

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 11th NOVEMBER 2019 COMMENCING AT 7.15 PM**

<u>Item</u>	Councillor Maggie Dunn chaired the meeting along with Councillors Kate Trevitt, Peter Fisk, Philip Reeve, Matthew Parker and Diana Boys.	
<u>1.0</u>	<p>3 members of the public were present.</p> <p><u>Chairman’s welcome, reminder about the filming of meetings and to receive apologies for absence</u></p> <p>Councillor Maggie Dunn welcomed everyone to the meeting. Apologies for absence were accepted from Councillor Stephen Haynes.</p>	
<u>2.0</u>	<p><u>Open public session – 10 minutes</u></p> <p>Concerns were raised by residents on HGVs use of Fornham Road, which is not on the Suffolk Strategic Lorry network. Suffolk County Council have advised that in order to display signage restricting heavy vehicles, an environmental weight restriction would need to be put in place. A case can be made to implement a weight restriction if funding is available’. Issues were raised on the signage for lorry routes and concerns raised as to whether there will be an increase, once the West Suffolk Operational Hub is open. The Parish Council will write to Suffolk County Council regarding the weight limit on Fornham Road and visibility issues for lorries turning onto the A143 from Fornham Road, which requires them to pull onto the opposite side of the carriageway.</p> <p>The Clerk will confirm the date and scope of the safety review from Councillor Rebecca Hopfensperger.</p>	LJH LJH
<u>3.0</u>	<p>Clerk will look into the costs of speed signs to be mounted on empty VAS posts.</p> <p><u>To receive County Councillor’s report from Rebecca Hopfensperger</u></p> <p>Councillor Rebecca Hopfensperger reported on the changes in the bin collection days, which were last reviewed in 2010. By re-routing the current collection rounds and introducing some new ones, they are making the collection routes more efficient, delaying an increase in the number of vehicles and crew needed for the next 2 to 3 years, equivalent to a £175,000 saving per year and making sure the routes are organised to manage recent and future housing growth.</p> <p>Councillor Rebecca Hopfensperger will receive a briefing on the Bury North East Transport Strategy and will pass the information onto the Parish Council.</p> <p>Signs can be put on empty vehicle activated sign posts. The clerk will look into the costs.</p>	LJH LJH
<u>4.0</u>	<p>The weight limit on Fornham Road is still being looked into.</p> <p>Civil Parking Enforcement will come into effect on 31.1.20. This means moving parking enforcement from the police to local authorities.</p>	
<u>5.0</u>	<p><u>To receive Borough Councillor’s report from Sarah Broughton and Rebecca Hopfensperger</u></p> <p>Apologies had been received from Councillor Sarah Broughton.</p> <p><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 &, when appropriate, to leave the meeting prior to discussion and voting on the item.</u></p> <p><u>(ii) Council to consider any new written requests for dispensation and/or requests which have been received prior to the meeting</u></p>	LJH

<p>6.0</p>	<p>No Declarations of Interest or requests for dispensation had been received.</p> <p><u>To sign the minutes of the Council meeting 7th October 2019 and the Iceptits Wood Committee Meeting on 17/10/19.</u></p>					
<p>7.0</p>	<p>The minutes of the Council meeting on Monday 7th October 2019 had 1 amendment. In Item 8(e) the following sentence was removed: ‘Councillors Maggie Dunn and Philip Reeve are happy with the specification for the 2020 grass cutting.’ We are still waiting for the specification from the Holy Innocents Church. The minutes were then signed as an accurate record of the meeting. Proposed Councillor Philip Reeve, seconded Councillor Peter Fisk, unanimous decision.</p> <p>The minutes from the Iceptits Wood Committee Meeting on 17/10/19 were signed as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Diana Boys, unanimous decision.</p>					
<p>7.1</p>	<p><u>FINANCE: Council to consider -</u></p> <p>(a) The Council resolved to pay the following accounts: Proposed Councillor Maggie Dunn, seconded Councillor Diana Boys, unanimous decision.</p>					
	PAYEE	DETAILS	CHQ NO.	INVOICE	VAT	POWER TO PAY
	NEST	Pension	D/D	£33.63		LGA 1972 s.112
	L J Harley	Clerks salary	S/O	£947.15		LGA 1972 s.112
	HMRC	PAYE and NICS	D/D	£124.68		LGA 1972 s.112
	S Deare	Neighbourhood Plan Clerk's salary	2117	£216.00		Localism Act 2011, Sch9; Town & Country Planning Act 1990 s.61f(1) & and Planning & Compulsory Purchase Act 2004 s.38C(2)
	Suffolk Preservation Society	P Reeve – Landscaping course	2118	£30.00		LGA 1972 s.111
	Playdale Playgrounds Ltd	Scramble net ground anchor cover	2119	£186.40		PHA 1875 s.164
	Vertas Group Ltd	Grass cutting	2120	£1,543.82	£257.30	PHA 1875 s.164
	SALC	Project Management Training – M Dunn, L Harley	2121	£264.00	£44.00	LGA 1972 s.111
	Vertas Group Ltd	Playground surface works	2122	£1,179.60	£196.60	PHA 1875 s.164

	Cancelled cheque		2123			
	Gt Barton Thanksgiving Fund	Hall Hire	2126	£20.00		LGA 1972 s.111
	Suffolk Cloud	Website hosting	2124	£100.00		LGA 1972 s.111
	John Roe	Emergency Plan expenses	2125	£26.22		LGA 1972 s.111
	TOTAL PAYMENTS NOVEMBER			£4,671.50	£497.90	
	*LGA - Local Government Act					
	*PHA – Public Health Act					
	(b) Councillors had received the financial report from the Responsible Financial Officer including details of bank balances, receipts, reserve budgets and spending against them. Councillor Philip Reeve raised a query concerning the changes to the standing order to pay the Clerk's salary. Further information will be provided.					
	Bank balances at 31/10/19:					
	Current A/C			£42,887.27		
	Bus Reserve			£60,526.96		
	TOTAL			£103,414.23		
	Items paid/owed from newsletter			£0		
	Other Credits received			Groundwork UK Neighbourhood Plan grant £8190 Allotment rent £110		
	Business reserve account interest			£0		
	Payments made under S137			£0		
	Reserves:					
	RESERVES	BALANCE				
	Small Projects	£19,550 Earmarked: £3,000 School Lane footpath, , Replacement tree for Conyers Green £150				
	Neighbourhood Plan	£6,230 – Earmarked: £150 for CAS technical help & £416 SD salary to Jan 2020				
	Neighbourhood Plan Grant	£8190				
	Youth Project	£938				

7.2

LJH

	General	£20,563	
	Allotments	£60	
	Asset maintenance	£ 5295	
	Asset acquisition	£9,160(Earmarked : Community Speed Watch £1,007)	
	Icepits Wood	£4329	
	S106 Funds	£14,676	
	Total reserves	£88,991	
	<p>West Suffolk's playground report had been circulated to all Councillors. The clerk is arranging for the gate buffer to be replace. Councillor Philip Reeve will look at replacing the ground anchors for the scramble net. A diary note will be made for the spring to review the earth piling up under the fencing.</p> <p>Referendum principles (capping) will not apply to English parishes for the coming financial year.</p> <p>The insurance certificate for the allotments has been received.</p> <p>Contractors have both agreed to hold the price for their quotes for maintenance on the basket ball surface and benches in the playground, with work being carried out spring 2020.</p> <p>The new dog bin has been installed near the allotments. The clerk will look at the signage to confirm for litter and dog waste.</p> <p>Finance committee will look at the draft precept for 2020-21 on 26th November. This will then be circulated to Councillors for them to discuss and agree a precept figure at the meeting on 9th December.</p> <p>Website access training will be provided by Suffolk Cloud before the deadline of September 2020.</p> <p>Councillors agreed that the Clerk could take time off in lieu for the extra work covering for the Neighbourhood Plan Clerk's holiday.</p>		LJH P R LJH
<u>7.3</u>	(c) After a full investigation of the options available for Parish Council bank accounts, the clerk will look into the procedure for opening a savings account with Santander Bank.		LJH
<u>7.4</u>	(d) The council agreed to fund the hall hire for the Arterial Fibrillation event. Proposed Councillor Maggie Dunn, seconded Councillor Diana Boys, unanimous decision.		
<u>7.5</u>	(e) The work on the Neighbourhood Plan is decreasing as the plan nears completion and the Clerk is happy to work only the hours she is needed. The Council resolved to amend the contract for the Neighbourhood Plan Clerk which is due to expire on 7/1/20 to a zero hours contract from 8/1/20 to 31/5/20. Proposed Councillor Philip Reeve, seconded Councillor Matthew Parker, unanimous decision.		LJH

<u>7.6</u>	(f) Councillors were reminded that the Finance committee will meet on 26 th November to put together the draft precept which will be put before the Council on 9 th December 2019.	
<u>7.7</u>	(g) The Council decided not to donate to the Ixworth Patients Association Transport Fund this year as they have donated to them in the past and their chosen charity for 2019 is East Anglian Air Ambulance.	
<u>7.8</u>	(h) The Council resolved to cover the costs for the advertising banner and the postal invitations for the Neighbourhood Plan public consultation event. Proposed Councillor Maggie Dunn, seconded Councillor Kate Trevitt, unanimous decision.	
<u>8.0</u>	<u>Council to consider appointment of Vice Chair</u> Councillors will consider applying for the role of Vice Chair which is currently vacant.	
<u>9.0</u>	<u>Chair and Councillors reports</u> Councillor Maggie Dunn reported on the Project Management Course which she had attended with the Clerk. A stand for the memorial plaque for Conyers Green had been made by a resident and a thank you letter will be written.	LJH
<u>10.0</u>	<u>Update on Village projects:</u> (i) Neighbourhood Plan – The list of properties with a special interest/distinctive characteristics is being updated. A draft plan will be presented to the Parish Council in December. Design work has been completed for the triangle. (ii) School Lane/Downing Drive link footpath – Matthew Parker – Awaiting cost for the purchase of a small piece of land adjacent to School Lane along with other pieces of land in the village (iii) The Icepits Wood committee meetings have been very positive with representatives from the Scout Group and School attending. An updated is still awaited from County Farms regarding the piece of land adjacent to the A143/Icepits wood. The Community Woodland Group are in the process of signing the Memorandum of Understanding. (iv) Update following Maple Green meeting – A letter is awaited from the Maple Green Residents Association. (v) Cleaning the village sign – Councillor Diana Boys had cleaned the sign and reported that it was in very good condition. She will look at the cost for replacing the letters on the plaque. Thanks were given. (vi) Playing field benches – Councillor Peter Fisk will obtain a quote for refurbishing the concrete benches in oak. (vii) Suffolk County Council are not able to improve the grass area which is the footpath from Bunbury Avenue to The Park. Councillor Kate Trevitt will make further enquiries. (viii) Costs are still awaited for registering the Parish Council owned land in the village (ix) the newsletter working party meeting was very successful and a volunteer has come forward to help with the proof reading. Councillor Peter Fisk offered to check the list of clubs and society contacts. (x) The application for the war memorial cleansing grant is now with the approval panel. (xi) Councillor Philip Reeve has obtained a new battery, waterproof connectors and a ventilated storage case for the Radarlux vehicle activated sign. He is now reviewing clamping arrangements to the pole. Thanks were given.	LJH LJH DB PF KT
<u>11.0</u>	<u>Review of the effectiveness and scope of the internal audit.</u> The 2 documents reviewing the effectiveness and scope of the internal audit were approved by the Council. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.	

<u>12.0</u>	<u>Review of policies and risk assessments</u>	Council conducted a full review of their policies and risk assessments. Following some changes to the risk assessment for the Clerk's use of VDU's, these were then approved. Proposed Councillor Philip Reeve, seconded Councillor Diana Boys, unanimous decision.	
<u>13.0</u>	<u>West Suffolk Local Plan 2019 sustainable settlements review</u>	Councillors were happy with the information contained in this review for Gt Barton	
<u>14.0</u>	<u>West Suffolk Strategic Housing and Economic Land Availability Assessment</u>	Following input from the Neighbourhood Plan working group, the planning committee will put together a response.	
<u>15.0</u>	<u>Consider proposed speed bumps for Cox Lane</u>	Havebury Housing are proposing installing speed bumps on Cox Lane following complaints about speeding vehicles. This was supported by the Parish Council.	
<u>16.0</u>	<u>Fornham Road speeding</u>	This item had already been discussed under item 1.	
<u>17.0</u>	<u>Suffolk County Council's walk guide for villages</u>	Councillor Peter Fisk will ask if a resident may be interested in putting together a walk guide for Gt Barton.	PF
<u>18.0</u>	<u>Christmas Tree Festival 2019</u>	Unfortunately there were no volunteers to decorate the Parish Council's Christmas tree this year.	
<u>19.0</u>	<u>VE Day 75th Anniversary celebration weekend</u>	The clerk will contact the primary school to see if the Parish Council can help with any events they have planned.	LJH
<u>20.0</u>	<u>Planning – (i) Council to sign the minutes of the planning meeting on 17th October 2019 and (ii) consider the completed planning applications from West Suffolk Council</u>	(i) The Council signed the planning meeting minutes from 17 th October 2019 as an accurate record of the meeting. Proposed Councillor Diana Boys, seconded Councillor Maggie Dunn, unanimous decision from those present.	
		(ii) The following applications had been agreed by West Suffolk Council:	
	Byways, Livermere Road	DC/19/1679/HH	Single storey open fronted double bay garage with attached Gym
	Icepits Farm, Ixworth Road	DC/19/1573/VAR	Variation of condition 3 of E/78/2841/P to remove restriction of land use for continued use of land and building to accommodate haulage vehicle use
	Icepits Farm, Ixworth Road	DC/19/1574/VAR	Removal condition 9 of planning permission E/83/1996/P to allow dwelling to be occupied independently of the adjacent agricultural haulage business
	Land Off Bury Road, Fornham St Martin	DC/19/1873/HED GE	Hedgerow removal notice - to enable installation of cross-country water main and access for same
	Cherry Trees, The Park	DC/19/1536/TPO	(i) 1 Oak - reduce the lateral spread by up to 4 metres to appropriate pruning points (ii) 1 Beech crown raise to 5 metres

	Barton House, The Park	DC/19/1535/TPO	Works to trees as per specification of works (as partly amended by email received 26th September 2019)	
<p>21.0</p> <p>22.0</p> <p>23.0</p> <p>24.0</p>	<p><u>Correspondence</u> There were no items of correspondence.</p> <p><u>Items to be carried forward to next meeting</u> Councillor Kate Trevitt will report the tree hanging over the footpath along the A143 to Councillor Rebecca Hopfensperger.</p> <p><u>Closing public session</u> No further items were raised.</p> <p><u>Date of next meeting</u> The Finance Committee will meet on Tuesday 26th November 2019 followed by a full Council meeting on Monday 9th December 2019.</p> <p>There being no further business the meeting finished at 9.45pm.</p> <p>.....Sign & Date</p> <p>.....Print name.</p> <p>CHAIRMAN</p> <p>Signed as confirmation that they are a true record.</p>			

--	--	--