

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON MONDAY 13th
DECEMBER 2021 COMMENCING AT 7.30 PM**

<u>Item</u>	Councillor Maggie Dunn chaired the Council meeting along with Councillors Peter Fisk, David Clarke, Andy Baker and Steve Todd.		
1.0	6 members of the public were present. <u>Chairman's welcome, reminder about the filming of meetings & to receive apologies for absence</u>		
	Councillor Maggie Dunn welcomed everyone to the meeting and reminded everyone present that the meeting may be recorded. Apologies for absence were accepted from Councillors Matthew Parker and Gwyn James.		
2.0	<u>To receive members declarations of interest</u>		
3.0	<u>Open public session</u>		
	The continued flooding on Livermere Road will be raised again with Suffolk County Council through Councillor Rebecca Hopfensperger. The new litter bin for opposite the Holy Innocents Church has been ordered. It will be installed by West Suffolk Council in the Spring. Tree work has been carried out by West Suffolk Council along Mill Road. Councillor Rebecca Hopfensperger will chase the skirting back of the debris which is reducing the width of the footpath.		RH
	Councillor Rebecca Hopfensperger will be asked to chase the clearing out of the pipe from Conyers Way to Mill Road.		RH
	A further planning application is due to be received for Oak Ridge Mill Road. Councillor Sarah Broughton will contact the case officer regarding the demolition of the garage. Residents from Conyers Green raised the issue of delivery vans reversing into driveways and queried the location of the laurel bush designed to protect the corner of the green. This will be reviewed at January's meeting.		LH
4.0	<u>To receive County Councillors report</u>		
5.0	Councillor Rebecca Hopfensperger had sent her apologies and a report had been circulated.		
5.0	<u>To received Borough Councillors Report</u>		
	Councillor Sarah Broughton reported that the planning application for the animal feed mill adjacent the waste hub, is in the pipeline.		
6.0	<u>Planning applications</u>		
	The Parish Council supported the following application:		
	Laurels, Fornham Road	DC/21/2301/HH	a. 1.5 storey front extension; b. 1.5 storey rear and side extensions (following demolition of existing conservatory); c. conversion of loft to habitable space with one rear dormer; d. three roof lights to front elevation
	The Parish Council had a full discussion on the following planning application with the applicant. A decision will be made once Councillors have fully reviewed the application which had just been received.		
	Land adjacent to Howerdly Farmhouse Livermere Road	DC/21/2314/OUT	Outline planning application (means of access to be considered) - a. one dwelling b. garage c. vehicular access

10.4	<u>Precept discussions</u>					
	<p>The meeting was opened to allow a representative from the Holy Innocents Church to discuss with Councillors their request for a grant to pay their insurance. The Church is the only one in the Parish where residents have the right to be buried.</p> <p>Councillor Maggie Dunn proposed the Council continue to contribute towards the cost of the church's insurance up to £2,900 (the amount recommended by the finance committee in the 2022-23 precept). Seconded Councillor David Clarke, unanimous decision.</p>					
7.0	<u>To sign the minutes of the Council meeting on Monday 15th November 2021 to stand as an accurate record of the meeting</u>					
	<p>Councillor Maggie Dunn proposed acceptance of the minutes of the Council meeting on 15/11/21 to stand as an accurate record of the meeting. Seconded Councillor David Clarke, unanimous decision.</p>					
8.0	<u>To Review the actions list</u>					GJ
	<p>Actions list: Councillor Gwyn James offered to back fill and seed the gap between the basketball surface and the wooden surround, in the spring. The Post Box outside the post office is being decommissioned and a new one will be sited on East Barton Road. Councillor Maggie Dunn will ask if it is possible to keep the old post box as it dates back to Georgian times.</p> <p>Councillor Steve Todd had attended a funding course.</p> <p>The clerk is in contact with Samphire Homes regarding 'the link to the village' for residents of Bertuna Close. The Allotment Association are happy to receive a bench from Councillor Sarah Broughton. A location will be chosen by the allotments. The Parish Council tree has been decorated ready for the Christmas Tree festival. The deeds will be collected from the solicitor. All other items on the actions list will be carried forward to January's meeting.</p>					
9.0	<u>Planning – (i) Council to sign the planning committee meeting minutes of 8th November 2021 as an accurate record of the meeting (ii) Council to consider the completed planning applications from West Suffolk Council</u>					
	<p>The planning meeting on 8/11/21 had been cancelled as illness made the meeting non-quorate.</p>					
	<p><u>(ii)</u> A list of completed planning applications had been circulated. West Suffolk Council had agreed the following application:</p>					
	56 Conyers Way	DC/21/1930/TPO	TPO 033 (1961) - crown lift to three metres above ground level, one Laurel - fell, one Conifer - fell, one Ash, one Sycamore and one holly - crown lift to 4.5 metres above ground level garden side only, one Field Maple and one Sycamore - crown lift to 4.5 metres above ground level garden side only, one Hazel, one Sycamore and one Ash - crown lift to 3.5 metres above ground level garden side only and crown reduce back to growth points near the boundary line (belonging to 54 Conyers Way)			
10.0	<u>FINANCE: Council to consider –</u>					
10.1	(a) The Council resolved to pay the following accounts: Proposed Councillor Peter Fisk, seconded Councillor Andy Baker, unanimous decision.					
	PAYEE	DETAILS	CHQ NO.	INVOICE	VAT	*POWER TO PAY
	L J Harley	Clerk's salary	S/0	£ 988.35		1

	HMRC	PAYE and NICS payments	D/D	£ 62.70		1
	NEST	Clerk's pension payments	D/D	£ 35.49		1
	L J Harley	Clerks expenses and mileage	2243	£ 169.53	£ 20.32	2
	Gipping press	Winter newsletter printing	2244	£ 287.89		3
	Gt Barton Thanksgiving Fund	Hall Hire	2245	£ 48.00		2
		Total Payments December		£ 1,591.96	£ 20.32	
10.2	*Power to pay:					
	1. Local Government Act 1972 S.112					
	2. Local Government Act 1972 S.111					
	3. Local Government Act 1972 s.142					
	(b) Financial report from the Responsible Financial Officer including details of reserve budgets and spending against them had been circulated. There were no items arising from risk assessments and there were no questions. Councillors were reminded to update their register of interest forms.					
	Bank balances as at 30/11/21:					
	National Westminster Current A/C			£89,390.38		
	Items paid/owed from newsletter			£0		
	Other Credits received			£0		
	Payments made under S137			£0		
Reserves:						
	RESERVES	BALANCE	NET AMOUNT SPENT YTD 2021-22 Financial year			
	Small Projects	£11,895 Earmarked: £300 School Lane footpath re-planting, £10 maintenance of garden under village sign Dog/waste bins £850, Anchor cover for Little Hamlet Total earmarks £1,360	£12,811 (credit £3736 from Neighbourhood Plan reserve)			
	Neighbourhood Plan	Closed	£122			
	Youth Project	£938	£0			
	General	£20,563	£0			

Allotments	£60	£120																																																												
Asset maintenance	£ 8041 (Earmarked £1092 basket ball surface maintenance)	£0																																																												
Asset acquisition	£13,160 (Earmarked : Community Speed Watch £1,007)	£0																																																												
Icepits Wood	£10,741	£50																																																												
S106 Funds	£14,676	£0																																																												
Total reserves	£80,110	£13,067 (Amount spent from reserves in financial year 2021/22)																																																												
10.3	c) The Council considered the list of receipts and payments for the financial year to date. There were no questions.																																																													
10.4	d) Council considered the annual budget proposals from the finance committee from 2022-23 including reserves.																																																													
10.5	e) Council resolved to fix the precept for 2022-23 at £33,587. Proposed Councillor Maggie Dunn, seconded Councillor David Clarke, unanimous decision. There is no increase in the precept from the previous year. The breakdown follows:																																																													
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	TOTAL SERVICES/ACTIVITIES	£	9,180.00	
	CHARITIES	£	240.00	
	GRANTS	£	-	
	TOTAL CHARITIES/GRANTS	£	240.00	
	TRANSFER TO RESERVES			
	ASSET MAINTENANCE RESERVE	£	2,000.00	
	ASSET AQUISITION RESERVE	£	2,000.00	
	ICEPITS WOOD RESERVE	£	1,592.00	
	CONTRIBUTION TO GENERAL RESERVE	£	-	
	TOTAL TRANSFER TO RESERVES	£	5592.00	
	PRECEPT	£	33,587.00	
10.6	f)	The memorial for Kate Trevitt will be carried forward to January.		
10.7	g)	The Council resolved to set a budget of £200 to pay volunteers expenses for cutting Conyers Green grass. Proposed Councillor Peter Fisk, seconded Councillor David Clarke, unanimous decision.		LH
10.8	h)	The Council resolved to accept the quote for removing 6 dead trees from Icepits Wood. Proposed Councillor Maggie Dunn, seconded Councillor Peter Fisk, unanimous decision. A second quote was not sought for this urgent work.		
10.9	i)	Council resolved to increase the budget for employers' national insurance contributions from £350 to £500.00. Proposed Councillor Maggie Dunn, seconded Councillor Andy Baker, unanimous decision.		
10.10	j)	The Council resolved to set a budget of £200 to pay for the Christmas lunch for elderly/vulnerable residents. Proposed Councillor Andy Baker, seconded Councillor Peter Fisk, 2 Councillors voted in favour and 1 Councillor voted against. Council will look into also providing a takeaway option for next year.		
10.11	k)	The budget for the School Lane/Downing Drive area planting will be carried forward to January.		LH
10.12	l)	The Council discussed the 2 quotes for work on the wooden bus shelter. Councillor Peter Fisk proposed accepting the lower of the quotes, seconded Councillor Maggie Dunn, unanimous decision. The clerk will ask the contractor to add replacing a gutter bracket and reviewing the fence panel behind the shelter, to the quote.		LH
10.13	m)	A second quote is being sought for the damaged playground equipment. The insurance company have been advised.		
11.0	<u>Chairman and Councillors reports</u>			
		There was a discussion on defibrillator signage in the village and if the village needed a second one. Funding was also discussed. The Clerk will put a notice on all noticeboards and the website advising of the location at the Village Hall.		LH
12.0	<u>Update on the winter newsletter</u>			
		Thanks were given to Councillor Gwyn James, the temporary editor, for putting together the first full newsletter since the pandemic. A new editor has been found and the working party will meet in January to discuss the way forward for the magazine.		
13.0	<u>Update on Tree Project</u>			
		This will be carried forward to January's meeting.		

<p><u>14.0</u></p>	<p><u>How to progress the Council’s 3 year objectives</u></p>	
	<p>A separate meeting will be arranged to discuss this item. Councillors were encouraged to attend local events.</p>	<p>LH</p>
<p><u>15.0</u></p>	<p><u>Council to consider amendments to their General Data Protection Regulation Policies</u></p>	
	<p>Councillors approved the amendments proposed by the Clerk. Proposed Councillor Maggie Dunn, seconded Councillor Andy Baker, unanimous decision.</p>	<p>LH</p>
<p><u>16.0</u></p>	<p><u>Security at the Village Hall</u></p>	
	<p>The Village Hall Management Committee will keep this under review.</p>	
<p><u>17.0</u></p>	<p><u>Correspondence received (not covered under any other items)</u></p>	
	<p>A resident had emailed to advise the Councillors of her love of Icepits Wood and how much it had helped her during lockdown. The Clerk will contact to see if the email can be published in the newsletter.</p>	<p>LH</p>
<p><u>18.0</u></p>	<p><u>Items to be carried forward to next meeting</u></p>	
	<p>There were no items to be carried forward.</p>	
<p><u>19.0</u></p>	<p><u>Closing public session</u></p>	
	<p>No further items were raised.</p>	
<p><u>20.0</u></p>	<p><u>Date of next meeting</u></p>	
	<p>The next meeting will be held on Monday 17th January 2022.</p>	
	<p>There being no further business the meeting finished at 9.45 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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