

**MINUTES OF THE REMOTE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 18th MAY 2020 COMMENCING AT 7.15 PM**

<u>Item</u>	<p>Councillor Maggie Dunn chaired the remote Council meeting along with Councillors Matthew Parker, Philip Reeve, Declan Gallagher (joined the meeting at item 4) and Steve Todd . The meeting is being held remotely due to social distancing measures during the Coronavirus Pandemic.</p> <p>4 members of the public were present.</p>	
<u>1.0</u>	<p>PROCEDURAL INFORMATION FOR THE COUNCIL’S ANNUAL MEETING</p> <p>(a) To elect a Chairman – The Council elected Maggie Dunn as Chairman for the next year. Proposed Councillor Matthew Parker, seconded Councillor Philip Reeve, unanimous decision.</p> <p>(b) To receive the Chairman’s acceptance of office and updated register of members interest form – due to the current ‘social distancing’ measures this form will be returned to the Clerk.</p> <p>(c) To elect a Vice-Chair - Councillor Matthew Parker had been appointed as Vice Chair at the last meeting</p> <p>(e) To receive any updates to Councillors registers of members interest’s forms – Councillors were reminded to update their Register of Interest forms.</p> <p>(f) To appoint a responsible financial officer and internal auditor – The Council resolved that the Clerk should continue in her role as the responsible financial officer and that Trevor Brown will be appointed as the internal auditor. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.</p>	
<u>2.0</u>	<p><u>Chairman’s welcome, reminder about the filming of meetings & to receive apologies for absence</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. Apologies for absence were accepted from Councillors Peter Fisk and Diana Boys who were unable to attend the remote meeting due to technical issues.</p>	
<u>3.0</u>	<p><u>To receive members declarations of interest</u></p> <p>Councillor Steve Todd declared that he lived on Conyers Green which is being discussed under agenda item 13. The council agreed that he did not have a pecuniary interest.</p>	
<u>4.0</u>	<p><u>Open Public Session</u></p> <p>The issue of the ownership of Maple Green was raised.</p> <p>A resident asked for an update on the proposed traffic light system at the Bunbury Arms junction. Councillor Rebecca Hopfensperger explained the work is being funded from S106 funds from housing developments in Thurston. Funds will not be received until a certain number of houses are built. Once that point is reached, proposals for a consultation will be drawn up. Councillor Rebecca Hopfensperger will arrange a meeting to discuss with surrounding Parish Councils.</p> <p>At this point Councillor Declan Gallagher joined the meeting. He confirmed that he also lived on Conyers Green and had no declarations of interest.</p>	RH
<u>5.0</u>	<p><u>To receive County Councillors Report</u></p> <p>Suffolk County Council updates are circulated regularly. Councillor Rebecca Hopfensperger confirmed that the closure to Fornham Road was a temporary measure, following the re-opening of the hub. The safety re-alignment work has been postponed. A meeting to discuss the development on the triangle will be arranged.</p> <p>Councillor Rebecca Hopfensperger asked for guidance from the Parish Council on how to progress the Fornham Road/The Avenue situation, following the safety assessment.</p>	LJH LJH

<p>6.0</p>	<p><u>To receive Borough Councillors Reports</u></p> <p>West Suffolk Council have issued £34 million of grants. The brown bin collection re-starts on 1/6/20. The re-opening of the hub has worked well. The planning department continues to review plans.</p> <p>Both Councillor Sarah Broughton and Councillor Rebecca Hopfensperger confirmed in principle that they supported West Suffolk Council maintaining Maple Green, even though they were unwilling to purchase it. Funds cannot be provided from their locality budget to help fund the purchase.</p> <p>Council would like to give members, who are unable to join meetings at this time due to technical issues, the chance to discuss the purchase of this green.</p> <p>It was agreed that the Chair of the Maple Green Residents Association will put together a statement for the Council to discuss at their meeting in June.</p>	<p>LJH</p>																																																
<p>7.0</p>	<p><u>To sign the minutes of the Council meeting on Monday 27th April 2020 to stand as an accurate record of the meeting</u></p> <p>The following changes were made to the minutes:</p> <p>Item 22 – the heading was changed to ‘Council to consider the draft Heads of Terms for 1.538 acres of land adjacent to Iceptits Wood’ and Item 23 ‘Maggie Dunn will liaise with other groups for ideas for a lasting memorial for Kate Trevitt’.</p> <p>The minutes of the Council meeting on Monday 27th April 2020 were then accepted as an accurate record of the meeting, and will be signed at a later date due to ‘social distancing measures’ currently in place. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.</p>																																																	
<p>8.0</p>	<p><u>FINANCE: Council to consider -</u></p> <p>(a) The Council resolved to pay the following accounts: Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.</p> <table border="1" data-bbox="363 1131 1458 1747"> <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>BT</td> <td>Telephone line in Village Hall</td> <td>D/D</td> <td>£ 60.69</td> <td>£ 10.11</td> <td>2</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>2164</td> <td>£23.18</td> <td>£0</td> <td>2</td> </tr> <tr> <td>HMRC</td> <td>PAYE & NICS</td> <td>D/D</td> <td>£63.21</td> <td>£0</td> <td>1</td> </tr> <tr> <td>Gt Barton Community Woodland Group</td> <td>Grant to cover insurance</td> <td>2165</td> <td>£176.51</td> <td>£0</td> <td>4</td> </tr> <tr> <td>TOTAL PAYMENTS MAY</td> <td></td> <td></td> <td>£1,321.73</td> <td>£10.11</td> <td></td> </tr> </tbody> </table> <p>*Power to pay:</p> <ol style="list-style-type: none"> 1 Local Government Act 1972 S.112 Localism Act 2011, Sch 9; Town and Country Planning Act 1990 S.61f(1) and planning and 2 Compulsory Purchase Act 2004 s.38C(2) 3 Local Government Act 1972 S.111 4 Local Government Act S.137 	PAYEE	DETAILS	CHQ NO.	INVOICE	VAT	*POWER TO PAY	BT	Telephone line in Village Hall	D/D	£ 60.69	£ 10.11	2	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	2164	£23.18	£0	2	HMRC	PAYE & NICS	D/D	£63.21	£0	1	Gt Barton Community Woodland Group	Grant to cover insurance	2165	£176.51	£0	4	TOTAL PAYMENTS MAY			£1,321.73	£10.11		
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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. Councillor Steve Todd had checked the bank reconciliation and was happy with it.

Bank balances at 31/3/20: Current A/C	£65,638.66	
Bus Reserve	£45,603.46	
TOTAL	£111,242.12	

Items paid/owed from newsletter	£0	
Other Credits received	£33,587 Precept West Suffolk	
Business reserve account interest	£0	
Payments made under S137	£176.51 GBCWG Grant	
Transfers between accounts	£0	
Expenses for Coronavirus	£331.95	

Reserves:

RESERVES	BALANCE	NET AMOUNT SPENT YTD
Small Projects	£21,922. Earmarked: £3,000 School Lane footpath, , Replacement tree for Conyers Green £150 and Land Registering £5000	£871
Neighbourhood Plan	£4,782 – Earmarked: £150 for CAS technical help & £299 SD salary to June 2020	£409
Neighbourhood Plan Grant	Nil	£8190
Youth Project	£938	£0
General	£20,563	£0
Allotments	NIL	£60
Asset maintenance	£ 7108	£0
Asset acquisition	£11,160(Earmarked : Community Speed Watch £1,007)	£0
Icepits Wood	£7,829	£0
S106 Funds	£14,676	£0
Total reserves	£88,978	£9,470 (Amount spent from reserves this financial year)

	<p>(c) The Council resolved to pay the invoice for the Neighbourhood Plan Clerk for May of £23.18. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.</p> <p>(d) The Council resolved to renew the subscription to the Parish Online Mapping Service for £180. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.</p>	
9.0	<p><u>Chair and Councillor's reports</u></p> <p>No reports were made.</p>	
10.0	<p><u>Request to provide extra dog/litter bins in the village, a post to protect the corner of Conyers Green and update on grass cutting arrangements – Councillor Steve Todd</u></p> <p>The Council resolved to site a dog/litter bin on Livermere Road (site to be confirmed). Proposed Councillor Steve Todd, seconded Councillor Maggie Dunn, 2 votes for and 1 vote against.</p> <p>The Council resolved to site a dog/litter bin on the triangle green opposite Holy Innocents Church, after liaising with them. Proposed Councillor Matthew Parker, seconded Councillor Maggie Dunn, unanimous decision.</p> <p>The Council agreed that it will look into re-instating the corner of Conyers Green, which has been worn away by traffic, to closer to its original size, allowing room for a transit van to complete a 3 point turn.</p> <p>The Council resolved that the Clerk could purchase some electric fence posts to mark out this area. Proposed Councillor Maggie Dunn, seconded Councillor Declan Gallagher, unanimous decision. A more permanent post to mark the corner was also discussed, along with a 'No Through Road' sign.</p>	LJH
11.0	<p>The grass is currently being cut by residents.</p> <p><u>Maintenance for red telephone box on Livermere Road</u></p> <p>This item will be discussed after the Coronavirus restrictions have been lifted.</p>	LJH
12.0	<p><u>Residents request for a further vehicle activated sign and a post on Pakenham Road</u></p> <p>Councillor Philip Reeve confirmed that the Radarlux vehicle activated sign is ready to be tested with the new battery. This item will be discussed again after the Coronavirus restrictions have been lifted.</p>	
13.0	<p><u>Council to consider the status of Maple Green and establish the purchase costs</u></p> <p>This item on Maple Green had already been discussed under item 6.</p>	
14.0	<p><u>Council to consider when to publish the next newsletter</u></p> <p>This will be reviewed at each meeting and will be published again after the restrictions are lifted.</p>	LJH
15.0	<p><u>Update on Village projects : (i) Neighbourhood Plan – Philip Reeve –</u> The Neighbourhood Plan was given to West Suffolk Council on 8/5/20 and is awaiting consultation <u>(ii) School Lane/Downing Drive link footpath – Matthew Parker –</u> nothing to report <u>(iii) Memorial for Kate Trevitt – Councillor Maggie Dunn</u> will liaise with the Village Hall Management Committee.</p>	
16.0	<p><u>Council to comment on the proposed new community building for the Bury North East development</u></p> <p>Councillor Philip Reeve had produced a report detailing the size of the proposed new building and carpark in relation to the existing facilities in Gt Barton. Councillors agreed that the proposed building was too small for the number of people who would be using it, with not</p>	

17.0	<p>enough car parking. Councillor Philip Reeve will respond to Peter White, West Suffolk Council.</p> <p>Councillor Declan Gallagher left the meeting.</p> <p>Good Governance – CONTINUING PROCEDURAL ITEMS FOR THE COUNCIL’S ANNUAL MEETING:</p> <p>A) Review of nominations to existing committees, appointment of Chairman, their terms of reference, 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: Planning (agreed that all Councillors will temporarily join planning committee 27/4/20), Suffolk Association of Local Councils representative (1) Village Hall representatives (2) , Bank signatories (4), Neighbourhood Plan Working Group, Personnel (3), Tree Specialist & deputy, Emergency Plan representative (1), Iceptits Wood, Finance & and the representative for the Edwards and Calthorpe Educational Trust (currently Matthew Parker).</p>		PR
	Planning	<p>Maggie Dunn (Chair) Steve Todd Vice-Chair Matthew Parker Declan Gallagher Philip Reeve Peter Fisk – Tree Protection Orders Diana Boys</p>	
	Neighbourhood Plan working group	<p>Vivien Bodnar (Chair) Darren Bullen Jamie Gilmour Ed Gibson Roger Curtis Roger Davison Adrian Graves Nicky Crouch Philip Reeve</p>	
	Village Hall Representatives	<p>Peter Fisk Maggie Dunn</p>	
	Tree Preservation Specialist	<p>Peter Fisk</p>	
	Bank signatories	<p>Philip Reeve Maggie Dunn Peter Fisk Matthew Parker to be added</p>	
	Personnel	<p>Maggie Dunn (Chair) Steve Todd A further Councillor to be added</p>	
	Emergency Plan Committee Rep	<p>Maggie Dunn</p>	
	Iceptits Wood	<p>Matthew Parker (Chair) Peter Fisk 1 Members of the Gt Barton Community Woodland Group Maggie Dunn (Vice Chair) Steve Todd</p>	
	Finance	<p>Maggie Dunn (Chair) Philip Reeve (Vice Chair) Peter Fisk</p>	
	Edwards and Calthorpe Educational Trust	<p>Matthew Parker</p>	
	Safeguarding Officer	<p>Maggie Dunn</p>	
	<p>(b) Appointment of any new committees - No new committees were appointed. (c) Review of the council’s and employees memberships of other bodies – Suffolk Association of Local Council’s, Community Action Suffolk and Society of Local Council Clerks – Council agreed to continue with these.</p>		

<p>18.0</p> <p>19.0</p>	<p>D) Consider renewing 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. The use of a fixed Standing Order to pay the Clerk's salary. Council agreed to continue with these.</p> <p>E) Review of Standing Orders and Financial Regulations – The Council reviewed and approved their Standing Orders and Financial Regulations.</p> <p>F) Review of the asset register – Following a review it was noted that there were no changes, the register is up to date.</p> <p>G) Review of insurance cover and comparison against the asset register to confirm Council are adequately insured – there were no changes to the insurance which is up to date.</p> <p>H) Review of council's policies and to adopt NALC's new Disciplinary and Grievance Arrangements – there were no changes to the policies. Council adopted NALC's new Disciplinary and Grievance Arrangements.</p> <p>I) Review of risk assessments – The Council reviewed and approved their risk assessments.</p> <p>J) Confirm the charity they wish to support in accordance with S137 of the Local Government Act – Council agreed to support St Nicholas Hospice this year.</p> <p>K) To re-adopt the Suffolk Code of Conduct – this was re-adopted.</p> <p>L) Review the effectiveness and scope of the internal audit and internal control – Council reviewed and approved these items.</p> <p>M) Review of newsletter advertising fees – agreed to keep the same.</p> <p>N) Review report from the internal auditor – there were no questions and no items were raised by the auditor.</p> <p>O) Adopt NALC's Accountability and governance Guide March 2020 – this was adopted. Council resolved to accept agenda items A to O for their good governance. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.</p> <p><u>Planning – Council to sign the planning committee minutes of 11/5/20 and to consider the completed applications from West Suffolk Council</u></p> <p>The Council accepted the minutes from the planning committee of 11/5/20 as an accurate record of the meeting, which will be signed at a later date (due to social distancing restrictions). Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.</p> <p>The following planning applications had been approved by West Suffolk Council:</p> <table border="1" data-bbox="363 1417 1458 1794"> <tr> <td>Hogg Hollow, Mill Road</td> <td>DC/20/0513/HH</td> <td>Single storey front extension to create porch/boot room</td> </tr> <tr> <td>Kyloe, Diomed Drive</td> <td>DC/20/0438/HH</td> <td>(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</td> </tr> <tr> <td>The Arboretum, The Park</td> <td>DC/20/0430/HH</td> <td>(i) two storey rear extensions (ii) front porch (iii) re cladding of gable end Location The Arboretum The Park Great Barton IP31 2RH</td> </tr> </table> <p>Councillor Declan Gallagher returned to the meeting.</p> <p><u>Correspondence</u></p> <p>There were no items of correspondence.</p> <p><u>Items to be carried forward to next meeting</u></p> <p>No items were carried forward to the next meeting</p>	Hogg Hollow, Mill Road	DC/20/0513/HH	Single storey front extension to create porch/boot room	Kyloe, 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	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	LJH
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<p><u>20.0</u></p> <p><u>21.0</u></p> <p><u>22.0</u></p>	<p><u>Closing public session</u> No further items were raised.</p> <p><u>Date of next meeting</u> The next Parish Council meeting will be on Monday 15th June 2020 and will be held remotely until social distancing measures are relaxed.</p> <p>There being no further business the meeting finished at 9.30 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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