

**MINUTES OF THE REMOTE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 27TH APRIL 2020 COMMENCING AT 7.15 PM**

<u>Item</u>	<p>Councillor Maggie Dunn chaired the first remote Council meeting along with Councillors Matthew Parker, Philip Reeve and Steve Todd . The meeting is being held remotely as the country is in lock down following the Coronavirus pandemic.</p> <p>3 members of the public were present.</p>	
<u>1.0</u>	<p><u>Chairman’s welcome, reminder about the filming of meetings</u></p> <p>Councillor Maggie Dunn welcomed everyone to the meeting and explained how this remote meeting would run, voting with a show of hands and that the meeting is being recorded.</p>	
<u>2.0</u>	<p><u>To receive apologies for absence</u></p> <p>Apologies for absence were received from Councillors Peter Fisk and Diana Boys who were unable to attend the remote meeting, due to technology issues.</p>	
<u>3.0</u>	<p><u>Open Public Session</u></p> <p>No items were raised.</p>	
<u>4.0</u>	<p><u>To receive County Councillors Report</u></p> <p>Suffolk County Council updates are circulated regularly. Councillor Rebecca Hopfensperger has been liaising with Peter White at West Suffolk Council on the hybrid planning application for the North East Development, as further correspondence has been received re traffic movements and a transport study.</p> <p>A remote meeting will be arranged with Suffolk County Council on The Triangle of land bordered by the A143, School Road and Mill Road.</p> <p>Most highways work is on hold, traffic surveys will not reflect the true picture.</p> <p>West Suffolk Council are looking into opening the West Suffolk Operational Hub. This will be a resource intensive exercise and will need to involve the police for traffic movement.</p> <p>The issue of the safety realignment work, on Fornham Road, near the entrance to the hub, was raised. Councillor Rebecca Hopfensperger will chase this item.</p>	RH
<u>5.0</u>	<p><u>To receive Borough Councillors Report</u></p> <p>West Suffolk Council have issued £24 million of small business grants. Grants of £10,000 are being made for retail, hospitality and leisure businesses and they are not required to pay business rates. Homeless people are being put into permanent accommodation. The brown bin collection will be reinstated as soon as possible. The fee paid for the collection of the brown bin will roll into next year. The Planning Department are remote working. Fly tipping is down and not causing an issue at present. It can be reported using the on-line tool.</p>	
<u>6.0</u>	<p><u>To receive members declarations of interest and/or requests for dispensation.</u></p> <p>There were no declarations of interest or requests for dispensation.</p>	
<u>7.0</u>	<p><u>Following publication of ‘The Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) Regulations’, Council to confirm: holding meetings remotely, how voting is carried out, how Councillors/press and public can access documents and how remote access by public/press can take place.</u></p> <p><u>New Standing Orders to be adopted once published by NALC</u></p> <p>Council resolved to hold their meetings remotely until further advice received; confirmed that voting is carried out by a show of hands with the Clerk confirming the vote; a meeting pack with all documents relating to the meeting is published on the village website; members of the public asked to contact the clerk for the link if they wish to join the meeting and that updated Standing Orders will be adopted once received from NALC. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.</p>	
<u>8.0</u>	<p><u>Council to consider co-opting Mr D Gallagher onto the Council</u></p> <p>Councillor Steve Todd proposed co-opting Mr D Gallagher onto the Council. Seconded by Councillor Maggie Dunn , unanimous decision.</p>	

<p><u>9.0</u></p>	<p><u>Council to consider appointing Matthew Parker as the temporary Vice Chair</u> Councillor Maggie Dunn proposed Councillor Matthew Parker as the temporary Vice Chair, seconded by Councillor Steve Todd, unanimous decision.</p>	
<p><u>10.0</u></p>	<p><u>Council to approve minor changes to the Draft Neighbourhood Plan</u> Councillor Philip Reeve proposed the Council accept the minor changes to the draft Neighbourhood Plan. This was seconded by Councillor Maggie Dunn, unanimous decision. The Neighbourhood Plan consultant confirmed that the changes would be made and the draft plan will then be submitted to West Suffolk Council. It was unsure whether West Suffolk Council would be able to consult at this time. The response rate was one of the highest seen in Suffolk. It is 4 years since the process started. Thanks were given to the working group and the parishioners who have been very supportive. The question of the number of houses allowed on The Triangle under the current Local Plan was confirmed at 40. After consultation with the village the Neighbourhood Plan is recommending up to 150 so that other facilities and alternative access can be provided. The consultant confirmed that the further the draft Neighbourhood Plan goes through the process, the greater weight it will have. Councillor Rebecca Hopfensperger confirmed that the improvements to the Bunbury junction are written into the Section 106 document of 5 of the developments in Thurston. 3 members of the public, Councillor Rebecca Hopfensperger and Councillor Sarah Broughton left the meeting.</p>	
<p><u>11.0</u></p>	<p><u>Council to consider adding further Councillors to the planning committee</u> Councillor Maggie Dunn proposed adding Councillors Philip Reeve, Steve Todd and Declan Gallagher to the planning committee. Seconded by Councillor Matthew Parker.</p>	
<p><u>12.0</u></p>	<p><u>Council to consider and approve the Annual Governance and Accountability Return 2019/20 Section 1</u> The Annual Governance and Accountability Return 2019/20 Section 1 was approved by the Council. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.</p>	
<p><u>13.0</u></p>	<p><u>Council to consider and approve the Annual Governance and Accountability Return 2019/20 Section 2</u> The Annual Governance and Accountability Return 2019/20 was approved by the Council. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.</p>	
<p><u>14.0</u></p>	<p><u>Confirmation of the dates for the exercise of public rights to view the accounts</u> The Council confirmed the dates for the exercise of public rights to view the accounts as 30 days from 1st September, as proposed by the external auditor. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.</p>	
<p><u>15.0</u></p>	<p><u>Council to confirm transfer of the underspend from 2019/20 of £5061.27 to Small Projects Reserve</u> Council confirmed the transfer of the underspend from 2019/20 of £5061.27 to the small projects reserve. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.</p>	LJH
<p><u>16.0</u></p>	<p><u>To sign the minutes of the Council meeting on Monday 17th February 2020 to stand as an accurate record of the meeting</u> The minutes of the Council meeting on Monday 17th February 2020 were signed as an accurate record of the meeting. Proposed Councillor Philip Reeve, seconded Councillor Matthew Parker, unanimous decision.</p>	

17.0	<u>Planning – (i) To sign planning decisions from March-April 2020 (ii) to consider the completed planning applications from West Suffolk Council</u>		
	(i) The planning decisions for March and April were signed as an accurate record. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, no other members of the planning committee were present.		
	The following applications were supported:		
	Address	Reference number	Description
	Kyloe, 23 Diomed Drive	DC/20/0438/HH	- (i) Single storey rear extension (ii) first floor extension over existing lounge (iii) new lean-to roof to porch (iv) render and boarding to external elevations
	** Land West of Beech House, The Street	DC/20/0116/VAR	Variation of condition 2 of DC/15/2281/VAR to allow use of revised drawing 15-34-02 - single storey element repositioned
	Hog Hollow, Mill Road	DC/20/0513 HH	Single storey front extension to create porch/boot room
	The Lodge, The Park	DC/20/0493/LB	Application for Listed Building Consent - replace 4 existing roof finials
	Gt Barton Lodge, The Avenue	DC/20/0576/LB	Application for Listed Building Consent - (i) Single storey garden room on rear elevation (following demolition of existing conservatory) (ii) open up two arches that lead in to the Drawing Room and (iii) removal of rear lean to
	Gt Barton Lodge, The Avenue	DC/20/0575/HH	Single storey glazed Garden Room to rear (following demolition of conservatory)
Cornerways, East Barton Road	DC/20/0511/HH	(i) Front porch (following demolition of existing porch) (ii) replacement carport (iii) single storey rear extension with glazed lantern (following demolition of existing garden room) (iv) conversion of existing garage to snug (v) boarding to external elevations	
** The Parish Council would like to re-iterate their comments of 11/2/2020: A neighbour had raised concerns regarding restrictive covenants on the land and the increased traffic movements on the narrow access lane. The Parish Council request that root protection measures are put in place. The Parish Council objected to the following applications:			
33 Conyers Way	DC/20/0271/TPO	1 Beech overall crown reduction by 4 metres Comments - Tree is healthy and crown reduction is excessive	
The Arboretum, The Park	DC/20/0430/HH	(i) two storey rear extensions (ii) front porch (iii) re cladding of gable end Location The Arboretum The Park Great Barton IP31 2RH Comments - The rear extension appears dominant to the bungalows and chalets adjacent to the property and does not respect their scale. A 3 storey property is not in keeping with the surrounding area.	

(ii) The following planning applications had been approved by West Suffolk Council:		
The Barn, Fornham Road Farm,	DC/20/0021/PC30PA	Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015 - Change of use from Office (Class B1(a)) to Dwelling house(s) (Class C3) to create 1 dwelling
Ashmore Farm, Brand Road	DC/19/2450/P3QPA	Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015 - (i) Change of use of agricultural buildings to dwelling house (Class C3) to create 3no. dwellings (ii) associated operational development (Previous Application DC/19/2263/P3QPA)
3 Dunwich Place	DC/19/2309/HH	Single storey side and front extension with pitched roof attached to main dwelling to form annexe
Site Adj to Greenover, The Park	DCON(D)/15/0700	Application to Discharge Conditions 4 (woodland management plan), 5 (boundary treatment) and 6 (landscaping) of application DC/15/0700/FUL
Woodview, Thurston Road	DC/19/2114/HH	(i) Two bay carport (ii) covered barbecue area with cellar. As amended by drawings received on 04 February 2020.
Oaklyn, Livermere Road	DC/20/0319/HH	(i) conversion of garage to habitable room (ii) pitched roof over existing garage (previous application DC/19/0860/HH)
5 Mere Farm Cottages	DC/20/0309/HH	(i) front porch (ii) demolition of external store (iii) cladding treatment to front and side elevation
11 Maple Green	DC/20/0225/HH	(i) first floor side extension (ii) two storey rear extension to create an annexe
5 Shinham Bridge	DC/20/0067/HH	Front Porch

18.0

Update from Gt Barton Emergency Operations Team

The Chairman of the team had provided a report. This is a summary:
 Although Great Barton Emergency Response(G.B.E.R.)Plan had considered and planned for a Flu Pandemic Risk, the speed of preventative measures announced on Sun 15th March by Central Government, overtook the lack of guidance coming from Suffolk C.C / West Suffolk L.C. On the 17th March given this situation, in agreement with the Parish Council, the decision was made for the 'Plan' to be Triggered. The Planned response to an emergency had to be modified as a result of Government directives to self-isolate for those over 70yrs and social distancing. These restrictions presented a revised need to construct a Central Co-ordination in isolation, instead of an Operations Centre in a village hall, with back-up processes, assigning responsibilities to the 42 Local Coordinators (L.C.) 7 Operation Team (O.T.) Volunteers and the Parish Council. The lead co-ordinator has been DBS checked. Communication would be by land line telephone, with individual face to face meetings if necessary, with 2m plus social distance. The G.B.E.R. Plan, as set-out in the L.C. and Residents Guides were implemented. The Exchange Line connected to the Village Hall, installed 2004/5 for an emergency event has been diverted to the lead co-

	<p>ordinator. On the 18th March, 'HELP' letters were delivery to 942 properties in the village. Newsletter Spring Supplement produced and circulated, including an updated Response Plan - Residents Guide.</p> <p>Between 16th March and 16th April, 657 land line calls were made, plus incoming calls. 100 plus texts and mobile calls were logged along with 100 plus emails. Over 90 volunteers registered to help.</p>																																										
19.0	<p><u>Extending zero hours contract for the Neighbourhood Plan Clerk</u></p> <p>The Council resolved to extend the zero hours contract for the Neighbourhood Plan Clerk to 31/3/21. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.</p>																																										
20.0	<p><u>Council can confirm the clerk can carry forward one weeks holiday</u></p> <p>The Council agreed that the Clerk can carry forward one weeks holiday. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.</p>																																										
21.0	<p><u>FINANCE: Council to consider -</u></p>																																										
21.1	<p>a) The Council resolved to pay the following accounts: Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.</p> <table border="1"> <thead> <tr> <th>PAYEE</th> <th>DETAILS</th> <th>CHQ NO.</th> <th>INVOICE</th> <th>VAT</th> <th>*POWER TO PAY</th> </tr> </thead> <tbody> <tr> <td>HMRC</td> <td>PAYE & NICS</td> <td>D/D</td> <td>£ 68.21</td> <td>£0</td> <td>1</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>D/D</td> <td>£ 33.63</td> <td>£0</td> <td>1</td> </tr> <tr> <td>L J Harley</td> <td>Clerk's salary</td> <td>S/O</td> <td>£ 964.51</td> <td>£0</td> <td>1</td> </tr> <tr> <td>S Deare</td> <td>Neighbourhood Plan Clerk's salary</td> <td>2162</td> <td>£ 37.53</td> <td>£0</td> <td>2</td> </tr> <tr> <td>John Roe</td> <td>Expenses Emergency Operations Team</td> <td>2163</td> <td>£ 151.28</td> <td>£0</td> <td>3</td> </tr> <tr> <td>Total Payments</td> <td></td> <td></td> <td>£1,255.16</td> <td></td> <td></td> </tr> </tbody> </table> <p>*Power to pay:</p> <ol style="list-style-type: none"> Local Government Act 1972 S.112 Localism Act 2011, Sch 9; Town and Country Planning Act 1990 S.61f(1) and planning and Compulsory Purchase Act 2004 s.38C(2) Local Government Act 1972 S.111 	PAYEE	DETAILS	CHQ NO.	INVOICE	VAT	*POWER TO PAY	HMRC	PAYE & NICS	D/D	£ 68.21	£0	1	NEST	Pension	D/D	£ 33.63	£0	1	L J Harley	Clerk's salary	S/O	£ 964.51	£0	1	S Deare	Neighbourhood Plan Clerk's salary	2162	£ 37.53	£0	2	John Roe	Expenses Emergency Operations Team	2163	£ 151.28	£0	3	Total Payments			£1,255.16		
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21.2	<p>b) Councillors had received the financial report from the Responsible Financial Officer including details of bank balances, receipts, reserve budgets and spending against them. There were no questions.</p> <p>The Clerk confirmed that expenditure specifically relating to the Covid 19 pandemic was £331.95.</p> <table border="1"> <tbody> <tr> <td>Bank balances at 31/3/20: Current A/C</td> <td>£</td> <td>10,507.28</td> </tr> <tr> <td>Bus Reserve</td> <td>£</td> <td>80,603.46</td> </tr> <tr> <td>TOTAL</td> <td>£</td> <td>91,110.74</td> </tr> </tbody> </table> <table border="1"> <tbody> <tr> <td>Items paid/owed from newsletter</td> <td>£0</td> </tr> <tr> <td>Other Credits received</td> <td>£2309.31 VAT refund</td> </tr> <tr> <td>Business reserve account interest</td> <td>£40.18</td> </tr> <tr> <td>Payments made under S137</td> <td>£100 donation to Church appeal for Tommy statue</td> </tr> <tr> <td>Transfers between accounts</td> <td>£35,000 from Bus Res to CA</td> </tr> </tbody> </table>	Bank balances at 31/3/20: Current A/C	£	10,507.28	Bus Reserve	£	80,603.46	TOTAL	£	91,110.74	Items paid/owed from newsletter	£0	Other Credits received	£2309.31 VAT refund	Business reserve account interest	£40.18	Payments made under S137	£100 donation to Church appeal for Tommy statue	Transfers between accounts	£35,000 from Bus Res to CA																							
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Reserves:		
RESERVES	BALANCE	NET AMOUNT SPENT YTD
Small Projects	£17,287. Earmarked: £3,000 School Lane footpath, , Replacement tree for Conyers Green £150 and Land Registering £5000	£444
Neighbourhood Plan	£4,833 – Earmarked: £150 for CAS technical help & £351 SD salary to June 2020	£357
Neighbourhood Plan Grant	Nil	£8190
Youth Project	£938	£0
General	£20,563	£0
Allotments	NIL	£60
Asset maintenance	£ 5108	£0
Asset acquisition	£9,160(Earmarked : Community Speed Watch £1,007)	£0
Icepits Wood	£4329	£0
S106 Funds	£14,676	£0
Total reserves	£76,894	£9,051 (Amount spent from reserves this financial year)

21.3 c) All Councillors had been provided with a summary of the receipts and payments for the financial year 2019 – 2020. Everyone was happy and there were no questions.

21.4 d) The Council agreed the Clerk could take the 4 ½ hours organising the Neighbourhood Plan loan library, as time off in lieu.

21.5 e) The Council resolved to pay the Clerk's expenses of £231.57. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.

21.6 f) The Council resolved to pay Councillor Philip Reeve's expenses of £9 mileage and £43.21 presentation folders for Neighbourhood Plan. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.

21.7 g) The Council resolved to pay the invoices for the Neighbourhood Plan Clerk for March and April of £37.53 x 2. Proposed Councillor Philip Reeve, seconded Councillor Matthew Parker, unanimous decision.

21.8 h) **Ratifying details of the grass cutting tender and confirming invoice arrangements**
5 contractors completed the tender process for the grass cutting at the Village Hall Playing Field and Holy Innocents Church. These were opened together by Councillors Philip Reeve, Maggie Dunn and Peter Fisk. Following a comparison of the contractor's

	location; equipment, risk assessments, training and price, the Council resolved to appoint Vertas as the contractor for 2020 to 2023. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision. Vertas will invoice Holy Innocents Church directly as they are now responsible for paying for their own grass cutting.	
<u>21.9</u>	i) The Council resolved to pay the invoices for the Neighbourhood Plan Consultant for work on the draft plan of £1223.46 and £8926.56. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.	
<u>21.10</u>	j) The Council resolved to allocate up to £1,000 from the small projects reserve for cleaning and maintenance work on the war memorial. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.	
<u>21.11</u>	k) The Council authorised all regularly payments from their 2020-21 budget, as a backup if they are unable to authorise payments at a meeting. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.	
<u>21.12</u>	l) The Council resolved to amend their Financial Regulation 4.5 allowing ‘the Clerk and Chair/Vice Chair to authorise revenue expenditure which in their judgement is necessary whether or not there is any budgetary provision for the expenditure, subject to an increased limit of £1,000.00 . Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.	
<u>21.13</u>	m) The Council resolved to increase the budget for the Emergency Operations Team from £250 to £500 and agreed provision of stationery items through the Clerk. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision. Any invoices should be payable to Gt Barton Parish Council so that VAT can be reclaimed.	
<u>21.14</u>	n) The Council agreed to print a supplement to the Spring newsletter at a cost of £142.88 and delay publication of the summer newsletter. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.	
<u>22.0</u>	<u>Council to consider the draft Heads of Terms for 1.538 acres of land adjacent to Icepits Wood which has been offered to the Parish Council by Suffolk County Council</u> The Council resolved to accept the terms set out in the draft heads of terms schedule for a 30 year lease, with the start date to be confirmed. Suffolk County Council have agreed to clear the land to ground level and spray to prevent weed growth. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision. Councillor Steve Todd will be voted onto the Icepits Wood committee at May’s meeting.	
<u>23.0</u>	<u>Chair and Councillor’s reports</u> Councillor Maggie Dunn reported on the sad news that Kate Trevitt had passed away. Kate had been a Councillor for many years and before that she had been the clerk. She was actively involved in many groups in the village including the WI and the Village Hall. Councillor Maggie Dunn will liaise with other groups for ideas for a lasting memorial.	MD
<u>24.0</u>	<u>Correspondence</u> There were no items of correspondence.	
<u>25.0</u>	<u>Items to be carried forward to next meeting</u> Councillor Steve Todd asked if the council could provide some dog bins on the Conyers Green side of Livermere Road as there are no dog bins in this area. This will be discussed at May’s meeting.	LJH

<p>26.0</p> <p>27.0</p>	<p>Councillor Rebecca Hopfensperger will be chased for the results, following the inspection of the tree belt between Mill Road and Conyers Way.</p> <p>Councillor Rebecca Hopfensperger was looking in to the costs of improving the footpath between Bunbury Avenue and The Park.</p> <p>Councillor Matthew Parker will contact neighbouring residents to discuss a surface for the School Lane/Downing Drive link footpath and try and obtain some quotes.</p> <p>The replacement tree for Conyers Green will be planted as soon as the tree can be collected.</p> <p>The Council were happy for Councillor Steve Todd to repair the damage to the corner of Conyers Green.</p> <p><u>Closing public session</u></p> <p>No members of the public were present.</p> <p><u>Date of next meeting</u></p> <p>The next Parish Council meeting will be on Monday 18th May 2020 and will be held remotely unless lock down procedures are relaxed.</p> <p>There being no further business the meeting finished at 8.50 pm.</p> <p>.....Sign & Date</p> <p>.....Print name.</p> <p>CHAIRMAN</p> <p>Signed as confirmation that they are a true record.</p>	<p>RH</p> <p>RH</p> <p>MP</p>
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