

**MINUTES OF THE REMOTE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 21<sup>st</sup> SEPTEMBER 2020 COMMENCING AT 7.15 PM**

<p><b><u>Item</u></b></p> <p><b><u>1.0</u></b></p> <p><b><u>2.0</u></b></p> <p><b><u>3.0</u></b></p> <p><b><u>4.0</u></b></p> <p><b><u>5.0</u></b></p>	<p><b>Councillor Maggie Dunn chaired the remote Council meeting along with Councillors Matthew Parker, Philip Reeve, Peter Fisk, Declan Gallagher, Andy Baker and Steve Todd . The meeting is being held remotely due to social distancing measures during the Coronavirus Pandemic.</b></p> <p><b>2 members of the public were present.</b></p> <p><b><u>Chairman’s welcome, reminder about the filming of meetings &amp; to receive apologies for absence</u></b></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 Councillor Diana Boys.</p> <p><b><u>To receive members declarations of interest</u></b></p> <p>There were no declarations of interest or written requests for dispensation.</p> <p><b><u>Update on Neighbourhood Plan including response to the Examiner’s clarification note</u></b></p> <p>West Suffolk Council have consulted on Gt Barton’s Neighbourhood Plan and it is now with the examiner. The Parish Council have been asked to comment on the examiner’s clarification note. After reviewing the Parish Council’s response, he will continue with the conclusion of the examination and his report will be issued. The plan will go forward to referendum once any changes recommended by the examiner have been made. The earliest date is May 2021 as all referendums are on hold until that time due to Covid.</p> <p>The Neighbourhood Plan working group had put together a draft response to the examiner’s clarification notes. Amendments were made relating to page numbering and the reply to Montague Evan’s response. The following will be included in relation to West Suffolk Council’s comments re evidence: ‘The Parish Council is not aware of any other up to date information on this matter having been published by West Suffolk Council.’</p> <p>The Council then resolved to accept the Neighbourhood Plan working group’s response. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.</p> <p><b><u>Open Public Session</u></b></p> <p>No items were raised.</p> <p><b><u>To receive County Councillors Report</u></b></p> <p>Councillor Rebecca Hopfensperger circulated the report from Suffolk County Council. Details were given of the dates for primary and secondary school applications and transport arrangements.</p> <p>Suffolk County Council have commissioned West Suffolk Council to do a full survey on the Mill Road tree belt. Under the duty of care, Suffolk County Council will then carry out the remedial work raised under the report. A copy of the report will be provided.</p> <p>The Fornham Road safety assessment will be carried out once the hub traffic has reached an average pattern. Suffolk County Council Highways have objected to the plans for the Severalls development and will not accept them as they stand. They have asked the developer to go back to the drawing board on infrastructure planning. They feel that there has not been enough mitigation on Fornham Road, Mill Road and East Barton Road, with regards to infrastructure. There will be increased congestion on Orttewell Road which will cause the roads around the development to become congested. Highways also objected to the lack of cycling/pedestrian routes around the area.</p> <p>Highways England have objected due to the capacity of junction 43 of the A14, which is already at capacity. There are also concerns with regard to the footbridge, the safe crossing point and the underpass.</p>	<p>RH</p>
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	<p>Plans will need to be amended and a full public consultation undertaken. The Parish Council will meet with West Suffolk Council once the new plans have been submitted.</p> <p>Comments were also made on the community centre not being large enough, the local centre needs more space allocated to it and more facilities than they are currently proposing.</p> <p>Councillor Maggie Dunn will advise Councillor Rebecca Hopfensperger which footpaths are being narrowed by encroaching vegetation.</p> <p>The issue of road traffic noise on the A143/Fornham Road junction was raised. A143 is a designated lorry route. This junction will come under consideration with the new plans for The Severalls development.</p> <p>Both Councillor Rebecca Hopfensperger and Jo Churchill M P are in contact with Suffolk County Council regarding the damaged Livermere Road bus shelter and a quote to replace will be chased. Councillor Rebecca Hopfensperger has offered funds from her locality budget if cost is an issue. The shelter will not be like for like as the current design has been damaged by surrounding trees. The shelter may be removed and replaced at a later date.</p>	LJH RH RH																																																
<b>6.0</b>	<p><b><u>To receive Borough Councillors Reports</u></b></p> <p>The damaged manhole cover on the A143 has been reported. City-fibre are no longer causing a parking and nuisance issue at Barton Hamlet. West Suffolk Council's Local Plan draft issues and options document will be consulted on from 13/10/20 to 22/12/20. The plan runs to 2040.</p> <p>Councillor Sarah Broughton confirmed that West Suffolk Council do not undertake any control of rabbits/muntjac deer on private land.</p>																																																	
<b>7.0</b>	<p><b><u>To sign the minutes of the Council meeting on Monday 20<sup>th</sup> July 2020 to stand as an accurate record of the meeting</u></b></p> <p>The minutes of the Council meeting on Monday 20<sup>th</sup> July 2020 were 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 Matthew Parker, unanimous decision.</p>																																																	
<b>8.0</b>	<p><b><u>FINANCE: Council to consider -</u></b></p>																																																	
<b>8.1</b>	<p>(a) The Council resolved to pay the following accounts: Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.</p>																																																	
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L J Harley	Clerk's salary September	S/O	£ 964.51		1
S Deare	Neighbourhood Plan Clerk's salary	2175	£ 62.55		2
L J Harley	Expenses July - September 2020	2176	£ 118.95	£17.96	3
Vertas	Village Hall grass cutting	2177	£ 753.17	£125.5 3	4
SALC	Website Accessibility course	2178	£ 30.00	£5.00	3
PKF Littlejohn LLP	External Audit	2179	£ 360.00	£60.00	1
Came and Co	Insurance	2180	£ 1,224.90		1
Gt Barton Thanks- giving Fund	Hall Hire Jan to March 2020	2181	£ 60.00		3
<b>Total payments August- September</b>			£ 5,089.89	£ 266.92	
*Power to pay:					
1 Local Government Act 1972 S.112 Localism Act 2011, Sch 9; Town and Country Planning Act 1990 S.61f(1) and 2 planning and Compulsory Purchase Act 2004 s.38C(2)					
3 Local Government Act 1972 S.111					
4 Public Health Act 1875 s.164					
<b>8.2</b>	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. The bank reconciliation for July/August had been checked by Councillor Maggie Dunn and was approved by the Council. Bank balances as at 30/8/20:				
Current A/C		£58,218.92			
Bus Reserve		£45,619.18			
Total		£103,838.10			
Items paid/owed from newsletter		£0			
Other Credits received		£0			
Business reserve account interest		£0			

Payments made under S137	£0	£0
Transfers between accounts	£0	£0
Total expenses for Coronavirus	£227.69 (Expenses £512.69, hall hire saving £285)	
Reserves:		
<b>RESERVES</b>	<b>BALANCE</b>	<b>NET AMOUNT SPENT YTD</b>
Small Projects	£21,315. Earmarked: £3,000 School Lane footpath, Land Registering £5000, cleaning war memorial £1000)	£1,478
Neighbourhood Plan	£4,719 – Earmarked: £150 for CAS technical help & £236 SD salary to June 2020	£472
Neighbourhood Plan Grant	Nil	£8190
Youth Project	£938	£0
General	£20,563	£0
Allotments	NIL	£60
Asset maintenance	£ 6724	£384
Asset acquisition	£11,160(Earmarked : Community Speed Watch £1,007)	£0
Icepits Wood	£7,829	£0
S106 Funds	£14,676	£0
Total reserves	£87,924	£10,584 Amount spent from reserves this financial year)
<p>Councillors had received a copy of the annual playground inspection report. The outstanding items had been reviewed.</p> <p>The Insurance company have been advised of the piece of land next to Icepits Wood, which the Council has leased. They responded: The Public Liability section of the Pen/AXA policy provides automatic cover at no additional premium for all land that is either owned by the Parish Council or is their responsibility to maintain due to the terms of a lease/licence or other legal document. In the event that someone sustains an injury due to a defect with the land and it can be proven that the Parish Council is legally liable for the incident the policy will respond to any resultant claim. This means there is no need to inform us when new land is acquired unless cover is required to insure any assets on the land, such as fencing and gates, against loss or damage.</p>		

	<p>Councillors were reminded to update their Register of Members Interest Forms and to advise the Clerk if they receive gifts of hospitality &gt;£25. Councillors with responsibility for money were reminded to keep themselves informed about known risks and threats and any new legislation.</p>	
<u>8.3</u>	(c) As per Standing Order 17, the Council reviewed a list of aggregate receipts and payments for the quarter including comparison with budget and any overspends. All items were within budget except for insurance and auditing which are on the agenda to increase under items (g) and (h).	
<u>8.4</u>	(d) The invoice for the Neighbourhood Plan Clerk was confirmed. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.	
<u>8.5</u>	(e) Councillors will enquire if any village groups will be requesting grants in the next financial year.	
<u>8.6</u>	(f) The quote for the insurance policy was reviewed against the asset register and found to be in order. Proposal to accept the quote was made by Councillor Maggie Dunn, seconded by Councillor Philip Reeve, unanimous decision.	
<u>8.7</u>	(g) The budget for insurance was increased from £1190 to £1225. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.	
<u>8.8</u>	(h) The budget for auditing was increased from £425 to £510. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.	
<u>8.9</u>	(i) Councillor Steve Todd had obtained quotes for maintenance to the Livermere Road telephone box and to install internal shelves. The Council resolved to use the telephone box as a lending library and information point once Covid restrictions are lifted and approved the quote for maintenance. Proposed Councillor Steve Todd, seconded Councillor Declan Gallagher, unanimous decision. Councillor Steve Todd offered to trim back the undergrowth from around the box. The Council were unable to accept the offer to paint the telephone box from a volunteer due to insurance and risk assessment issues.	
<u>8.10</u>	(j) The Council reviewed the external audit report. No items had been raised.	
<u>8.11</u>	(k) The Council resolved to adopt the National Joint Council for Local Government Services new pay scales for 2020-21 to be implemented from April 2020. The Clerk's salary band of 17 will be increased to £12.73 per hour. The budget will be increased by £320 pa to £11,315. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.	
<u>8.12</u>	(l) The Council are legally no longer able to contribute to the maintenance of the Holy Innocents Church but are allowed to contribute to their insurance. £2700 was precepted for the grass cutting in 2021-21. The Council resolved to cover the cost of their insurance for this financial year of £2589.02. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve. 3 Councillors abstained from this vote. 2 Councillors voted for and 2 Councillors against. The deciding vote therefore was made to accept the proposal by the Chair.	
<u>9.0</u>	<p><b>Triangle Working Group</b></p> <p>Councillors Maggie Dunn, Matthew Parker and Philip Reeve confirmed for the Triangle working group with Nicola Crouch as a consultant. Councillor Maggie Dunn will also invite the chair of the Neighbourhood Plan working group to join.</p>	MD

<b><u>10.0</u></b>	<b><u>Repair and sow grass seed on Conyers Green</u></b>	
	Councillor Steve Todd offered to carry out maintenance work on the grass at Conyers Green. This was accepted by the Council who agreed to cover the cost of the grass seed and top soil up to £50. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.	
<b><u>11.0</u></b>	<b><u>Adopt new 'playground' and using the 'village hall for meetings' risk assessment documents</u></b>	
	Following a review of the new documents the Council resolved to adopt the new 'playground' and 'using the village hall for meetings during Covid 19 restriction' documents. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.	
<b><u>12.0</u></b>	<b><u>Website accessibility update</u></b>	
	The Council reviewed the website accessibility statement and details of how it was achieved. The Council resolved to accept the statement. Proposed Councillor Steve Todd, seconded Councillor Maggie Dunn, unanimous decision.	
<b><u>13.0</u></b>	<b><u>Update on Gift of Land to Parish Council</u></b>	
	The executors have been advised that they are legally not available to offer a cash alternative for the land. A map of the land has been requested.	
<b><u>14.0</u></b>	<b><u>New Councillor training</u></b>	
	Council resolved to support Councillors Steve Todd and Declan Gallagher with their training through SALC. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.	
	Councillors are trained after a 6 month period.	
<b><u>15.0</u></b>	<b><u>Items carried forward from last meeting:</u></b>	
	(i) Councillor Maggie Dunn will chase the re-routing of the footpath from Green Lane along the side of the hedge rather than through the middle of the field.	
	(ii) Vegetation encroaching onto Mill Road footpath has already been raised with Councillor Rebecca Hopfensperger.	
<b><u>16.0</u></b>	<b><u>Review of playground signage</u></b>	
	Councillors resolved to order permanent signs for managing the playground's use during Covid 19. Proposed Councillor Philip Reeve seconded Councillor Maggie Dunn, unanimous decision.	
<b><u>17.0</u></b>	<b><u>Review of Councillors on Committees</u></b>	
	Council resolved to add Councillor Andy Baker to the planning and personnel committees. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.	
<b><u>18.0</u></b>	<b><u>Discuss interpretation of Neighbourhood Plan Policy GB4</u></b>	
	The Council resolved that they will deal with all applications on a case by case basis to ensure they are appropriate and representative of the area. When considering the extensions checklist at appendix 4, 'match' does not necessarily mean 'the same'. The checklists at appendix 4 are subsidiary to the overriding objectives expressed in policy GB12 (Development Design Considerations'. The Parish Council is allowed to make interpretation. Proposed Councillor Matthew Parker, seconded Councillor Steve Todd, 6 Councillors voted for the resolution and 1 Councillor abstained.	

<b>19.0</b>	<b><u>Unregistered Land in Gt Barton and how to progress</u></b>																					
	<p>Councillor Matthew Parker provided an update on the piece of no-man’s land containing the Sycamore tree on School Lane. An alternative route for the School Lane/Downing Drive link footpath is being reviewed. The solicitor had confirmed that 3 pieces of land in the village at Conyers Green and next to the Holy Innocents Church, are registered as Village Greens. Suffolk County Council’s records show Gt Barton Parish Council as the registered owner. The Council agreed that the solicitor should pursue registering these 3 pieces with land registry for the Parish Council. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, 6 voted for and 1 abstained.</p>																					
<b>20.0</b>	<p>The long strip alongside the church belongs to Suffolk County Council.</p>																					
	<b><u>Update on Village Projects</u></b>																					
	(i) Update already provided on School Lane/Downing Drive link footpath																					
	(ii) Greene King have been approached regarding access across their land at the Bunbury Arms to the Parish Council’s new piece of land between the A143 and Icepits Wood																					
<b>21.0</b>	<b><u>Chair and Councillor’s Reports</u></b>																					
	There were no reports.																					
<b>22.0</b>	<b><u>Planning – Council to sign the planning committee minutes of 10/8/20 and 7/9/20 and to consider the completed applications from West Suffolk Council</u></b>																					
	<p>The Council accepted the minutes from the planning committees of 10/8/20 and 7/9/20 as an accurate record of the meeting, which will be signed at a later date (due to social distancing restrictions). Proposed Councillor Peter Fisk, seconded Councillor Matthew Parker, unanimous decision.</p> <p>The Parish Council supported the following applications:</p>																					
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Eleigh Cottage, Lithgo Paddock – September application	DC/20/1227/HH	Single storey rear extension to incorporate annexe (previous application DC/20/0657/HH)
Wynchwood, 11 Chester Place	DC/20/1162/HH	(i) conversion of existing garage to habitable space including 2 windows (ii) detached garage
The Parish Council objected to the following application and commented:		
Eleigh Cottage, Lithgo Paddock – August application	DC/20/1227/HH	Single storey rear extension to incorporate annexe (previous application DC/20/0657/HH)
Council had previously commented on the availability of onsite parking and this was resolved. Comments: Gt Barton Parish Council object to the application however would agree to the application in principle if the materials are changed to suit the emerging Neighbourhood Plan policy GB12 and the roof lights are removed. The following planning applications had been approved by West Suffolk Council:		
Property	Reference number	Details
38 Conyers Way	DC/20/0887/TPO	Tree Preservation Order- 1 Oak (T1 on plan) (i) reduce lateral crown spread to north-west by up to 4 metres (ii) reduce lateral crown spread to south-west by up to 3 metres (iii) reduce remaining lateral crown spread and height by up to 2 metres (all to appropriate pruning points in line with BS3998:2010)
Barton Court School Lane	DC/20/0816/TPO	Tree Preservation Order - 1no. Monterey Cypress (T1 on plan, G1 on order) - fell
White Lodge, The Park	DC/20/0663/TPO	1 Ash – fell
3 Derby Place	DC/20/0976/HH	(i) single storey front extension (ii) incorporate garage into habitable space (iii) detached double garage
Wynchwood, 11 Chester Place	DC/20/1162/HH	(i) conversion of existing garage to habitable space including 2no. windows (ii) detached garage



The following applications were withdrawn:

Property	Reference number	Details
Grove End, Livermere Road	DC/20/0890/TPO	Tree Preservation Order - 1Holly and 1 Cypress fell
48 Conyers Way	DC/20/0814/TPO	Tree Preservation Order – 1 Ash remove limb overhanging boundary and prune tree by up to 4 metres over boundary line
Eleigh Cottage, Lithgo Paddock	DC/20/0657/HH	Single storey rear extension to provide annexe

The following applications were refused by West Suffolk Council

Property	Reference number	Details
High Trees, The Park	DC/20/0783.TPO	3 Sycamores – fell
Dwelling adjacent Flint House, The Park	DC/20/0930/FUL	1 dwelling and car port
Land adjacent to High Trees, The Park	DC/20/0755/FUL	(i) 1no. two storey, self build dwelling (ii) detached single garage with store (previous application DC/19/1117/FUL)
High Trees, The Park	DC/20/0783.TPO	3 Sycamores – fell

**Correspondence**

**23.0**

There were no items of correspondence.

**24.0**

**Items to be carried forward to next meeting**

No items were raised.

**25.0**

**Closing public session**

No further items were raised.

**26.0**

**Date of next meeting**

The next Parish Council meeting will be on Monday 5<sup>th</sup> October 2020 and will be held remotely until social distancing measures are relaxed.

There being no further business the meeting finished at 10.00 pm.

.....Sign & Date

.....Print name.

CHAIRMAN

Signed as confirmation that they are a true record.

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