33,676.67</td> </tr> <tr> <td>Bus Reserve</td> <td>£40,356.71</td> </tr> <tr> <td>TOTAL</td> <td>£74,033.38</td> </tr> </tbody> </table> | Current A/C | £33,676.67 | Bus Reserve | £40,356.71 | TOTAL | £74,033.38 | | | | | | | | | | | | | | | | | | | | | | | |
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| TOTAL | £74,033.38 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Other Credits received | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VAT refund (1 st half of year) | £1,600.73 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bank Interest | £1.66 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | £1,602.39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19.3 | (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. The bank reconciliation for October 2015 was reconciled to the bank statements and checked by Councillor Philip Reeve. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19.4 | (iv) Reserves – consider budgets & review spending against them. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tbody> <tr> <td>RESERVE</td> <td>BALANCE</td> </tr> </tbody> </table> | RESERVE | BALANCE | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RESERVE | BALANCE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | Small Projects | £13,092 (Increased insurance budget £30) (earmarked : £3,000 School Lane footpath; VAS poles £450; £500 notice board School Road; Elms Close one-way signs £200, = £8,942) | | | | | |
| | 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 | £54,586 | | | | | |
| 19.5 | <p>Amounts rounded up to nearest pound.</p> <p><u>(v) Consideration of weekly and monthly risk assessments including confirmation of which assessments have been carried out.</u></p> <p>Weekly assessments of the playground have been carried out and a monthly assessment by St Edmundsbury Borough Council.</p> <p>The St Edmundsbury Borough Council inspection of the basket ball net raised the issue that a sign should be erected stating 'not intended for children under 3 etc'. As this is a low risk item and has not been raised before, the council did not wish to order a sign at this time. The report also raised the bearing being worn on the spinning pole which the council will monitor as it is also a low risk item.</p> | | | | | | |
| 19.6 | <p><u>(vi) Council to consider Suffolk County Council's proposal for priority 1 work in Icepits Wood.</u></p> <p>Instructions had been received from Suffolk County Council's County Farms, which asked the Parish council to employ a tree surgeon to carry out the priority 1 work in Icepits Wood and then submit an invoice to Suffolk County Council. The Parish Council resolved to do this and the Clerk will arrange. Proposed Councillor Philip Reeve, seconded Councillor Matthew Parker, unanimous decision.</p> | | | | | | |
| 20.0 | <p><u>Planning – Council to sign the planning committee meeting minutes from 9th November 2015 to stand as an accurate record of the meeting. Council to consider the completed planning applications from St Edmundsbury Borough Council for October 2015</u></p> | | | | | | |
| 20.1 | <p>Gt Barton Parish Council did not comment on the following application as a decision had already been made by St Edmundsbury Borough Council:</p> <table border="1"> <tr> <td>Hundred Acre Wood, The Park</td> <td>DC/15/1908/TPO</td> <td>Fell 2 Sycamore trees</td> </tr> </table> | | | | Hundred Acre Wood, The Park | DC/15/1908/TPO | Fell 2 Sycamore trees |
| Hundred Acre Wood, The Park | DC/15/1908/TPO | Fell 2 Sycamore trees | | | | | |
| 20.2 | <p>Gt Barton Parish Council objected to the following planning applications. They feel that the proposed rear extension is contrary to planning policy DM15 for listed buildings which states that the extension should not be detrimental to the building's character and should use appropriate materials which respect the character of the building. The design and access statement states that 'The development benefits from a rear car park with 4 car parking spaces being made available to all new residents of this building'. This is yet to be ratified.</p> <table border="1"> <tr> <td>1-4 Forge Bungalows, The Street</td> <td>DC/15/1789/FUL DC/15/1790/LB</td> <td>Single storey rear extensions including associated alterations – including listed building application</td> </tr> </table> | | | | 1-4 Forge Bungalows, The Street | DC/15/1789/FUL DC/15/1790/LB | Single storey rear extensions including associated alterations – including listed building application |
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| 20.3 | | | | | | | |

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| | <p>1-4 Forge Bungalows, The Street</p> | <p>DC/15/1789/FUL DC/15/1790/LB</p> | <p>Single storey rear extensions including associated alterations – including listed building application</p> |
| <p>20.4</p> | <p>The Parish Council resolved to accept the planning committee minutes from 9th November 2015 to stand as an accurate record of the meeting. Proposed Councillor Philip Reeve, seconded Councillor Matthew Parker, unanimous decision.</p> <p>Completed planning applications from St Edmundsbury Borough Council</p> <p>The following planning applications were approved by St Edmundsbury Borough Council:</p> | | |
| <p>21.0</p> | <p>18 Cox Lane</p> | <p>DC/15/1740/HH</p> | <p>Single storey front/side extension with glass lantern within roof</p> |
| | <p>100 Acre Wood, The Park</p> | <p>DC/15/1908/TPO</p> | <p>TPO 3701974)39 - Tree Preservation Order - 2no Sycamores (T1 _ T2 on plan) - Fell (A5 on Order)</p> |
| <p>22.0</p> | <p>Correspondence No correspondence had been received.</p> | | |
| <p>23.0</p> | <p>Urgent Business There was no urgent business.</p> | | |
| <p>24.0</p> | <p>Closing Public Session No members of the public were present.</p> <p>Date of next meeting The next meeting will be on Monday 14th December 2015 at 7.15pm in the village hall.</p> <p>There being no further business the meeting finished at 11.10 pm.</p> | | |
| <p>.....Sign & Date</p> | | | |
| <p>.....Print name.</p> | | | |
| <p>CHAIRMAN Minutes signed as confirmation that they are a true record.</p> | | | |