

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 16th APRIL 2018 COMMENCING AT 7.15 PM**

<u>Item</u>	<p>Members Present : Councillor Philip Reeve chaired the meeting together with Councillors Nicola Crouch, Peter Fisk, Kate Trevitt and Diana Boys. 5 members of the public were present.</p>	
<u>1.0</u>	<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 were accepted from Councillors Maggie Dunn and Matthew Parker.</p>	
<u>2.0</u>	<p><u>To Receive Members Declarations of Interest.</u> There were no declarations of interest or requests for dispensation.</p>	
<u>3.0</u>	<p><u>Opening Public Session</u> <u>To sign the minutes of the Council meetings on 19th March, 28th March and the Transport Committee meeting on 28th March 2018 to stand as an accurate record of the meeting.</u> The minutes of the Council meetings on 19th March 2018 and 28th March 2018 were signed as an accurate record of the meetings. 19th March - proposed Councillor Kate Trevitt, seconded Councillor Peter Fisk, unanimous decision from those present. 28th March – Proposed Councillor Philip Reeve, seconded Councillor Kate Trevitt, unanimous decision from those present. The minutes from the Transport Committee meeting on 28th March will be signed at the next meeting when there is a quorum of Councillors who were present at the meeting, to approve them.</p>	
<u>4.0</u>	<p><u>Chairman’s Report</u> The Chairman opened the meeting to allow comments from members of the public. The situation with flooding on Livermere Road was brought to the Council’s attention again. Following a complaint raised by a resident, Suffolk County Council have agreed to clean out the drains. If this doesn’t solve the issue, they will be added to a maintenance programme for 2019/20.</p>	
<u>5.0</u>	<p><u>Items arising from March’s Council meeting:</u> The Village Hall Management Committee have agreed to pay £50 towards the upkeep of the garden around the village sign with the Parish Council paying the same. Councillor Kate Trevitt will liaise with the gardener and confirm the financial details.</p>	
<u>6.0</u>	<p><u>Update on the Neighbourhood Plan</u> There is a drop-in event at the Village Hall this Saturday for residents to comment on where they would like to see further development in the village. The balance of the grant for the Neighbourhood Plan of £605.48 will be refunded to My Community. There are further funds which can be applied for from the next batch of grant funding for 2018/19.</p>	
<u>7.0</u>	<p><u>Updates on village projects:</u> a) Update on General Data Protection Regulations from NALC– Councillors, Clerk and Neighbourhood Plan Clerk confirmed receipt of the ‘Privacy Notice’ for staff, Councillors and role holders. Councillors were asked to provide the Clerk with details of personal data (electronic or otherwise) they are holding.</p>	LJH

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- b) The new date for the litter pick is Saturday 2nd June 2018 9am to 12pm
- c) The stake showing the position for the new tree on Conyers Green will be put up – Councillors Philip Reeve and Peter Fisk.

Councillors Reports

There were no reports from Councillors.

8.0

Council to sign the minutes of the planning meeting on 12th March and 9th April 2018 as an accurate record of the meeting and review the completed planning applications from St Edmundsbury Borough Council

9.0

The minutes from the planning meetings on 12th March and 9th April were signed as an accurate record of the meetings. 12th March – proposed Councillor Diana Boys, seconded Councillor Nicky Crouch, unanimous decision from those present at the meeting. 9th April – Proposed Councillor Philip Reeve, seconded Councillor Diana Boys, unanimous decision from those present at the meeting.

No planning applications had been approved by St Edmundsbury Borough Council.

10.0

Finance

10.1

(a) Payment of Accounts

The Council resolved to pay the following accounts. Proposed Councillor Philip Reeve, , seconded Councillor Nicola Crouch, unanimous decision.

Details	Chq no	TOTAL INVOICE	RECLAIMED VAT
NEST Pension	D/D	£ 31.55	
HMRC PAYE	D/D	£148.02	
Suffolk County Council Allotment rent	D/D	£50	
St Edmundsbury Borough Council-Bin emptying	D/D	£90.48	
L J Harley Clerks salary/expenses	2009	£ 1,055.03	£ 10.85
Gt Barton Thanksgiving Fund Hall Hire	2010	£ 33.75	
SALC-Training & subs	2011	£ 765.19	£ 5.00
S Deare Neighbourhood Plan Clerk	2012	£ 216.00	
GB Allotment Association	2013	£ 214.64	
Groundwork UK-refund NP Grant	2014	£ 605.48	
D Boys petrol expenses	2015	£ 18.90	
Gt Barton Community Woodland	2016	£ 111.72	
Total Spend April		£3340.76	£15.85

10.2

(b) The Clerk reported the following items:

Bank balances at March 2018:

Current Account	18,583.93
Business Reserve Account	£60,390.98
Total	£78,974.91

Business Reserve Account interest of £2.40 had been received.

Items raised from playground inspection included:

1. Rubber buffer missing from latch plate on gate
2. Bearings worn and loose fixings on the spinning pole
3. Basket ball surface – gaps between the surfacing and the edging surround
4. Matta tile trip hazard in playground

Councillor Philip Reeve will review these items.

Modifications have been made to the definitive map relating to the addition of a footpath from U6318 (Green Lane) to the edge of Barton Shrub.

Councillors reminded to update their Register of Interest forms and are aware of the Data Protection and information security policy and their responsibilities under the new General Data Protection Regulations.

Fornham St Martin Parish Council have been invoiced £3,500 – their contribution towards the legal fees for the West Suffolk Operational Hub.

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10.3

RESERVES	BALANCE
Small Projects	£17,870 - Earmarked: £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 £10,220
Neighbourhood Plan	£4,110– Earmarked £30 extra hours Linda, £416 SD salary and a £150 for CAS technical help = £3,514
Neighbourhood Plan Grant	NIL (Unspent provision returned to grant provider)
Youth Project	£1,038
General	£15,563
Allotments	Nil
Asset maintenance	£ 4,482
Asset acquisition	£7,556 (Earmarked : Community Speed Watch £1,007) Total balance £6,549
Icepits Wood	£17,472 (earmarked : £15,000 pump track) Balance = £2,472
Total reserves	£68,091

10.4

Non urgent Items raised from playground inspection : Rubber buffer missing from latch plate on gate, Bearings worn and loose fixings on the spinning pole, Basket ball surface – gaps between the surfacing and the edging surround and Matta tile trip hazard in playground.

Councillors reminded to update their Register of Interests and are aware of the Data Protection and information security policy and their responsibilities under the new General Data Protection Regulations.

Fornham St Martin Parish Council have been invoiced £3,500 – their contribution towards the legal fees for the WSOH

<u>10.5</u>	c) Monthly bank reconciliations and risk assessments had been completed. No new items were raised.	
<u>10.6</u>	d) Council to approve by resolution the following sections of the new Annual Governance and Accountability Return (i) Section 1 - The Annual Governance Statement 2017/18 (ii) Section 2 - The Accounting Statement for 2017/18 (iii) Clerk to confirm the dates for the period of exercise of public rights of 30 working days for residents to view the accounts from 4th June to 13th July (iv) Consider the explanation of significant variances in income and expenditure in the accounting statements (v) Resolve to move any unspent provisions from the budget from 2017-18 to an earmarked reserve (vi) Annual list of receipts and payments including comparison against budget (vii) The annual Bank Reconciliation as at 31st March 2018 – this item was carried forward to May’s meeting.	
<u>10.7</u>	e) The Council resolved to extend the contract for the Neighbourhood Planning Clerk to December 7 th 2018 and earmarked a budget of £1,248. Proposed Councillor Philip Reeve, seconded Councillor Kate Trevitt, unanimous decision.	LJH
<u>10.8</u>	f) The council resolved that Councillor Maggie Dunn could attend the Chairmanship and Leadership SALC course £103	
<u>10.9</u>	g) The Council resolved that the Clerk could claim 5 extra hours for work for the new General Data Protection Regulations including Privacy Notices, Privacy Impact Assessments, Consent forms and Data lists	
<u>10.10</u>	h) The Council resolved that the Clerk could claim 3½ hours for Neighbourhood Plan work including ratifying grant information against reserve funds, extra meeting and minutes to agree grant spending	
<u>10.11</u>	i) The Council resolved that the water pump could be paid for from the Allotment Association reserve for £214.64	
<u>10.12</u>	j) The council resolved the purchase of colour ink cartridges for Neighbourhood Plan volunteers. Items 10 (f) to (j) were proposed by Councillor Philip Reeve and seconded by Councillor Kate Trevitt, unanimous decision.	
<u>10.13</u>	The clerk will confirm the amount of the allotment rent from October 2018.	LJH
<u>11.0</u>	<u>Correspondence</u>	
<u>12.0</u>	There were no further items of correspondence.	
<u>12.0</u>	<u>Urgent Business</u>	
<u>13.0</u>	The Barn on Livermere Road has been demolished which is not as detailed in the planning application DC/17/1439/HH. The clerk will contact planning enforcement. Councillors were pleased to see the mirror at the junction of The Park and Livermere Road has been replaced.	LJH
<u>13.0</u>	<u>Date of next meeting</u>	
<u>13.0</u>	The next Council meeting will be the Annual General Meeting on Monday 21 st May 2018 at 7.15 pm in the community room at the Village Hall. There being no further business the meeting finished at 7.10pm	

CHAIRMAN

Signed as confirmation that they are a true record.

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