

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 16<sup>th</sup> JANUARY 2017 COMMENCING AT 7.15 PM**

<b>Item.</b>	<p><b>Members Present : Councillor Philip Reeve chaired the meeting together with Councillor Nicola Crouch, Peter Fisk, Eddie Gibson, Matthew Parker and Kate Trevitt.</b> No members of the public were present.</p>	
<b>1.0</b>	<b>Public Session</b>	
<b>1.1</b>	No items were raised under the Public Session.	
<b>2.0</b>	<b>To receive County Councillor's report from Rebecca Hopfensperger</b>	
<b>2.1</b>	Councillor Rebecca Hopfensperger reported that the 40mph speed limit for Mount Road has been approved; Suffolk County Council's budget is now ready to go to full Council; there were no complaints received last year following extra funds being put into the adult care allowance; details of the grass cutting specifications will be forwarded to Councillors; Westley bridge will be closed from February to Easter 2017; the road signs requested by the Montana Care Home, have been ordered; drainage grips will be dug out in Gt Barton in the next few weeks.	
<b>2.2</b>	Councillor Hopfensperger will check with Suffolk County Council if a street light between The Coppice and Conyers Way can be left on all night. This is a popular cut through for residents and given the recent burglary, there is an obvious increase in crime.	RH
<b>3.0</b>	<b>To receive Borough Councillor's Report from Sarah Broughton</b>	
<b>3.1</b>	Councillor Sarah Broughton reported that the Bury Town masterplan consultation will be in the spring and the aim is to get it completed by the end of 2017. Councillor Broughton will look into the complaint about the signs on Barton Hamlet.	SB
<b>4.0</b>	<b>Chairman's welcome, reminder about the filming of meetings and to receive apologies for absence</b> Councillor Philip Reeve welcomed everyone to the meeting. Apologies were accepted from Councillors Michele Faiers and Maggie Dunn.	
<b>5.0</b>	<b><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 &amp;, 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></b> There were no declarations of interest and no requests for dispensation.	
<b>6.0</b>	<b><u>To sign the minutes of the Council meeting on 12<sup>th</sup> December 2016 and the Iceptis Wood committee meeting on 17<sup>th</sup> October 2016 to stand as an accurate record.</u></b>	
<b>6.1</b>	The Council resolved to accept the minutes of the Council meeting on 12 <sup>th</sup> December 2016 as an accurate record. Proposed Councillor Eddie Gibson, seconded Councillor Matthew Parker, unanimous decision.	
<b>6.2</b>	The Council resolved to accept the minutes from the Iceptis Wood committee meeting on 17 <sup>th</sup> October 2016 as an accurate record. Proposed Councillor Matthew Parker, seconded Councillor Philip Reeve, unanimous decision from those present at the meeting.	
<b>7.0</b>	<b>Chairman's Report</b> Councillor Philip Reeve reported on the Vision 2031 reference group meeting in December, for villages surrounding Bury St Edmunds. Updates included : North West development – density of housing is 34-36 per hectare. Initial phase will be for 132 units. Schooling will be provided by the Howard Estate primary school. The Newbury Centre on the Howard Estate will receive funds from S106. North East development – There is a delay due to access under the railway line. A footbridge is needed at Cattishall. The Ecology assessment is being worked on. South East development – planning is now approved. Moreton Hall – Eastern Relief Road is now called Rougham Tower Avenue and is due for completion by the end of 2017. Phase 2 of Moreton Hall is for a further 80 homes around the Flying Fortress pub. The secondary school is on schedule. Westley – There are issues with the collaboration for the relief road. Transport – Local transport 3 document and Bury Transport Plan (strategic and highways documents) will be circulated.	

<b>8.0</b>	<b><u>Items arising from December's Council meeting:</u></b>	
<b>8.1</b>	<b><u>8.1 – meeting with Power Network relating to the trees touching the main power cables across the A143</u></b> The Clerk, Councillor Peter Fisk and a resident met BTS who undertake tree works for Power Network to review the trees overhanging the mains electricity cables across the A143. The cables are insulated and designed to pass through trees. BTS will advise what work is needed and residents will be approached for permission to work on their trees. An order will then be placed to close sections of the A143 while this work takes place.	
<b>9.0</b>	<b><u>Council to consider the Suffolk Minerals and Waste Local Plan Issues and Options Consultation</u></b> A separate meeting will consider the initial stage of the preparation of this Local Plan which discusses the proposed change to be made to the existing minerals and waste policies and invites the submission of information in support of proposed sites for mineral extraction and waste management.	
<b>10.0</b>	<b><u>Council to consider the Street names for the development of 100 new dwellings on 6 new streets at Lark Grange, Off Mount Road</u></b> The following names had been suggested with reference to USAAF aircraft once operating from Rougham Airfield and reflecting their sacrifice as many of the crews were killed in action: Shackeroo Road, Kismet Close, Esky Road, Casey Jones Close, Janey Road and Frenesi Close. The council supported these names.	LJH
<b>11.0</b>	<b><u>Council to consider the pedestrian crossing point on Mill Road following the guide quote for £4,500 to £5,500 and the response from the Freedom Church on the increased cost. Parish Council to then confirm their increased contribution and where it is to be allocated from. Councillor Philip Reeve to give an update on pursuing a quote from another company</u></b> Councillor Philip Reeve will chase the quote and Councillor Matthew Parker will also arrange a quote. The Clerk will chase Suffolk County Council for the definitive costs.	MP LJH
<b>12.0</b>	<b><u>Registering the Post Office as an asset of Community Value</u></b> The Clerk reported that under the current government scheme, land or buildings can be registered but not a service. She will contact the Royal Mail to see if it is possible to register an interest in maintaining the service in Gt Barton, through them.	LJH
<b>13.0</b>	<b><u>Maintaining/cutting the roadside verges in the village – Councillors to review Suffolk County Council's specification</u></b> Councillor Rebecca Hopfensperger is still trying to get hold of the specifications.	RH
<b>14.0</b>	<b><u>Council to consider the plans for a memorial skate park on the Gt Barton/Thurston boundary</u></b> Councillors reviewed the outline plans for a memorial skate park on Heath Road in Gt Barton, on the Thurston boundary. This project was initiated by The New Green Community Trust. Following successfully surveying the residents of Thurston there was significant support for a skate park in the village. Unfortunately they were unable to get approval for the development of a skate park on the Trust's site. Because of the degree of interest a new group was formed to take this forward in a different location. These events coincided with the tragic death of a young skateboarder from the village, whose family expressed a wish to establish a skate park in his memory. The Thurston Skate Park Group was formed and they were offered a potential site in Heath Road adjacent to the new bridge over the railway. In principle, the Councillors had no objections to this site in Gt Barton.	
<b>15.0</b>	<b><u>Request for a grit bin at junction of Bertuna Close and East Barton Road</u></b>	
<b>15.1</b>	The Parish Council have a spare grit bin and agreed to site it at this junction, to serve Bertuna Close, East Barton Road and Cox Lane, following a request from a resident.	LJH
<b>16.0</b>	<b><u>Council to consider the automatic switch off of the street light on the cut through between The Coppice and Conyers Way</u></b>	LJH
<b>16.1</b>	This item has already been discussed under 2.2.	
<b>17.0</b>	<b><u>Consider the Annual Parish Meeting 2017 for inclusion in February's newsletter</u></b> Councillors agreed to start the Council Meeting at the earlier time of 6.30pm, followed by the Annual Parish meeting at 7.30pm. There will be three 15 minute presentations by village groups. The police and a Neighbourhood Watch representative will be invited. There was a discussion on what items were retrieved from the archaeological dig at Bertuna Close. The Clerk will investigate.	LJH
<b>18.0</b>	<b><u>Updates on village projects/matters:</u></b>	
<b>18.1</b>	<b>I. <u>Progressing the School Lane/Downing Drive link footpath</u></b> – Councillor Philip Reeve is collating the information to be passed to a resident to review.	
<b>18.2</b>	<b>II. <u>Update on the Neighbourhood Plan</u></b> – The following documents had been presented to the	

	Council and were accepted in draft format : Project Planner, Draft Specification for the Employment of Consultants to assist with the preparation of NP, Draft Application for Grants and the Draft Questionnaire. The Councillors recognise and accept the need to use consultants and apply for grants. There are not enough volunteers and therefore resources will need to be brought. Some free resources are available and these will be researched first.																																						
<b>18.3</b>	<b>III. Council to consider the continuation of the lease and the Allotment Associations aspirations</b> – The allotment association would like to increase their lease to 15 years to allow them to buy their storage container and seek grants to support other projects such as borehole water and a composting toilet. The site has full occupancy. The Parish Council were in agreement with this. Suffolk County Council will be advised.	LJH																																					
<b>18.4</b>	<b>IV. Website and improving the profile</b> – this will be included on the agenda for February for a brainstorming session.	LJH																																					
<b>18.5</b>	<b>V. Proposed transfer of land between the Village Hall and the Scout Group</b> – This is an on-going situation while the area of land is clarified. Next update in March 2017.	LJH																																					
<b>18.6</b>	<b>VI. Purchase of the School Road carpark from Havebury Housing</b> – Following the Parish Council agreeing to purchase the car park and simultaneously sell it to the Holy Innocents Church, they have been advised by Havebury Housing that Havebury had previously taken the view that they would sell to the Parish and not to the Church and an immediate on sale would be the equivalent of this. Councillor Philip Reeve will liaise with Havebury.																																						
<b>18.7</b>	<b>VII. VAS mounting case repairs</b> – Councillor Philip Reeve is arranging for the case to be mended. The Clerk will report the vandalism to the police.	PR																																					
<b>18.8</b>	<b>VIII. Signs at Barton Hamlet</b> – A complaint had been received following signs being put up at the bottom of the road on Barton Hamlet. St Edmundsbury Borough Council did advise the company and requested they move the sign closer to their premises. The resident was then advised that they would not be taking this matter any further and closed the file. The resident was concerned that other companies may follow suit. Councillor Sarah Broughton will look into this.	SB																																					
<b>19.0</b>	<b>Councillors Reports</b> - There were no reports.																																						
<b>20.0</b>	<b>Councillors to consider the following planning application :</b>																																						
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	Councillors Peter Fisk and Philip Reeve will review this application.																																						
<b>21.0</b>	<b>Clerk's Report</b> – There was nothing further to report. Councillor Eddie Gibson suggested buying vibrating mole repellents for the playground. This will be added to February's agenda.	LJH																																					
<b>22.0</b>	<b>Finance</b>																																						
<b>22.1</b>	<b>a) Payment of Accounts</b> – The Council resolved to pay the following accounts. Proposed Councillor Nicky Crouch, seconded Councillor Eddie Gibson, unanimous decision.																																						
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**22.2**

**b) To receive a financial report from the Responsible Financial Officer including details of reserve budgets and spending against them**

The clerk reported the bank balances at 31<sup>st</sup> November 2016 as:

Current A/C	£48,500.00
Bus Reserve	£40,377.95
<b>TOTAL</b>	<b>£88,877.95</b>

Other Credits received	None
Business reserve account interest	£0.97 from November and December

<b>RESERVES</b>	<b>BALANCE</b>
Small Projects	£10,388– (Items paid this month: Website training £25, grass cutting footpaths £73) <b>earmarked</b> : £3,000 School Lane footpath, Mill Rd crossing from PC £2,750 & from Freedom Church £1,750 = £2,888)
Neighbourhood Plan	£5,066– Items paid this month : S Deare NP Clerk salary £216, Stationery £56, hall hire £10 ( <b>earmarked</b> : S Deare salary £2,252 and LJ Harley extra hours £95, drop-in event 21/1 £343 = £2,376)
Youth Project	£1,038
General	£25,595
Allotments	£ 377 (Paid this month: £50 rent to SCC, received £100 from Allotment Association for rent for year)
Asset maintenance	£ 4,425
Asset acquisition	£5,956
Village Sign	£444 balance earmarked for restoring the old sign.
Icepits Wood	£16,443 ( <b>earmarked</b> : £15,000 pump track)
<b>Total reserves</b>	<b>£69,732</b>

Amounts to nearest '£'

The Precept request form for 2017/18 has been submitted.

The Clerk recommend increasing the following budgets :

Mileage current spend is £149 against budget of £120 - increase to £180

Employers NI - current spend is £629.50 against budget of £550 – increase to £800

HMRC - current spend is £601.71 against a budget of £600 - increase to £900

Clerks salary – current spend is £8,625 against £10,300 - increase to £10,500

Newsletter – current spend is £1,407 against £1,750 - increase to £1,850

Total increases = £910. This will be ratified at February's meeting.

Tree Surgeon raised following issue – Horse Chestnut tree on Conyers Green has damage at base and 'Bleeding Cancer' suggested planting a replacement. The Clerk will write to the neighbours explaining the situation.

The playground annual inspection report raised the following issues:

1. Corrosion on the football posts by the Scout hut need treating and repainting.
2. Basketball area – repair surface where it is lifting at the edges and creating trip points and fill gaps between surfacing and edging surround.
3. Fixings loose on Little Hamlet
4. Fixed pins need removing by Spring see-saw, tyre traverse, spinner bowl and spinner pole

LJH

LJH

LJH

5. Timber on tyre transverse is rough  
 6. Rubber buffer is missing from the latch on self-closing gate – Philip is looking into part for replacement. Gate is also closing too quickly – will monitor.  
 7. Monitor weld on the 3<sup>rd</sup> swing chain from the left (when facing Cox Lane), 4<sup>th</sup> link down. Councillor Philip Reeve has reviewed this and the weld is sound.  
 8. Swing seat damage - The Clerk has checked this and the junior swing seats have been replace. Councillor Philip Reeve will review items 1-6.  
 No padlock on maintenance gate – Parish Council did not wish to install a padlock.

PR

The following items have been referred to Parks Infrastructure Manager for assistance :  
 Seats to close to frame on the swings and anti-wrap bearings seized, climbing frame – causing a hard object within the falling space of the equipment and fails to meet requirements for head and neck entrapment, gate opening is too small causing entrapment of fingers.  
 The response was : The slide and climbing frame would have been installed to the previous BS 5696 and the changes to the standard in 2000 that lead to the introduction of BSEN 1176 are not retrospective. The item has been assessed as a low risk and therefore I would suggest that you continue to monitor the item in respect of accidents and replace when it comes to the end of its life. The swings you can try to lubricate but in my experience this is likely to prove unsuccessful. Again the only impact on the equipment is the none rotation of the bearings, the item can still be used as intended and is rated as low risk. Again I would suggest monitoring the item and replace at the end of their life. The Council were happy to follow his advice.

**22.3**

- c) A list of the Council’s aggregate receipts and payments for the quarter including comparison against budgets and any overspend were given to all Councillors.

	<b>Precept Value Qtr end</b>	<b>Costs to Qtr end</b>	<b>Variance &lt;&gt;15% &amp; &gt;£100</b>	<b>Explanation</b>
<b>VAT</b>				
<b>S137</b>	180	240	Y	Full amount of donation made in May
<b>Clerks salary</b>	7725	8625	N	
<b>Clerks NI &amp; tax</b>	450	601	Y	Includes tax for Sheila Deare
<b>Employers NI</b>	412	629	Y	Extra hours worked
<b>Mileage</b>	90	149	Y	Courses and training at SALC
<b>Bin emptying</b>	832	655	Y	Billed for less than budgeted for
<b>Hall Hire</b>	480	337	Y	Not required
<b>Subs</b>	742	745	N	
<b>Office exp. Fixed Clerk home working</b>	337	384	N	
<b>Office expenses variable stationery</b>	345	285	Y	Not required
<b>Training</b>	300	69	Y	Not required
<b>Audit</b>	270	300	N	
<b>Insurance</b>	780	1032	Y	Paid annually in September
<b>Chairs expens</b>	38	0	Y	Not yet claimed
<b>Emergency Plan</b>	225	162	Y	Not required
<b>Neighbourhood Plan</b>	2250	2138		RESERVE
<b>Youth</b>		0		RESERVE
<b>Village Hall</b>		0		RESERVE
<b>Small Projects</b>		2229		RESERVE

<b>Asset Aquisition</b>	1199	0		RESERVE
<b>Asset Maintenance</b>	750	387		RESERVE
<b>Allotments</b>		464		RESERVE
<b>Icepits Wood</b>	645	800		RESERVE
<b>Newsletter</b>	1312	1407	N	
<b>(Misc)grass cutting</b>	37	90	Y	Extra arrangements for Conyers Green
<b>Village Hall grass cutting</b>	1725	1697	N	
<b>Church grass cutting</b>	2250	1886	Y	Less cuts than predicted
<b>General Maintenance</b>	0	0	N	
<b>Capital expenditure</b>	0	0	N	
<b>Misc</b>	0	0	N	
<b>Grants</b>	1125	157	Y	Not claimed
<b>Pension</b>	337	0	Y	Starts February 2017
<b>Total</b>	24836	25468		

**22.4**

d) The Bank reconciliation for December 2016 had been checked by Councillor Matthew Parker.

**22.5**

e) Risk assessments including confirmation of which assessments have been carried out and the annual risk assessment for the playground – The Clerk had completed the annual risk assessment for assets owned by the Parish Council. The only item to report was the tree on Conyers Green which has already been covered. All other assets are in good working order.

**22.6**

f) Payment to Clerk for work carried out for Neighbourhood Plan – The Council resolved to pay the Clerk an extra 5 hours for work on the Neighbourhood Plan. Proposed Councillor Kate Trevitt, seconded Councillor Philip Reeve, unanimous decision.

**22.7**

g) Interest rates on notice savings accounts – this item will be carried forward to the next meeting.

**22.8**

h) Purchasing a second VAS following information from Councillor Philip Reeve on the display variations from Westcotec – The Westcotec VAS cost is approximately £2,600 without data collection and £2,900 with. The Clerk will contact Standard Signs for their costs.

**22.9**

i) Applying for grants for the Neighbourhood Plan – this had already been agreed under item 18.2.

**22.10**

j) The Council resolved to increase the budget for miscellaneous grass cutting to £200. Proposed Councillor Kate Trevitt, seconded Councillor Philip Reeve, unanimous decision. This increase will be covered from the small projects reserve.

**23.0**

**Planning**

**23.1**

**(i) Council to consider the completed planning applications from St Edmundsbury Borough Council for December 2016.**

Councillors considered the following applications which had been approved:

Telephone box on Thurston Rd	DC/16/2000/TE3	Notification under section 4 of the Communications Act 2003 - Removal of public payphone
Oakhampton House, East Barton Road	DC/16/2059/TPO	TPO 300 (1973) - Tree Preservation Order - (i) 2no. Yew (G1 on plan, within area G2 on order) side back into a hedge by 0.5 metres; (ii) 1no. Sycamore (T1 on plan, within area G2 on order) fell; (iii) 1no. Oak (T2 on plan, within area G2 on order) reduce in height by up to 2 metres

LJH

	Oak apples, 9 The Coppice	DC/16/2287/HH	(i) single storey side extension (ii) single storey rear extension	
	1 Forge Bungalows, The Street	DC/16/2411/VAR	Variation of condition 2 of DC/16/0517/FUL for the use of revised drawings TL-3611-16-1 rev B, TL-3611-16- 10 rev C and TL-3611-16-11 rev C revising the design approved in application DC/16/0517/FUL (Single storey rear extensions including associated alterations (resubmission of application DC/15/1789/FUL)) as amended by plans received 30th November 2016	
	35 Conyers Way	DC/16/2419/HH	(i) Porch to front elevation (ii) replacement dormer window	
	1 Forge Bungalows, The Street	DC/16/2411/VAR	Variation of condition 2 of DC/16/0517/FUL for the use of revised drawings TL-3611-16-1 rev B, TL-3611-16- 10 rev C and TL-3611-16-11 rev C revising the design approved in application DC/16/0517/FUL (Single storey rear extensions including associated alterations (resubmission of application DC/15/1789/FUL)) as amended by plans received 30th November 2016	
	35 Conyers Way	DC/16/2419/HH	(i) Porch to front elevation (ii) replacement dormer window	
<b>23.2</b>	The following TPO planning application had been agreed with conditions :			
<b>23.3</b>	The following planning application had been objected to as the Parish Council wish the telephone box to remain :			
	Treetops, Livermere Road	DC/16/2340/TPO	Fell Ash Tree	
<b>24.0</b>	Telephone box on Livermere Rd	DC/16/1992/TE3	Notification under section 4 of the Communications Act 2003 - Removal of public payphone	
<b>25.0</b>	<b>Correspondence</b>			
	No items of correspondence had been received.			
<b>25.1</b>	<b>Urgent Business</b>			
<b>25.2</b>	There had been some graffiti on a tree in Icepits Wood and a rope swing has been made.			
<b>25.3</b>	A report had been sent to Suffolk County Council regarding the footpath signage in the village. The Clerk will chase for a response.			
<b>25.4</b>	The Clerk's request to purchase a copy of 'Local Council's Explained' was refused as a new publication is due out.			
<b>26.0</b>	The clerk had received 2 quotes for carrying out maintenance tree work on land owned by the Parish Council. The quotes have been circulated. They will be discussed at February's meeting.			
<b>27.0</b>	<b>Closing Public Session</b>			
	No further items were raised.			
	<b>Date of next meeting</b>			
	The next meeting will be on Monday 20 <sup>th</sup> February 2017.			
	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.			

LJH

LJH

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