

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 18<sup>th</sup> FEBRUARY 2019 COMMENCING AT 7.15 PM**

<b>Item.</b>	<p><b>Members present: Councillor Philip Reeve chaired the meeting with Councillors Maggie Dunn, Diana Boys, Matthew Parker, Nicky Crouch, Peter Fisk, Nick Ellis and Kate Trevitt.</b> 3 members of the public were present.</p>	LJH																																	
<b>1.0</b>	<p><b><u>Chairman's welcome and to receive apologies for absence</u></b> Councillor Philip Reeve welcomed everyone to the meeting. There were no apologies for absence.</p>																																		
<b>2.0</b>	<p><b><u>Open Public Session</u></b> A resident raised the issue of the drains on Livermere Road which have been pumped through rather than clearing the interlinking pipework. School Lane is being resurfaced and a resident had raised the issue of cars parking on the verges. A site visit will be arranged. Representatives from the Neighbourhood Plan working group will meet with Berkeley Homes, Suffolk County Council and St Edmundsbury Borough Council to discuss the traffic assessment for the North East Development. A larger meeting will be arranged, if appropriate at this time. Councillor Matthew Parker expressed his concerns that East Barton Road and Green Lane will be used as a rat run from the NE Development to the A14 Stowmarket/Ipswich.</p>																																		
<b>3.0</b>	<p><b><u>Report from Councillor Rebecca Hopfensperger</u></b> Councillor Rebecca Hopfensperger was not present at the meeting.</p>																																		
<b>4.0</b>	<p><b><u>Report from Sarah Broughton</u></b> Councillor Sarah Broughton reported that there have been groups of youths leaving glass bottles in Iceptits Wood and residents have been clearing up. There was no update on the Air Quality Monitoring grant to move the pedestrian crossing. There was a discussion on parents leaving their cars running when they are picking up children from school. Elections will take place this year for Borough Councillors and 2 Councillors will both cover Gt Barton and Fornham. Concerns were raised about the amount of mud on the road at the entrance to the West Suffolk Operational Hub site. Councillor Philip Reeve will raise this at the next Community Liaison Group meeting.</p>																																		
<b>5.0</b>	<p><b><u>Declarations of Interest and requests for dispensations.</u></b> There were no declarations of interest or request for dispensations.</p>																																		
<b>6.0</b>	<p><b><u>Financial – Council to consider:</u></b></p>																																		
<b>6.1</b>	<p>a) Payment of Accounts – Council resolved to pay the following accounts. Proposed Councillor Philip Reeve, seconded Councillor Nick Ellis, unanimous decision.</p>																																		
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	<b>S Deare</b>	<b>Neighbourhood Plan Clerk salary/expenses</b>		<b>£216.00</b>																																		
	<b>L J Harley</b>	<b>Clerk's expenses</b>	<b>£8.61</b>	<b>£133.96</b>																																		
	<b>Kallkwik</b>	<b>Newsletter Printing</b>	<b>£0</b>	<b>£460.00</b>																																		
	<b>Total Payments February</b>		<b>£13.61</b>	<b>£2,107.52</b>																																		
<b>6.2</b>	<p><b>b) Financial report from the Responsible Financial Officer including details of reserve budgets and spending against them, the bank reconciliations and any items arising from risk assessments</b></p> <p>Councillor Philip Reeve had checked the bank reconciliations which had been circulated to Councillors. There were no questions.</p> <p>The Clerk reported the following bank balances at 31/1/19:</p> <table border="1"> <tr> <td>Current A/C</td> <td>£23,193.50</td> </tr> <tr> <td>Bus Reserve</td> <td>£60,436.49</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£83,629.99</b></td> </tr> </table> <table border="1"> <tr> <td>Items paid/owed from newsletter</td> <td>£50 owed for spring edition</td> </tr> <tr> <td>Other Credits received</td> <td>None</td> </tr> <tr> <td>Business reserve account interest</td> <td>None</td> </tr> </table> <p><b>Reserves :</b></p> <table border="1"> <thead> <tr> <th><b>RESERVES</b></th> <th><b>BALANCE</b></th> </tr> </thead> <tbody> <tr> <td>Small Projects</td> <td>£15,127 - <b>Earmarked:</b> £3,000 School Lane footpath, , Replacement tree for Conyers Green £150, Total balance £11,977 (Freedom Church owes £1,750 for Mill Road crossing)</td> </tr> <tr> <td>Neighbourhood Plan</td> <td>£4,763 – Earmarked £30 extra hours Linda, £150 for CAS technical help, Ian Poole accrued fees Dec 18 £550 &amp; £832 SD salary to June 2019 = Total balance £3201</td> </tr> <tr> <td>Neighbourhood Plan Grant</td> <td>£0</td> </tr> <tr> <td>Youth Project</td> <td>£938</td> </tr> <tr> <td>General</td> <td>£20,563</td> </tr> <tr> <td>Allotments</td> <td>£70</td> </tr> <tr> <td>Asset maintenance</td> <td>£ 4,482</td> </tr> <tr> <td>Asset acquisition</td> <td>£7,160(Earmarked : Community Speed Watch £1,007) Total balance £6,153</td> </tr> <tr> <td>Icepits Wood</td> <td>£18,572 ( <b>earmarked</b> : £15,000 pump track) Balance = £3,572</td> </tr> <tr> <td><b>Total reserves</b></td> <td><b>£71,675</b></td> </tr> </tbody> </table>				Current A/C	£23,193.50	Bus Reserve	£60,436.49	<b>TOTAL</b>	<b>£83,629.99</b>	Items paid/owed from newsletter	£50 owed for spring edition	Other Credits received	None	Business reserve account interest	None	<b>RESERVES</b>	<b>BALANCE</b>	Small Projects	£15,127 - <b>Earmarked:</b> £3,000 School Lane footpath, , Replacement tree for Conyers Green £150, Total balance £11,977 (Freedom Church owes £1,750 for Mill Road crossing)	Neighbourhood Plan	£4,763 – Earmarked £30 extra hours Linda, £150 for CAS technical help, Ian Poole accrued fees Dec 18 £550 & £832 SD salary to June 2019 = Total balance £3201	Neighbourhood Plan Grant	£0	Youth Project	£938	General	£20,563	Allotments	£70	Asset maintenance	£ 4,482	Asset acquisition	£7,160(Earmarked : Community Speed Watch £1,007) Total balance £6,153	Icepits Wood	£18,572 ( <b>earmarked</b> : £15,000 pump track) Balance = £3,572	<b>Total reserves</b>	<b>£71,675</b>
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<b>6.3</b>	<p><b>c)</b> The tree surgeon has indicated that he is not willing to incorporate a Woodland Management Plan within his proposal for works in Icepits Wood but would be willing to do the following: a basic management and replanting schedule including areas noted for re-planting, coppice management, habitat and wildlife as well as safety concerns and a</p>																																					

	<p>list of native species to consider. Following concerns raised by a resident on the Eastern border, the tree surgeon will pay a site visit again.</p> <p>The Council discussed their duty of care and decided they would like an independent tree consultant to give their opinion on the work which has been proposed. The Clerk will contact The Woodland Trust.</p>	LJH			
<u>6.4</u>	d) The Council resolved to increase the budget for Clerk's homeworking from £432 to £530.00. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.	LJH			
<u>6.5</u>	e) Reviewing the budgets for mileage and chairs expenses – This will be carried forward to March's agenda.	LJH			
<u>6.6</u>	f) Costs for Ian Poole desk top publishing for Neighbourhood Plan – The Council approved the cost of the desk top publishing for the Neighbourhood Plan of £900.00. Proposed Councillor Maggie Dunn, seconded Councillor Diana Boys, unanimous decision. Neighbourhood Plan grants can now be rolled over to the next financial year if they have not been spent.				
<u>6.7</u>	g) The Council approved 2 x £10 vouchers as prizes for the school's design a 'Take Your Litter Home' poster. Proposed Councillor Nicky Crouch, seconded Councillor Maggie Dunn, unanimous decision. Councillor Diana Boys was thanked for clearing rubbish from the layby on the A143. Suffolk County Council have indicated that they are unable to site a bin there as it is too dangerous to empty it. The Council agreed that Councillor Diana Boys could purchase 2 x litter pickers to the value of £30 and this will be ratified at March's meeting. The Council also resolved to purchase some 'No Litter' signs to the value of £30 which Councillor Diana Boys will arrange. Proposed Councillor Philip Reeve, seconded Councillor Kate Trevitt, unanimous decision.	LJH			
<u>6.8</u>	h) The Council agreed a grant of £1500 to the Bowls Club to go towards their project to replace their loft and cavity wall insulation and provide an air source heat pump. The capital cost of the project is £5014.00. Proposed Councillor Kate Trevitt, seconded Councillor Nicky Crouch, unanimous decision. This will be presented at the Annual Parish Meeting where the Bowls Club agreed to give a talk.	LJH			
<u>6.9</u>	i) Playground Maintenance Quote – The Council resolved to accept the quote for the improvements to the playground surface costing £983 + vat. Proposed Councillor Philip Reeve, seconded Councillor Nicky Crouch, unanimous decision. A site visit will be arranged to discuss the basketball surfacing. A further quote will be obtained for treating the rust and painting the swings and climbing frame.	LJH			
<u>7.0</u>	<b><u>To sign the minutes of the Council meeting on 21<sup>st</sup> January 2019 as an accurate record of the meeting</u></b>				
<u>7.1</u>	The minutes of the Council meeting on 21 <sup>st</sup> January 2019 were signed as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.				
<u>8.0</u>	<b><u>Council to consider the following Tree Protection Order:</u></b>				
	<table border="1"> <tr> <td>Roundstone House, Livermere Road</td> <td>DC/19/0134/TPO</td> <td>Tree Preservation Order - (i) 1 Ash - Reduce height by 4 metres; (ii) 1 Yew and 1 Silver Maple - Fell (iii) 1 Cedar - overall crown reduction by 33%</td> </tr> </table>	Roundstone House, Livermere Road	DC/19/0134/TPO	Tree Preservation Order - (i) 1 Ash - Reduce height by 4 metres; (ii) 1 Yew and 1 Silver Maple - Fell (iii) 1 Cedar - overall crown reduction by 33%	
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	The Parish Council objected to the application: The area covered by the TPO 513 is not clear from the on line portal; Support reducing the height of the Ash by 4 metres; Object to the felling of the yew – it does not obscure visibility and is a well established focal point; Object				

	<p>to the reduction in the height of the Cedar which seems excessive – suggest a reduction of 20% which would still achieve the applicants wish to align the misshapen crown; Object to the felling of the Norway Maple as the tree is considerably older than the house and appears in good health.</p> <p><b>9.0</b> <u><b>Election procedures for Councillors 2019 and new information relating to Severalls Ward</b></u>  Nomination packs were issued to all Councillors.  The new ward will come into effect on 2 May 2019. Councillors will not be elected to the 2 seats in the Severalls Ward as there are no residents living there. A Notice of Election will still be posted for The Severalls Ward and will be uncontested. There are 9 seats in the North Ward of Gt Barton village. The quoracy of the parish council is not affected by the two seats that will be vacant. Once homes are built and occupied, the council can choose to fill those seats either with a by election or by co-option.</p> <p><b>10.0</b> <u><b>Changes to Meeting Dates in May</b></u>  As the first meeting after the Parish Council elections must be the AGM, this will take place on 13<sup>th</sup> May with the planning committee meeting taking place on 20<sup>th</sup> May 2019.</p> <p><b>11.0</b> <u><b>Adoption of new policies for the General Data Protection Regulations</b></u>  New policies relating to General Data Protection Regulations and amendments to existing policies had been circulated for Councillors to approve at March’s meeting.  At 8.50pm Councillor Diana Boys left the meeting.</p> <p><b>12.0</b> <u><b>Chairman’s Report</b></u>  Works on resurfacing School Lane have been ordered.  Purdah relates to the pre-election period, when Councils must take extra care when considering their publishing obligations. The period begins with the notice of election on 22/3 and ends on election day 2/5.  Councillor Philip Reeve gave feedback on his visit to Suffolk County Council’s Highways Department. The Self Help Scheme is being re-visited. They will review the decision not to skirt back the vegetation encroaching onto the footpath along the A143. Councillors Peter Fisk and Philip Reeve will review the possibility of a volunteer using a mini digger to undertake this job.  Councillor Philip Reeve asked for the A143 cleansing schedule to take place in November, after the leaves have fallen.  There was a discussion on the scope for the Spring Clean next year.</p> <p><b>13.0</b> <u><b>Moving forward of projects</b></u>  Councillors Philip Reeve and Nicky Crouch are involved with the Neighbourhood Plan including a new sub group which has been set up to review policies.  Councillor Matthew Parker volunteered to take on the School Lane/Downing Drive link footpath project.  Councillor Nick Ellis volunteered to take on the Community Speed Watch Co-ordinator Role.  Councillor Philip Reeve will complete the grant application for cleaning the war memorial.  There was a discussion on the Woodland Group providing a member for the Icepits Wood Committee and allocating a piece of ground within the wood to them. This project is ongoing.  Councillor Peter Fisk volunteered to contact Suffolk County Council to start looking into a permissive footpath from Cox Lane to Icepits Wood.  The clerk gave details of the Pump Track being built in Troston, which does not require planning permission. She will contact the volunteers who arranged the original quote to see if they would be interested in being involved again. It was suggested that children from the village could design a track.  Councillor Maggie Dunn volunteered to be involved in the Air Quality Monitoring project as she has spoken to the Head Teacher at the primary school about pollution caused by parents sitting in cars with the engines running.</p>	<p>LJH</p> <p>LJH</p>
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	<p>A volunteer will be sought to look after the Vehicle Activated Signs and analyse the data. Councillor Philip Reeve is waiting for information on the battery life of the Radarlux sign. Councillors Philip Reeve and Peter Fisk will plant a commemorative tree at Conyers Green.</p>	LJH
<p><b><u>14.0</u></b></p>	<p><b><u>Amendment to minutes of 21/5/18 adopting the Suffolk Code of Conduct 2014 not 2012</u></b> The Council confirmed that the minutes of 21/5/18 should read that the Suffolk Code of Conduct 2014 had been adopted.</p>	
<p><b><u>15.0</u></b></p>	<p><b><u>Safeguarding Policy</u></b> The model Safeguarding Policy will be amended for approval at March's meeting. Awareness will be raised in the newsletter, on the website and the Facebook page. Councillor Maggie Dunn will investigate the required training for the Safeguarding lead.</p>	LJH MD
<p><b><u>16.0</u></b></p>	<p><b><u>Update on the replacement editor for newsletter, advertising and distribution.</u></b> The Freedom Church have volunteered to edit the newsletter and the Council's Financial Officer will take over the advertising. The cost to advertise will stay the same including the offer to pay for 3 adverts in advance and get the 4<sup>th</sup> one free. Distribution will remain the same.</p>	
<p><b><u>17.0</u></b></p>	<p>Councillor Nicky Crouch proposed to increase the advertising from 1 page to 3, seconded Councillor Matthew Parker, unanimous decision. The Clerk will approach new advertisers. Once advertising is established, the increased revenue will be used to update and improve the newsletter.</p>	LJH
<p><b><u>17.0</u></b></p>	<p><b><u>Planning the Annual Parish Meeting</u></b> An update was given on the speakers for this event. There was a discussion on whether a synopsis of the past year should be given.</p>	
<p><b><u>18.0</u></b></p>	<p><b><u>Updates on Village Projects</u></b> (a) The Neighbourhood Plan is now being written with policies being drawn up. (b) A letter has been sent to Diomed Drive residents inviting them to take part in the Woodland Tidy Up. The Gt Barton Woodland Group will help.</p>	
<p><b><u>19.0</u></b></p>	<p><b><u>Councillors Reports</u></b> Councillor Nicky Crouch raised the issue of an all weather playing facility at the school. Councillor Maggie Dunn has re-established contact with the primary school and will raise this request.</p>	
<p><b><u>20.0</u></b></p>	<p><b><u>Council to sign the minutes of the planning meeting on 11<sup>th</sup> February 2019 as an accurate record of the meeting and review the completed planning applications from St Edmundsbury Borough Council</u></b> The minutes of the planning meeting on 11<sup>th</sup> February 2019 were signed as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision. Council reviewed the completed applications from St Edmundsbury Borough Council.</p>	
<p><b><u>21.0</u></b></p>	<p><b><u>Correspondence</u></b> There were no items of correspondence.</p>	PF
<p><b><u>22.0</u></b></p>	<p><b><u>Items to be discussed at the next meeting.</u></b> There was a discussion on the signage for the new footpath on Green Lane.</p>	
<p><b><u>23.0</u></b></p>	<p><b><u>Closing Public Session</u></b> No further items were raised.</p>	
<p><b><u>24.0</u></b></p>	<p><b><u>Date of next meeting</u></b> The next Parish Council meeting is on Monday 18<sup>th</sup> March 2019 at 7.15pm.</p>	

There being no further business the meeting closed at 10.20 pm

CHAIRMAN .....  
Sign and print name

Signed as confirmation that these minutes are a true record.

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