

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 21ST MAY 2018 COMMENCING AT 7.15 PM**

	<p>Members present: Councillors Philip Reeve, Maggie Dunn, Nicola Crouch, Matthew Parker, Peter Fisk, Kate Trevitt and Diana Boys. 1 member of the public attended the meeting.</p> <p><u>1.0</u> PROCEDURAL INFORMATION FOR THE COUNCIL'S ANNUAL MEETING</p> <p>(a) To elect a Chairman – Councillor Kate Trevitt proposed Councillor Philip Reeve for the Chairman, seconded by Councillor Nicky Crouch, unanimous decision except for Councillor Peter Fisk who voted against. There were no further nominations for Chairman. Councillor Philip Reeve accepted the position.</p> <p>(b) To receive the Chairman's acceptance of office and updated register of members interest form – The acceptance of office form was signed.</p> <p>(c) To elect a Vice-Chair – Councillor Kate Trevitt proposed Councillor Maggie Dunn, seconded by Councillor Nicky Crouch. Unanimous decision. There were no further nominations. Councillor Maggie Dunn accepted the position.</p> <p>(d) To receive any updates to Councillors registers of members interest's forms – Councillor Nicky Crouch will check her form to see if it needs updating.</p> <p>(e) To appoint a responsible financial officer – Councillor Kate Trevitt proposed that Linda Harley, The Clerk, continue her role as the RFO, seconded Councillor Maggie Dunn. Unanimous decision.</p> <p>(f) To appoint an internal auditor – Councillor Kate Trevitt proposed Trevor Brown as the internal auditor, seconded Councillor Nicky Crouch. Unanimous decision.</p> <p><u>2.0</u> <u>Chairman's welcome, reminder about the filming of meetings and to receive apologies for absence</u></p> <p>Councillor Philip Reeve welcomed everyone to the meeting. There were no apologies for absence.</p> <p><u>3.0</u> <u>Open public session</u></p> <p>There was a discussion on the figure available from the Vehicle Activated Sign for the Neighbourhood Plan.</p> <p><u>4.0</u> <u>To receive County Councillor's Report</u></p> <p>Councillor Rebecca Hopfensperger was unable to attend the meeting.</p> <p><u>5.0</u> <u>To receive Borough Councillor's Report</u></p> <p>Councillor Sarah Broughton reported that she is still waiting for a date to meet and discuss the issues with drainage at the entrance to The Park.</p> <p><u>6.0</u> <u>To receive members declarations of interest and requests for dispensation</u></p> <p>There were no declarations of interest or requests for dispensation.</p> <p><u>7.0</u> <u>To sign the minutes of the council meeting on Monday 16th April 2018 and the Transport Committee meeting on 12/3/18 to stand as an accurate record and to review the draft minutes of the Annual Parish Meeting 2018</u></p> <p>The minutes of the Council meeting on 16th April 2018 were signed as an accurate record of the meeting. Proposed Councillor Kate Trevitt, seconded Councillor Maggie Dunn, unanimous decision.</p> <p>The minutes of the Transport Committee meeting on 12/3/18 were signed as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision from those present.</p> <p>All Councillors were happy with the draft minutes from the Annual Parish Meeting.</p>
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	<p>There was a discussion on improving attendance at the Annual Parish Meeting for next year. Ideas included keeping all presentations to a maximum of 15 minutes; having questions at the end of each section rather than at the end of the meeting; encouraging residents to send any questions to the clerk before the meeting; arranging seating in a more informal way with Councillors sitting with the residents.</p> <p>Councillor Matthew Parker arrived at the meeting.</p> <p>8.0 Chairman's Report</p> <p>The battery in the new Vehicle Activated Sign has lasted for 5 weeks. Data was provided for the Annual Parish Meeting. Replacement batteries for the older Radarlux sign cost £460. The Council discussed the options for powering this sign.</p> <p>The Neighbourhood Plan encompasses the old boundary of the village including the area which forms the new part of Rougham. Councillor Philip Reeve asked the Council if the Neighbourhood Plan should relinquish the area North of the railway line, keep the same area or include a parcel of land on East Barton Road? Councillor Philip Reeve will send details to Councillors to respond to.</p> <p>There was a discussion on the access to the playing field, via Cox Lane, for the car boot sale and the trees overhanging Cox Lane (which are being trimmed).</p> <p>9.0 Items arising from March/April's Council meetings:</p> <p>(a) The cost of the rent for the allotment site on Green Lane following the new lease, was confirmed at £120 per annum.</p> <p>(b) Commemorating the end of WW1 – Matthew Parker/Maggie Dunn – there was a discussion on the 'There but not there' charity and beacons. The Parish Council recognises the principle of commemorating the end of World War 1. Councillor Maggie Dunn will contact St Edmundsbury Borough Council to enquire as to whether anything could be put on the island in Elms Close.</p> <p>(c) It was confirmed that payments to volunteers for expenses had to be confirmed by full council. The Transport Committee will meet to discuss Suffolk County Council's Community Self Help Scheme.</p> <p>(d) There were no volunteers to be the Councillor representative for The Clinical Commissioning Board.</p> <p>10. Village matters updates:</p> <p>(a) Neighbourhood Plan update including extending the Clerk's contract – The Clerk has signed and returned the extended contract to 7/12/18. Councillor Philip Reeve gave details of Berkeley Home's transport assessment, which he will circulate. The modelling by Suffolk County Council showed the effects on Mill Road and Fornham Road. The question as to whether it encompassed Green Lane was raised. The Vehicle Activated Sign post on Fornham Road has been bent when the verge was cut. The clerk will notify Suffolk County Council.</p> <p>(b) General Data Protection Regulations – The clerk confirmed the government are looking at an amendment to its own Data Protection Bill to exempt all Parish and Town Councils and Parish Meetings from the requirement to appoint a Data Protection Officer. All other measures will still apply and it is hoped a proportionate regime that works for the sector and reflects its size and data usage will be put in place. The Data Protection Office Centre service is on hold pending the outcome of the amendment.</p> <p>(c) Litter pick Saturday 2nd June was confirmed.</p> <p>(d) Draft Memorandum of Understanding for Iceptis Wood following Councillor Philip Reeve attending the Gt Barton Community Woodland Group meeting – Councillor Philip</p>	<p>MD</p> <p>LJH</p> <p>PR</p> <p>LJH</p> <p>PR</p>
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11	Reeve and a member of the Iceptis Wood committee will discuss how to progress the Memorandum of Understanding. The Clerk will write to the Woodland Group. The Parish Council represent all the users of the wood. Path maintenance needs to be looked at.	LJH	
	(e) Green Lane/East Barton Road speeding issues had already been discussed. The Council will consider putting the Vehicle Activated Sign on East Barton Road for data collection only.	PR	
	(f) Cattishall crossing update – following a meeting with Network Rail (NR) and St Edmundsbury Borough Council, NR feel that the crossing should be closed and the under pass opened and that any replacement bridge is a completely separate issue.		
	<u>Councillors Reports</u>		
	Councillor Kate Trevitt is reviewing the litter and dog bins in the village, following a site visit from St Edmundsbury Borough Council.	KT	
	Councillor Maggie Dunn had attended a safeguarding course where it was suggested that all Parish Council's have a safeguarding representative.	MD	
	12	<u>Clerk's Report</u>	
	The clerk had nothing further to report		
	13	<u>Finance – Council to consider:</u>	
	(a) Payment of Accounts were agreed by the Council, proposed Councillor Matthew Parker, seconded Councillor Philip Reeve, unanimous decision.		

Payee	Details	Total	VAT reclaimed
			£
BT	Emergency line in Village Hall	£ 56.97	9.49
NEST	Pension contributions	£ 32.81	
HMRC	PAYE and tax	£ 110.61	
L J Harley	Clerks salary/expenses	£968.71	
S Deare	Neighbourhood Plan Clerk salary/expenses	£ 235.00	
Vertas Group Ltd	Grass cutting	£ 1,506.17	£ 251.03
Gt Barton Thanks giving Fund	Hall Hire/Neighbourhood Plan events	£ 94.00	
Multi-signs	Banner insert	£ 30.00	
Total		£ 3,034.27	£ 260.52

b) Financial Report from the RFO including reserves- at 30/4/18 the bank balance stood at: Current Account £43,795.13 and the Savings Account £60,390.98. The Precept of £34,803 had been received.	
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Details of reserves:	
Small Projects	£17,813 - Earmarked : £3,000 School Lane footpath, Mill Rd crossing from PC £2,750 & from Freedom Church £1,750, Replacement tree for Conyers Green £150 Total balance £10,163
Neighbourhood Plan	£6,789 – Earmarked £30 extra hours Clerk, £207 Neighbourhood Plan Clerk salary, £150 for CAS technical help & £1248 Neighbourhood Plan Clerk salary to Dec 2018 = Total balance £5153
Neighbourhood Plan Grant	£0
Youth Project	£1,038
General	£20,563
Allotments	Nil
Asset maintenance	£ 4,482
Asset acquisition	£7,556 (Earmarked : Community Speed Watch £1,007) Total balance £6,549
Icepits Wood	£18,472 (earmarked : £15,000 pump track) Balance = £3,472
Total reserves	£76,713

All amounts to nearest '£'

£3,500 had been received from Fornham St Martin Parish Council, towards the West Suffolk Operational Hub legal fees.

The following transfers have been made to reserves following receipt of the precept; Neighbourhood Plan £3,000, Icepits Wood £1,000 and General Reserve £5,000.

(c) Bank reconciliations were checked and agreed including the annual bank reconciliation

(d) The Council approved by resolution Section 1 of the Annual Governance and Accountability Statement, the Annual Governance Statement followed by Section 2, the Accounting Statement. Proposed Councillor Matthew Parker, seconded Councillor Philip Reeve, unanimous decision.

(e) The Clerk confirmed the dates for the Exercise of Public Rights of 30 working days (4/6 – 13/7) for residents to view the accounts.

(f) The Council considered the explanation of their significant variances in income and expenditure of >15% and > £200. These will be included on the website.

(g) The Council considered the aggregate receipts and payments for the year and the comparison between income and expenditure, including expenditure against budget. There were no questions.

(h) The Council resolved to move the unspent provisions in the budget of £2,482.20 from 2017-18 to an earmarked reserve (Financial Standing Order 3.5). Proposed Councillor Matthew Parker, seconded Councillor Philip Reeve, unanimous decision.

(i) The Council confirmed the increase in the Clerk's salary for 2018-19 from 1/4/18 SCP 25 £12.01 following information received from the National Joint Council for Local Government. Proposed Councillor Kate Trevitt, seconded Councillor Philip Reeve, unanimous decision.

(j) Councillors considered the internal audit report. No items were raised.

14

Good Governance – **CONTINUING PROCEDURAL ITEMS FOR THE COUNCIL'S ANNUAL MEETING:**

- a) Appointment of Chairman and members to existing committees. 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 haven't changed. Proposed Councillor Philip Reeve seconded Councillor Kate Trevitt unanimous decision.

Committee	Members
Planning	Philip Reeve (Chair) Maggie Dunn (Vice-Chair) Nicky Crouch Matthew Parker Diana Boys Kate Trevitt (reserve) Peter Fisk – Tree Protection Orders
Transport	Philip Reeve (Chair) Peter Fisk Maggie Dunn (Vice Chair) Nicky Crouch
Youth	Philip Reeve (Chair) Kate Trevitt Maggie Dunn (Vice Chair)
Neighbourhood Plan Executive committee	Philip Reeve (Chair) Nicky Crouch Matthew Parker Maggie Dunn (Vice Chair) Peter Fisk Non-councillor members: Jamie Gilmour
Neighbourhood Plan working group	Vivien Bodnar (Chair) Darren Bullen Cedric Pettit Jamie Gilmour Margaret Pettit Roger Curtis Roger Davison Adrian Graves Ed Gibson All Councillors in the Neighbourhood Plan Executive comm
Village Hall Representatives	Peter Fisk Maggie Dunn Kate Trevitt (reserve)
Tree Preservation Specialist	Peter Fisk Philip Reeve (reserve)
Bank signatories	Philip Reeve Maggie Dunn Peter Fisk

	<p>j) The council confirmed they are happy that the Clerk attends SALC's Information and Networking events quarterly</p> <p>k) A review of risk assessments in place for audit purposes was undertaken and no changes were made.</p> <p>l) The Council considered and adopted Governance and Accountability for smaller authorities in England March 2016.</p> <p>m) 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, NEST pension scheme, HMRC PAYE and the lease of land on Green Lane for allotments.</p> <p>n) The Council will confirm the charity they wish to support, 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, in June.</p> <p>o) The Council re-adopted the Suffolk Code of Conduct 2012.</p> <p>p) The Council will review its 3 year objectives in June.</p> <p>q) A full review of internal audit and internal control was undertaken.</p> <p>r) A review of newsletter advertising fees decided the rates should remain the same.</p>	<p>LJH</p> <p>LJH</p>
<p>15</p>	<p><u>Planning – (i) Council to sign the planning committee meeting minutes from 14th May 2018 to stand as an accurate record of the meeting and the minutes from applications presented in May 2018 where no meeting was held.</u></p> <p><u>(ii) Council to consider the completed planning applications from St Edmundsbury Borough Council</u></p> <p>(i) The minutes from the planning meeting on 14th May 2018 were signed as an accurate record of the meeting. Proposed Councillor Diana Boys, seconded Councillor Matthew Parker, unanimous decision from those present at the meeting.</p> <p>(ii) There were no completed planning applications from St Edmundsbury Borough Council.</p>	
<p>16</p>	<p><u>Correspondence</u></p> <p>Items of correspondence were circulated.</p> <p>Councillor Matthew Parker will obtain quotes for replacing the white gates on East Barton Road.</p>	<p>MP</p>
<p>17</p>	<p><u>Urgent Business</u></p> <p>The clerk will arrange for the footpath from East Barton Road to Iceptits Wood to be cut in May, late June, mid August and late September.</p>	<p>LJH</p>
<p>18</p>	<p><u>Closing Public Session</u></p> <p>No further items were raised.</p> <p>There being no further business the meeting finished at 10.25 pm.</p> <p>.....Sign & Date</p> <p>.....Print name.</p> <p>CHAIRMAN</p>	

	<p>Signed as confirmation that they are a true record.</p>	
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