

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 16th MAY 2016 COMMENCING AT 7.15 PM**

Item.	Members Present : Councillor Philip Reeve chaired the meeting together with Councillors Maggie Dunn, Eddie Gibson, Peter Fisk and Kate Trevitt. 2 members of the public were present.	
1.0	<u>PROCEDURAL INFORMATION FOR THE COUNCIL'S ANNUAL MEETING</u> (a) To elect a Chairman – Councillor Maggie Dunn proposed Councillor Philip Reeve for Chairman, seconded by Councillor Eddie Gibson, unanimous decision. There were no other proposals . (b) The Clerk received the Chairman's acceptance of office and updated register of members interest form. (c) To elect a Vice-Chair – Councillor Kate Trevitt proposed Councillor Eddie Gibson, seconded by Councillor Maggie Dunn, unanimous decision. There were no other proposals. (d) To receive any updates to Councillors registers of members interests forms – There were no updates. (e) To appoint a responsible financial officer and internal auditor – Councillor Eddie Gibson proposed the Clerk, Linda Harley as the Responsible Financial Officer and Heelis and Lodge as the internal auditor. This was seconded by Councillor Philip Reeve, unanimous decision.	
2.0	<u>Opening Public Session</u> Nothing was raised.	
3.0	<u>To receive County Councillor's report from Rebecca Hopfensperger</u> Councillor Rebecca Hopfensperger did not attend the meeting.	
4.0	<u>To receive Borough Councillor's Report from Sarah Broughton</u>	
4.1	Councillor Sarah Broughton reported on the latest information following the second consultation on the site for the West Suffolk Operational Hub. A report will be made public w/c 6 th June, be discussed by St Edmundsbury Borough Council's cabinet on 14 th June and by St Edmundsbury Borough full Council on 28 th June. The community liaison group will receive a briefing before. They have taken details of all the replies and will compile a report.	
4.2	Overhanging vegetation was discussed. Councillor Peter Fisk had cut back the tree on Mill Road overhanging the footpath.	
4.3	There was a query on the road works due on Mill Road from the A143 to School Road as Mill Road needs work between the junction with Livermere Road and School Road. The Clerk will contact Guy Smith.	
5.0	<u>To receive police report from the Safer Neighbourhood Team</u> This item will be removed from the agenda as the Safer Neighbourhood Team is no longer regularly attending the council meeting.	
6.0	<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 from Councillors Matthew Parker, Nicky Crouch and Michele Faiers.	
7.0	<u>(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</u> Councillor Eddie Gibson declared a pecuniary interest in item 14(l) relating to the quote for replacing the swing seats.	
8.0	<u>To sign the minutes of the council meeting on 18th April 2016 and the Neighbourhood Plan meeting on 23rd March and 13th April 2016 to stand as an accurate record and to review the draft minutes from the Annual Parish Meeting in April.</u>	
8.1	The minutes of the Council meeting on 18 th April 2016 were signed to stand as an accurate record of the meeting. Proposed Councillor Kate Trevitt, seconded Councillor Philip Reeve , unanimous decision.	
8.2	The minutes from the meetings of the Neighbourhood Plan committee on 23 rd March and 13 th April were signed as an accurate record of the meeting. Proposed Councillor Philip Reeve, seconded Councillor Eddie Gibson. Confirmed by the chair of the committee who was attending as a member	LJH

	of the public.	
8.4	Councillors were happy with the draft minutes from the Annual Parish Meeting. It was suggested that the meeting could be earlier next year.	
9.0	<u>Council to consider the Terms of Reference for the Neighbourhood Plan Steering Group and for the Neighbourhood Plan Steering Committee (including delegated financial arrangements) and to confirm the area for the Neighbourhood Plan</u>	
9.1	The consultation on the area for the Neighbourhood Plan has started. This includes the parish of Gt Barton including the triangle and the areas North East and South of the railway line. Councillor Philip Reeve explained the proposal for the committee structure for the Neighbourhood Plan, having working groups reporting to a sub committee of the Parish Council called the Neighbourhood Plan Executive Committee. A chair and vice chair will be appointed for the Exec committee and the working groups. Those members on the Exec committee will also be on the working groups.	
9.2	Terms and conditions for the Executive committee will be modified to include delegated financial duties and will be put in place for the working group.	
9.3	The original Neighbourhood Plan steering committee will be disbanded after their meeting on 18 th May 2016. Councillor Philip Reeve proposed dissolving the original Neighbourhood Plan steering group and replacing it with 2 new groups call the Neighbourhood Plan working group and the Neighbourhood Plan Executive committee. This was seconded by Councillor Maggie Dunn, unanimous decision.	
9.4	There was a discussion on members of sub committees completing register of interest forms. Councillor Eddie Gibson proposed that the youth member of the sub committee, who is 15, should be allowed to vote. This was seconded by Councillor Philip Reeve, unanimous decision.	
10.0	<u>Chairman's Report including an update from the meeting with St Edmundsbury Borough Council, Suffolk County Council and Berkley Homes regarding Gt Barton's application for a Neighbourhood Plan</u>	
	Councillor Philip Reeve reported back on the meeting. Two of the areas included in the plan had raised questions with St Edmundsbury Borough Council, the triangle and the North East Development. Both Concertus and Berkeley Homes, who were present at the meeting were happy to support the application in principle.	
11.0	<u>Council to consider the condition of footpaths in the village relating to overhanging vegetation (especially Mill Road) and dirt and debris encroaching onto the footpath, reducing its width (Mill Road, A143 and School Road)</u>	
	Residents had raised concerns with footpath maintenance and gulley clearing in the village. There was a discussion on the footpaths in the village and also overhanging vegetation and whether a group of volunteers could remove the dirt and debris which is reducing the width of some of the busiest footpaths in the village. Councillors were very concerned with these serious issues and discussed whether the Parish Council could consider taking the responsibility for some verge cutting. The Clerk will ask Councillor Rebecca Hopfensperger for the cost to Gt Barton, per hour or meterage for verge cutting.	LJH
	The clerk will look into who looks after the trees between the Mill Road/Livermere Road junction and the houses on Mill Road.	LJH
12.0	<u>Councillor's Reports</u>	
	Councillor Philip Reeve had attended a meeting of the Village Hall Management committee relating to changing the trustee status.	
	Network Rail are about to hold a consultation on their crossings including the one at Cattishall.	
13.0	<u>Clerk's Report</u>	
13.1	There is still confusion with the status of Park Lane, as details of access for properties are given on Suffolk County Council's plan but these are for the properties that existed at the time of the sale in 1923. Suffolk County Council is still not clear where they stand on all the properties on the Park Lane area as the majority have been built in the last 30 years. There is currently no definitive answer so the legal department are using the public rights. The only way to get round this is by stating 'no motorised public vehicles, (private access only)'. Suffolk County Council have published the extinguishment order for the Gt Barton bridleway 12 – the notice has been displayed and the details are available for public inspection until 30/6/16	
13.2		

14.0	Finance																																				
14.1	<p>(i) Payment of Accounts</p> <p>The Council resolved to pay the following accounts. Proposed Councillor Philip Reeve, seconded Councillor Michele Faiers, 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>SEBC-bin emptying</td> <td>D/D</td> <td>£ 218.40</td> <td></td> </tr> <tr> <td>BT-village hall emergency line</td> <td>D/D</td> <td>£ 53.97</td> <td>£ 8.99</td> </tr> <tr> <td>J Ranson-maintenance</td> <td>1852</td> <td>£ 519.10</td> <td></td> </tr> <tr> <td>CAS-Village Hall conference</td> <td>1853</td> <td>£ 15.00</td> <td></td> </tr> <tr> <td>Gt Barton Thanksgiving Fund-Hall hire</td> <td>1854</td> <td>£ 16.00</td> <td></td> </tr> <tr> <td>L J Harley - Clerk's salary & expenses</td> <td>1855</td> <td>£ 977.54</td> <td></td> </tr> <tr> <td>S Deare - NP Clerk salary</td> <td>1856</td> <td>£ 120.13</td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td>£ 1,920.14</td> <td>£ 8.99</td> </tr> </tbody> </table>	Details	Chq no	TOTAL INVOICE	VAT	SEBC-bin emptying	D/D	£ 218.40		BT-village hall emergency line	D/D	£ 53.97	£ 8.99	J Ranson-maintenance	1852	£ 519.10		CAS-Village Hall conference	1853	£ 15.00		Gt Barton Thanksgiving Fund-Hall hire	1854	£ 16.00		L J Harley - Clerk's salary & expenses	1855	£ 977.54		S Deare - NP Clerk salary	1856	£ 120.13		Total		£ 1,920.14	£ 8.99
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14.2	<p>ii) To receive a financial report from the Responsible Financial Officer</p> <p>The Clerk has been issued with her P60. The period during which electors may inspect accounting records is from 20th June to 30th July inclusive. Kalkwik were paid twice in March and then April, so the next invoice will be deducted from the overpayment. Subscription to Community Action Suffolk is free this year to all Parish Councils. The bank balances were reported as :</p> <table border="1"> <tbody> <tr> <td>Current Account</td> <td>£61,151.84</td> </tr> <tr> <td>Business Reserve Account</td> <td>£40,366.75</td> </tr> <tr> <td>Total</td> <td>£101,518.59</td> </tr> <tr> <td>Items paid/owed from newsletter advertising</td> <td>£50 received from E Richardson</td> </tr> <tr> <td>Amount owed from Suffolk County Council for work carried out in Icepits Wood</td> <td>£5,700 net – an invoice will be issued</td> </tr> <tr> <td>Amount owed from Gt Barton Primary Academy for half of the new notice board</td> <td>Funds received.</td> </tr> <tr> <td>Other credits received</td> <td>£2,150.79 VAT refund £32,760 precept</td> </tr> <tr> <td>Business Reserve Account interest</td> <td>£1.60</td> </tr> </tbody> </table>	Current Account	£61,151.84	Business Reserve Account	£40,366.75	Total	£101,518.59	Items paid/owed from newsletter advertising	£50 received from E Richardson	Amount owed from Suffolk County Council for work carried out in Icepits Wood	£5,700 net – an invoice will be issued	Amount owed from Gt Barton Primary Academy for half of the new notice board	Funds received.	Other credits received	£2,150.79 VAT refund £32,760 precept	Business Reserve Account interest	£1.60																				
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14.3	<p>iii) Reconciling cashbook to bank statements for April 2016 and completing the bank reconciliation</p> <p>The bank reconciliation for April had been checked and signed by Councillor Maggie Dunn.</p>																																				
14.4	<p>iv) Consider reserve budgets and review spending against them</p> <table border="1"> <thead> <tr> <th>RESERVES</th> <th>BALANCE</th> </tr> </thead> <tbody> <tr> <td>Small Projects</td> <td>£10,906.– Items withdrawn in last month: £21.56 community fun day prizes, erecting 1 way signs on Elms Close £232.68 & £6.56 APM biscuits (earmarked : £3,000 School Lane footpath; VAS poles £450 = 7,717 + £644 owed by school = £8,100)</td> </tr> <tr> <td>Neighbourhood Plan</td> <td>£6,695.– Items paid this month : S Deare NP Clerk £120.13 and L J Harley extra hours £46.20, Hall Hire £16. Credits of £3,000 from precept)</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>£ 690</td> </tr> <tr> <td>Asset maintenance</td> <td>£ 4,525. (credit from precept £1,000. Paid this month £286.42 for painting swings)</td> </tr> </tbody> </table>	RESERVES	BALANCE	Small Projects	£10,906.– Items withdrawn in last month: £21.56 community fun day prizes, erecting 1 way signs on Elms Close £232.68 & £6.56 APM biscuits (earmarked : £3,000 School Lane footpath; VAS poles £450 = 7,717 + £644 owed by school = £8,100)	Neighbourhood Plan	£6,695.– Items paid this month : S Deare NP Clerk £120.13 and L J Harley extra hours £46.20, Hall Hire £16. Credits of £3,000 from precept)	Youth Project	£1,038	General	£25,595	Allotments	£ 690	Asset maintenance	£ 4,525. (credit from precept £1,000. Paid this month £286.42 for painting swings)																						
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	Asset acquisition	£5,956 (£1,600 credit from precept)														
	Village Sign	£444 balance earmarked for restoring the old sign.														
	Icepits Wood	£11,355 (£1,110 credit from precept. Owed from Suffolk County Council £5,700 net = £15,945)														
	Total Reserves	£67,205														
14.5	Amounts to nearest pound															
14.6	v)	Consideration of weekly, monthly, quarterly risk assessments including confirmation of which assessments have been carried out														
		Weekly playground inspections had been carried out. No new items were raised.														
14.7	vi)	Consideration of payment of extra hours to Clerk, for work carried out for Neighbourhood Plan														
		The Council resolved to pay the Clerk for 6 extra hours for her work on the Neighbourhood Plan, to be paid from the Neighbourhood Plan reserve. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.														
15.0	vii)	Council to choose a pension provider														
15.1		This will be discussed by the personnel committee.														
		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, place of meeting, 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) Youth Group, Bank signatories (4), Neighbourhood Plan, Personnel (3), Tree Specialist & deputy, Emergency Plan, Icepits Wood, Finance & Transport and the representative for the Edwards and Calthorpe Educational Trust.														
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	Tree Preservation Specialist	Peter Fisk Philip Reeve (reserve)	
	Bank signatories	Philip Reeve Ed Gibson Peter Fisk Kate Trevitt	
	Personnel	Philip Reeve Ed Gibson Kate Trevitt	
	Emergency Plan Committee Rep	Ed Gibson	
	Icepits Wood	Philip Reeve (Chair) Matthew Parker (Vice- Chair) Peter Fisk Ed Gibson 1 Members of the Gt Barton Community Woodland Group (John Roe) Non-councillor members : Rob Crouch Jamie Gilmour Mark Blewitt & Russell Hill	
	Finance	Philip Reeve (Chair) Ed Gibson (Vice-Chair) Matthew Parker Maggie Dunn Peter Fisk	
	Edwards and Calthorpe Educational Trust	Kate Trevitt representative	
15.2	There were no changes to the terms and conditions of any committees. The Council resolved to appoint the members to the committees as listed above. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision. Councillor Kate Trevitt advised that the Edwards and Calthorpe Educational Trust had provided grants for 5 students from Gt Barton.		
15.3	(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 – No new committees were appointed.		
15.4	(c) A full review of Standing Orders and Financial Standing Orders had been completed. Councillors were happy that there were no amendments needed to the Standing Orders. Financial Standing Orders needed some minor amendments and these will be ratified at June's meeting.		
15.5	(d) A full review of inventory of land and assets (asset register) had been carried out.		
15.6	(e) A review of insurance cover to confirm the council are adequately and sufficiently insured had been carried out. The Council's funds are covered by their fidelity guarantee.		
15.7	(d) The Council's and employees memberships of other bodies was confirmed – Suffolk Association of Local Council's, Community Action Suffolk and Society of Local Council Clerks		
15.8	(e) A full review of the Council's procedure for handing requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 had been carried out. The section entitled 'Parish Plan' will be changed to 'Neighbourhood Plan'.		
15.9	(f) The Council confirmed that it meets the conditions for the General Power of Competence: Clerk holds CiLCA, Clerk has completed relevant General Power of Competence training, members of council that have been elected are equal to or greater than 2/3 of total members		
15.10	(g) A full review of existing policies had been carried out. Some amendments will be made to the following policies at June's meeting : Dignity at Work, Playground Accident, Media Relations, Grant Awarding, Disciplinary, Guidelines for Project Management, and Parish Council's 3 years objectives. The Council were happy with the following policies : Complaints, Data Protection, Equal Opportunities, Environmental, Health and Safety, and The Statement of Community Engagement. The Media Policy states that there will be a designated area for people not wanting to be filmed. The Council will arrange for this if needed. The Suffolk Code of Conduct was re-adopted.		
	(h) The Council were happy for the Clerk to attend SALC's quarterly Information and Networking events .		

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15.11	(i) A full review of risk assessments in place for audit purposes had been carried out. One amendment was made to the annual inspection of assets for trees on Parish Council land by a qualified Arboriculturalist, to confirm that this inspection should be carried out every 3 years as per the instructions from the insurance company.																										
15.12	(j) The council adopted Governance and Accountability for smaller authorities in England March 2016 and were happy that their procedures were compliant with it.																										
15.13	(k) Full council and planning committee meeting dates for 2017 were set :																										
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15.14	(l) The council renewed 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 and the lease of land on Green Lane for allotments.																										
15.15	(m) Confirmed the charity they wish to support as the Ixworth doctor's surgery Patient Transport fund, in accordance with S137 of the Local Government Act 1972, to incur expenditure which is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure. The amount allocated in the precept is £240.00. The Council resolved to accept and were happy with all of the procedural items from item 15(a) to (m). Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.																										
16.0	Planning																										
16.1	(i) Council to sign the committee meeting minutes from 9th May 2016 to stand as an accurate record of the meeting. The Council signed the minutes from the planning committee meeting of 9 th May 2016 as an accurate record of the meeting. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision. The Council supported the following applications:																										
	<table border="1"> <tbody> <tr> <td data-bbox="354 1413 619 1541">Sybil Andrews Academy, Rougham Tower Avenue, Bury St Edmunds</td> <td data-bbox="624 1413 842 1541">SCC/0083/16</td> <td data-bbox="847 1413 1442 1541">Variation of condition 17 (community use agreement) of Planning Permission SE/15/0617</td> </tr> <tr> <td data-bbox="354 1547 619 1576">11 Garden Close</td> <td data-bbox="624 1547 842 1576">DC/16/0737/HH</td> <td data-bbox="847 1547 1442 1576">Single storey rear extension</td> </tr> <tr> <td data-bbox="354 1583 619 1659">Smallwood, Livermere Road</td> <td data-bbox="624 1583 842 1659">DC/16/0821/HH</td> <td data-bbox="847 1583 1442 1659">(i) single storey rear extension (ii) first floor front side and rear extensions including raising of roof height and (iii) widening of vehicular access</td> </tr> <tr> <td data-bbox="354 1666 619 1742">Felsham Barn, Lithgo Paddock</td> <td data-bbox="624 1666 842 1742">DC/16/0824/TPO</td> <td data-bbox="847 1666 1442 1742">Remove 2 No. lower branches and reduce remaining lateral branches by 3 metres of 1 No. Oak tree (T1) (G2 on the Order</td> </tr> </tbody> </table>	Sybil Andrews Academy, Rougham Tower Avenue, Bury St Edmunds	SCC/0083/16	Variation of condition 17 (community use agreement) of Planning Permission SE/15/0617	11 Garden Close	DC/16/0737/HH	Single storey rear extension	Smallwood, Livermere Road	DC/16/0821/HH	(i) single storey rear extension (ii) first floor front side and rear extensions including raising of roof height and (iii) widening of vehicular access	Felsham Barn, Lithgo Paddock	DC/16/0824/TPO	Remove 2 No. lower branches and reduce remaining lateral branches by 3 metres of 1 No. Oak tree (T1) (G2 on the Order														
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	Gt Barton Parish Council supported the following planning application and recommended that the proposed fence should be screened by the existing foliage																										
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	The Council did not wish to make any further comments on this application, which has been referred to the Secretary of State:																										
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	Road		
16.2	(ii) Council to consider the completed planning applications from St Edmundsbury Borough Council for May 2016.		
	The following planning applications had been approved by St Edmundsbury Borough Council:		
	20 Downing Drive	DC/16/0091/CLP	Application for Lawful Development Certificate for Proposed Use or Development - Single storey rear extension
	7 Diomed Drive	DC/16/0442/HH	Householder Planning Application - extensions to existing dwelling consisting of (i) two storey side extension (ii) single storey side extension incorporating garage (iii) rear and front extensions (iv) external alterations
	38 Conyers Way	DC/16/0408/TPO	(i) Fell 1no Poplar (5 on plan) and 1no Scots Pine (1 on plan), (ii) 1no Ash (3 on plan) Reduce crown by 25% and remove overhanging limb, (iii) Maple (4 on plan) Crown raise to 3 metres, (iv) Reduce height of laurel hedge to 2.5 metres and (v) Fell 1no. Cypress tree
	The following application had been returned:		
	Hundred Acre Wood, The Park	DC/16/0101/TPO	TPO 370 (1974) - fell 1 no. Lime tree and reduce 1 no. Yew tree
	The following planning application was refused by St Edmundsbury Borough Council:		
	38 Conyers Way	DC/16/0463/HH	Householder Planning Application - Two storey side extension (demolition of existing single storey extension) - Resubmission of DC/15/2499/HH
17.0	<u>Correspondence</u>		
	The list of correspondence had been circulated.		
18.0	<u>Urgent Business</u>		
	The Clerk confirmed that if the residents of The Park arranged for a volunteer to patch the road, they would not be covered under the Parish Council's insurance.		
19.0	<u>Date of next meeting</u>		
	The next meeting will be on Monday 20 th June 2016.		
	There being no further business the meeting finished at 10.00 pm.		
Sign & Date		
Print name.		
	CHAIRMAN Signed as confirmation that they are a true record.		

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