

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 9<sup>TH</sup> OCTOBER 2017 COMMENCING AT 7.15 PM**

|              |   |  |     |
|--------------|---|--|-----|
| <b>Item.</b> | <b>Members Present : Councillor Philip Reeve chaired the meeting together with Councillors Peter Fisk, Maggie Dunn, Nicky Crouch, Matthew Parker, Kate Trevitt and Diana Boys.</b><br>2 members of the public were present.   |  |     |
| <b>1.0</b>   | <b><u>Chairman’s welcome, reminder about the filming of meetings and to receive apologies for absence</u></b><br>Councillor Philip Reeve welcomed everyone to the meeting. Apologies were accepted from Councillor Eddie Gibson.  |  |     |
| <b>2.0</b>   | <b><u>Opening Public Session</u></b><br>No items were raised.   |  |     |
| <b>3.0</b>   | <b><u>To receive County Councillor’s report</u></b>   |  |     |
| <b>3.1</b>   | Councillor Rebecca Hopfensperger explained that if the Parish Council wished to pursue the extension of the speed limit on Mill Road, the cost will be £1,000. This will include a full safety audit by Suffolk County Council. A decision will then be made whether to extend the limit or not. Councillor Hopfensperger offered to pay for this from her Highways budget but the Councillors felt that there were greater concerns in other areas of the village.   |  |     |
| <b>3.2</b>   | Councillor Hopfensperger was asked to arrange a review of the Fornham Road/Avenue junction, following another accident this week.<br>Details were given of the new Highways structure.  |  | RH  |
| <b>3.3</b>   | The definitive cost of the Mill Road pedestrian crossing point should be with us in the next month. Councillors were disappointed that widening the path along the A143 had not been included in the conditions for the application for the development at The Forge. Suffolk County Council have confirmed they have no funds available. Councillor Philip Reeve is arranging a meeting with Highways, the developer and Councillor Rebecca Hopfensperger to see how the project could be progressed and tied in with a new pedestrian crossing on the A143, between the new development and the petrol station. |  | RH  |
| <b>3.4</b>   | Councillor Rebecca Hopfensperger will find out the cost of installing larger white gates at the entrance to the village on East Barton Road and if they are suitable for the location.  |  | RH  |
| <b>3.5</b>   | Suffolk County Council’s Home to School Transport consultation has been delayed to January 2018.  |  |     |
| <b>4.0</b>   | <b><u>Report from Borough Councillor</u></b><br>Councillor Sarah Broughton reported that following St Edmundsbury Borough Council’s Development Control Committee meeting to discuss the West Suffolk Operational Hub planning application, a ‘matter of policy’ has been raised and clarification will be provided at the next committee meeting on 2 <sup>nd</sup> November 2017. Information has been passed to the Parish Council’s solicitor to review.  |  | LJH |
| <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><br>There were no Declarations of Interest or requests for dispensation.   |  |     |
| <b>6.0</b>   | <b><u>To sign the minutes of the Council meeting on 18<sup>th</sup> September 2017 to stand as an accurate record of the meeting.</u></b><br>The minutes of the council meeting on 18 <sup>th</sup> September were signed as an accurate record of the meeting. Proposed Councillor Peter Fisk, seconded Councillor Maggie Dunn , unanimous decision.   |  |     |
| <b>6.1</b>   | <b><u>Before the Chairman’s report the Council discussed the following planning application and the meeting was closed to allow the applicant to participate.</u></b>   |  |     |
|              | Sunnyside,<br>Livermere<br>Road   | DC/17/2001/HH<br>Single storey side and rear extension and garage to front |     |
|              | The Council objected to this application with a vote of 3 for the application and 4 against. It is contrary to policy DM24. The design of the extended garage doesn’t respect the character of the pair of semi-detached properties.  |  |     |

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| <b>7.0</b>  | <b>Chairman's Report</b>   |   |
| <b>8.0</b>  | <p>Councillor Philip Reeve had nothing further to add to the update on the WSOH planning application</p> <p><b>Items arising from September's Council meeting</b></p> <ol style="list-style-type: none"> <li>(1) No vehicular access signs for Park Lane- The Clerk will check the wording on the current sign.</li> <li>(2) Councillor Diana Boys is unable to co-ordinate the Community Speed Watch scheme so a request for a volunteer will be put in the newsletter.</li> <li>(3) Councillor Matthew Parker confirmed the chain across a path in Icepits Wood is a trip hazard. The Clerk will contact the bike track liaison and ask for a more appropriate barrier to be installed.</li> <li>(4) Councillor Peter Fisk and the Clerk had visited the resident on Icepits Close whose fence has been damaged by a fallen tree. The insurance company are aware. The Clerk reminded the Council that all trees in the wood should be inspected every 3 years. Hazardous trees, which are trees next to a road, footpath, property etc should be inspected every 12 to 24 months. A full inspection is being arranged for 2018. The lease for Icepits Wood needs to be registered with Land Registry. Councillor Maggie Dunn will find out the procedure and cost. Ivy growing on trees on the outer boundary of the wood, will be cut at the base and allowed to die.</li> <li>(5) VAS batteries – The Clerk reported that the batteries are charging well and lasting 4 days on Mill Road. Councillor Philip Reeve asked for the number of vehicles in an average 4 day period.</li> <li>(6) The Clerk gave a brief update on the new General Data Protection Regulation (GDPR) following training and how it will affect the Parish Council. Definitions of Data Controller, Processor, Data Protection Officer and Subject were given. The Clerk will start the background work, listing where data is held and for what purpose. It is hoped that SALC will provide further advice in the new year. The Clerk advised the Council to assign resources for administration and the cost of a Data Protection Officer.</li> </ol> | <p>LJH</p> <p>PR</p> <p>LJH</p> <p>MD</p> <p>LJH</p> <p>LJH</p> |
| <b>9.0</b>  | <p><b>Updates on village projects:</b></p> <ol style="list-style-type: none"> <li>(1) Update on the Neighbourhood Plan – the Housing Needs Survey and the Neighbourhood Plan questionnaire are currently being delivered to every house in the parish. Meetings will be held at the end of October to input the details from any paper copies. Councillor Philip Reeve will provide the budget at the next meeting. Councillor Nicky Crouch will provide the budget from the grant application.</li> <li>(2) School Road carpark – wheelie bins at the rear of the properties, letter boxes and individual gates are limiting the space in the carpark. Holy Innocents Church are reviewing their decision to purchase the carpark from Havebury Housing. Councillor Philip Reeve will arrange a meeting between the interested parties.</li> <li>(3) Widening the footpath along the A143 had already been covered.</li> <li>(4) School Lane/Downing Drive link footpath – It was suggested that gravel be laid on this path as an interim measure, before it gets too muddy in the winter. A resident has offered to look through the history of the project.</li> </ol>   | <p>PR</p> <p>NC</p> <p>PR</p> <p>LJH</p>                        |
| <b>10.0</b> | <p><b>Local Government Transparency Guide</b></p> <p>The clerk had made suggestions as to how the Council could adopt the guide which is recommended good practice for all authorities. This will be discussed at the November meeting.</p>  | LJH   |
| <b>11.0</b> | <p><b>Precept Consultation</b></p> <p>The clerk had provided a summary of the government's consultation which could see Parish Council's triggering an automatic referendum if they increase their precept by more than 2% or £655. The Council strongly objected to this. Councillor Philip Reeve will review and respond on behalf of the Council.</p>   | PR  |
| <b>12.0</b> | <p><b>Suffolk County Council's Home to School Transport Consultation</b></p> <p>This has been delayed until January 2018.</p>  |   |
| <b>13.0</b> | <p><b>Councillor's Reports</b></p> <p>There were no reports.</p>   |   |
| <b>14.0</b> | <p><b>Finance</b></p> <p><b>(a) Payment of Accounts</b></p> <p>The Council resolved to pay the following accounts. Proposed Councillor Kate Trevitt, seconded Councillor Maggie Dunn , unanimous decision.</p>   |   |

| Details   | Chq no | TOTAL INVOICE     | RECLAIMED VAT   |
|---|--------|-------------------|-----------------|
| SEBC - bin emptying   | D/D    | £ 218.40          |                 |
| HMRC PAYE October   | D/D    | £ 118.26          |                 |
| NEST pension October  | D/D    | £ 31.55           |                 |
| L J Harley Clerks salary  | 1963   | £ 921.71          |                 |
| S Deare – NP Clerk  | 1964   | £ 216.00          |                 |
| Gt Barton Thanksgiving Fund annual hall hire                                      | 1965   | £ 240.00          |                 |
| Kallkwik newsletter printing  | 1966   | £ 403.65          |                 |
| BDO LLP - audit   | 1967   | £ 276.00          | £ 46.00         |
| SALC Information Day  | 1968   | £ 19.20           | £ 3.20          |
| Gipping Press-Neighbourhood Plan questionnaires, envelopes and instruction sheets | 1969   | £955.20           | £159.20         |
| <b>TOTAL</b>  |        | <b>£ 3,399.97</b> | <b>£ 208.40</b> |

(b) The Clerk reported the following items :

Bank balances at 4/9/17

|              |                   |
|--------------|-------------------|
| Current A/C  | £58,629.78        |
| Bus Reserve  | £40,380.64        |
| <b>TOTAL</b> | <b>£99,010.42</b> |

Other credits received included £600 from Fornham St Martin Parish Council and £200 from Fornham All Saints Parish Council towards legal costs for the WSOH planning application.

£100 had been received from the Allotment Association for their rent on the site on Green Lane.

| RESERVES           | BALANCE  |
|--------------------|--|
| Small Projects     | £18,115 - <b>Earmarked:</b> £3,000 School Lane footpath, Mill Rd crossing from PC £2,750 & from Freedom Church £1,750, Replacement tree for Conyers Green £150 = £7,650) Total balance £10,465                   |
| Neighbourhood Plan | £5,496– Items paid this month : S Deare NP Clerk salary £208 ( <b>earmarked</b> : S Deare salary to June 2018 £2340, CAS questionnaire and help £350 and LJ Harley extra hours £72 = £2762) Total balance £2,734 |
| Youth Project      | £1,038   |
| General            | £25,595 (Earmarked: £3,300 VAS, £4,000 Housing Needs Survey, WSOH solicitors advise £850+£2,750 + £750 = £11,650) Total balance £13,945  |
| Allotments         | £ 214  |
| Asset maintenance  | £ 4,074  |

|                   |  |
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| Asset acquisition | £7,556 (Earmarked : Community Speed Watch £1,007) Total balance £6,549 |
| Village Sign      | £408   |
| Icepits Wood      | £17,472 ( <b>earmarked</b> : £15,000 pump track) Balance = £2,472      |
| Total reserves    | £80,176  |

The Data Protection registration for GBPC has been renewed for a further year.  
The new monitor has been included on the asset register.  
The Notice of Conclusion of Audit advising that the audit has been completed has been published along with Sections 1 to 4 of the Annual Return and the auditor’s comments .  
These documents have been available for public access for 21 days.  
Information raised from the playground inspection report included :  
Rubber buffer missing from latch gate; Monitor weld on swing; Minor damage to retaining post on balance beam; Gaps between surfacing and edging on basketball surface.

- (c) No bank reconciliations had been completed.
- (d) The weekly inspections of the playground had been completed and Councillor Kate Trevitt asked if the grass could be cut as it is holding open one of the side gates. The moles have also returned to the park! Monthly and quarterly financial assessments have been carried out. Councillor Diana Boys had attended the first day of her new Councillor course.
- (e) The Clerk had not worked any extra hours for the Neighbourhood Plan.
- (f) Councillor Philip Reeve reported that Westcotec are looking at a change in the software for their VAS to improve the battery life. Further information will be available at the next meeting.
- (g) Councillor Philip Reeve is reviewing the data collected by the small portable recording device and whether it would be acceptable to Suffolk County Council.
- (h) The Council resolved to approve the amended Annual Return along with the external auditors comments. Proposed Councillor Philip Reeve, seconded Councillor Kate Trevitt, unanimous decision.

PR

**15.0**

**Planning**

The Council had no objections to the following applications:

|                              |                |   |
|------------------------------|----------------|---|
| Fir Tree Cottage, The Street | DC/17/1811/TPO | TPO 370 (1974) Tree Preservation Order - (i) 3no. Sycamore (T1-3 on plan within G1 on order) - crown lift to 8metres, (ii) 1no. Horse Chestnut (T8 on plan, within A9 on order) - reduce lateral growth by 2 metres, (iii) 1no. Horse Chestnut (T9 on plan, within A9 on order) and 4no. Sycamore (T10-14 on plan, within A9 on order) - reduce epicormic growth up to 8 metres, (iv) 1no. Sycamore (T17 on plan, within A10 on order) remove overhanging branch, (v) 1no. Sycamore (T23 on plan, within A10 on order) - crown lift to 4 metres |
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| 37 Conyers Way                             | DC/17/1825/TPO  | TPO 033 (1961) - Tree Preservation Order - (i) 19no. Field Maple (F1 - F19 on plan) and 3no. Hawthorn (H1 - H3 on plan) reduce to a height of 4 metres; (ii) 6no. Ash ( A1 - A6 on plan) re-pollard; (iii) 3no. Walnut (W1 - W3 on plan) crown reduction (mainly on the North side) to 6 metres and (iv) 1no. Norway Maple (M1 on plan) crown reduction (mainly on the North side) to 7 metres (All trees within area A1 on order) |    |
| 4 Tewkesbury Place                         | DC/17/1919/TPO  | Oak – reduce 1 branch by up to 1 metre, back to larger bough   |    |
| Rawlins, School Lane                       | DC/17/1903/HH   | (i) Replace existing 20x high level glazed panels to the conservatory/dining room roof with VMZINC; (ii) Replace existing 6x doors to the ground floor west elevation with 3 windows.  |    |
| The following application will be viewed : |   |  |    |
| Warwick House, East Barton Road            | DC/17/1990/TPO  | Prune Oak to provide 1.5-2 metres clearance from dwelling  |    |
| <b>16.0</b>                                | Application for Sunnyside, Livermere Road was covered under item 6.1.<br><b>Correspondence</b>  |  | KT |
|  | 1 item of correspondence had been circulated.   |  |    |
| <b>17.0</b>                                | <b>Urgent Business</b>  |  |    |
|  | Berkeley Homes are arranging a meeting to discuss the North East Development.<br>The Council had no objections to a resident planting a memorial tree on the green at Diomed Drive.<br>Permission will be sought from St Edmundsbury Borough Council. |  |    |
| <b>18.0</b>                                | <b>Closing Public Session</b>   |  |    |
|  | No items were raised.   |  |    |
| <b>19.0</b>                                | <b>Confirmation of date for Finance Meeting</b>   |  |    |
|  | The Finance Meeting will be held on Monday 30 <sup>th</sup> October. Councillor Maggie Dunn sent her apologies.   |  |    |
| <b>20.0</b>                                | <b>Date of next meeting</b>   |  |    |
|  | The next Council meeting will be on Monday 20 <sup>th</sup> November 2017.<br><br>There being no further business the meeting finished at 10.00.<br><br><hr/><br>CHAIRMAN Signed as confirmation that they are a true record.                         |  |    |

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