

**MINUTES OF THE REMOTE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 4th MAY 2021 COMMENCING AT 7.15 PM**

<p><u>Item</u></p> <p><u>1.0</u></p> <p><u>2.0</u></p> <p><u>3.0</u></p> <p><u>4.0</u></p> <p><u>5.0</u></p> <p><u>6.0</u></p> <p><u>7.0</u></p> <p><u>8.0</u></p>	<p>Councillor Maggie Dunn chaired the remote Council meeting along with Councillors Matthew Parker, Philip Reeve, Peter Fisk, Andy Baker, Gwyn James, David Clarke, Declan Gallagher and Steve Todd. The meeting is being held remotely due to social distancing measures during the Coronavirus Pandemic.</p> <p>No members of the public were present.</p> <p><u>Procedural information for the Council's annual meeting</u></p> <p><u>Election of Chair</u></p> <p>(a) Councillor Peter Fisk proposed Maggie Dunn for the role of Chair. This was seconded by Councillor Matthew Parker, unanimous decision. There were no further nominations for Chair.</p> <p>(b) The Chairman's acceptance of office form will be signed after the meeting due to social distancing regulations.</p> <p>(c) Councillor Peter Fisk proposed Matthew Parker for Vice-Chair. This was seconded by Councillor Maggie Dunn, unanimous decision. There were no further nominations for Vice-Chair. The acceptance of office forms will be signed after the meeting due to social distancing.</p> <p>(d) Councillors were reminded to update their Register of Members' Interest forms</p> <p>(e) Councillor Maggie Dunn proposed the clerk to continue as the Responsible Financial Officer (RFO), seconded Councillor Philip Reeve, unanimous decision. Councillor Maggie Dunn proposed Trevor Brown as the internal auditor. A review of his terms of reference has been carried out. This was seconded by Councillor Peter Fisk, unanimous decision.</p> <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 last remote meeting and explained how this meeting would run, voting with a show of hands and that the meeting is being recorded. Councillor Matthew Parker advised the Council that he may record part of the meeting. This meeting was re-scheduled from 17th May as legislation relating to Council's holding remote meetings expires on 7th May 2021.</p> <p><u>To receive members declarations of interest</u></p> <p>There were no declarations of interest or requests for dispensation.</p> <p><u>Open public Session</u></p> <p>No members of the public were present.</p> <p><u>To receive County Councillors Report</u></p> <p>Councillor Rebecca Hopfensperger had sent her apologies.</p> <p><u>To receive Borough Councillors Reports</u></p> <p>Councillor Sarah Broughton had sent her apologies.</p> <p><u>To sign the minutes of the Council meeting from 22nd April 2021</u></p> <p>The minutes of the Council meeting of 22nd April 2021 were signed as an accurate record of the meeting. Proposed Councillor Andy Baker, seconded Councillor Peter Fisk, unanimous decision from those present at the meeting.</p> <p><u>Council to approve the statement of accounts</u></p> <p>(i) The Council considered, approved and will sign the Annual Governance and Accountability Return 2020/21 Section 1 The Annual Governance Statement</p> <p>(ii) Council considered, approved and will sign the Annual Governance and Accountability Return 2021/21 Section 2 The Accounting Statement</p>
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<p>9.0</p> <p>9.1</p>	<p>(iii) Confirmation of the dates for the exercise of public rights to approve the accounts 14/6 – 23/7/21 were given.</p> <p>(iv) Council confirmed transfer of the underspend of £1453.21 from 2020/21 to the small projects reserve</p> <p>(v) Council considered the Statement of Variances</p> <p>Councillor Maggie Dunn proposed resolving to accept the Annual Governance Statement Section 1, the Annual Governance and Accountability Return Section 2, to transfer the underspend from 2020/21 of £1453.21 to small projects and agree the statement of variances. This was seconded by Councillor Steve Todd, unanimous decision.</p> <p>FINANCE: Council to consider -</p> <p>(a) The Council resolved to pay the following accounts: Proposed Councillor Gwyn James, seconded Councillor Andy Baker, 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>L J Harley</td> <td>Clerk's salary</td> <td>S/0</td> <td>£ 988.35</td> <td></td> <td>1</td> </tr> <tr> <td>HMRC</td> <td>PAYE and NICS payments</td> <td>D/D</td> <td>£ 62.70</td> <td></td> <td>1</td> </tr> <tr> <td>NEST</td> <td>Clerk's pension payments</td> <td>D/D</td> <td>£ 35.49</td> <td></td> <td>1</td> </tr> <tr> <td>SALC</td> <td>Councillor training (Baker, Todd, Gallagher)</td> <td>2206</td> <td>£ 300.00</td> <td>£ 50.00</td> <td>3</td> </tr> <tr> <td>Multisigns</td> <td>Banner for Neighbourhood Plan referendum</td> <td>2207</td> <td>£ 38.40</td> <td>£ 6.40</td> <td>4</td> </tr> <tr> <td>A S Pest Control Services</td> <td>Remove moles from playground</td> <td>2208</td> <td>£ 95.00</td> <td></td> <td>5</td> </tr> <tr> <td></td> <td>Total Payments May</td> <td></td> <td>£ 1,519.94</td> <td>£ 56.40</td> <td></td> </tr> </tbody> </table> <p>*Power to pay:</p> <ol style="list-style-type: none"> 1 Local Government Act 1972 S.112 2 Local Government Act 1972 s.142 3 Local Government Act 1972 S.111 Localism Act 2011, Sch 9; Town and Country Planning Act 1990 S.61f(1) and 4 planning and Compulsory Purchase Act 2004 s.38C(2) 5 Public Health Act 1875 s.164 						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	SALC	Councillor training (Baker, Todd, Gallagher)	2206	£ 300.00	£ 50.00	3	Multisigns	Banner for Neighbourhood Plan referendum	2207	£ 38.40	£ 6.40	4	A S Pest Control Services	Remove moles from playground	2208	£ 95.00		5		Total Payments May		£ 1,519.94	£ 56.40
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9.2	<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. The bank reconciliation for March and for the year end had been checked by Councillors Maggie Dunn and Steve Todd and was approved by the Council. Bank balances as at 31/3/21:</p> <table border="1"> <tr> <td>Current A/C</td> <td>£40,499.18</td> </tr> <tr> <td>Bus Reserve</td> <td>£45,622.60</td> </tr> </table>						Current A/C	£40,499.18	Bus Reserve	£45,622.60																																											
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Total	£86,121.78	
Items paid/owed from newsletter	£0	
Other Credits received	£576.59 VAT reclaimed	
Business reserve account interest	£1.12	
Payments made under S137	£0	
Transfers between accounts	£0	
Total expenses for Coronavirus	£339.71 NET	
Reserves:		
RESERVES	BALANCE	NET AMOUNT SPENT YTD 2021-22 Financial year
Small Projects	£17,282 Earmarked: £3,000 School Lane footpath, cleaning war memorial £1000, Clearing SL/DD link footpath £500, Maintenance of garden under village sign £85, Freedom church grant £1544 Total earmarks £6,129	£2,234
Neighbourhood Plan	£3,736	£122
Youth Project	£938	£0
General	£20,563	£0
Allotments	£60	£0
Asset maintenance	£ 8041 (Earmarked £1092 basket ball surface maintenance)	£0
Asset acquisition	£13,160 (Earmarked : Community Speed Watch £1,007)	£0
Icepits Wood	£10,791	£0
S106 Funds	£14,676	£0
Total reserves	£89,247	£2,356 (Amount spent from reserves in financial year 2021/22)
The following amounts have been transferred into reserves from the 2021/22 precept: Asset Maintenance £2,000, Asset Acquisition £2,000, Icepits Wood £2,962		
9.3	c) <u>Annual Review of reserves and earmarks</u>	

	<p>The Council reviewed their reserves and earmarks within them. The 2 amounts of £3,000 and £500 for the School Lane/Downing Drive link footpath will be combined and £300 added for planting and landscaping. There were no further changes. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.</p>	LJH						
9.4	<p>d) Councillor Philip Reeve confirmed that the cleaning and maintenance work to the war memorial quotes are underway with work to be carried out before the end of August, when the grant expires.</p>							
9.5	<p>e) Council resolved to order new dog/waste bins for the junctions of Green Lane and Church Lane and at the junction of the bridleway (from Vicarage Farm Lane) and Mill Road. Holy Innocents Church will be consulted on the position of the bin on the triangle of land opposite the Church. Proposed Councillor Maggie Dunn, seconded Councillor Declan Gallagher, 8 Councillors voted for and 1 against.</p>	LJH						
10.0	<p>Chair and Councillors Reports</p>							
	<p>Clerk will advise West Suffolk Council that the Parish Council have just received an updated report on the NE Development planning application following the meeting with Carter Jonas and will now put together the Council's comments on the planning application.</p>							
11.0	<p>Update on Village projects : (i) Resuming face to face meetings (ii) Ownership of land of Mission Church at Conyers Green (iii) Bertuna Close and S106 restrictions</p>							
	<p>(i) Face to face meetings will be resumed from 17/5/21 following government guidance and will take place in the Church Institute as the Village Hall is not opening fully until 21/6/21.</p>							
	<p>(ii) Councillor Maggie Dunn will contact the Freedom Church for further information. Land registry information is being sent by a resident. Councillor Steve Todd will speak to a local resident.</p>	MD ST						
	<p>(iii) The clerk will confirm who is responsible for ensuring the houses at Bertuna Close are rented to people with a connection to Gt Barton and/or the surrounding villages.</p>	LJH						
12.0	<p>Items carried forward from last meeting:</p>							
	<p>(i) Councillor Maggie Dunn will confirm if the grant for the primary school is still required.</p>	MD						
	<p>(ii) The Council will contact Jo Churchill M P to discuss the cost of transferring the ownership of Maple Green to either Gt Barton Parish Council or West Suffolk Council. The Council will contact West Suffolk Council to confirm if they would accept Maple Green as a gift and continue to maintain it.</p>	LJH						
13.0	<p>Good Governance – continuing procedural items for the Council's Annual General Meeting Items (a) to (o) were proposed by Councillor Maggie Dunn, seconded by Councillor Peter Fisk, with a unanimous decision.</p>							
13.1	<p>(a) Council reviewed their 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:</p>							
	<table border="1"> <thead> <tr> <th data-bbox="363 1771 911 1807">Committee</th> <th data-bbox="911 1771 1458 1807">Members</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 1807 911 1989">Planning</td> <td data-bbox="911 1807 1458 1989">Maggie Dunn (Chair) Steve Todd Matthew Parker (Vice Chair) Philip Reeve Declan Gallagher Peter Fisk – Tree Protection Orders Andy Baker</td> </tr> <tr> <td data-bbox="363 1989 911 2024">Neighbourhood Plan working group</td> <td data-bbox="911 1989 1458 2024">Vivien Bodnar (Chair) Darren Bullen</td> </tr> </tbody> </table>	Committee	Members	Planning	Maggie Dunn (Chair) Steve Todd Matthew Parker (Vice Chair) Philip Reeve Declan Gallagher Peter Fisk – Tree Protection Orders Andy Baker	Neighbourhood Plan working group	Vivien Bodnar (Chair) Darren Bullen	
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		Jamie Gilmour Roger Curtis Roger Davison Nicky Crouch	Ed Gibson Adrian Graves Philip Reeve
Village Hall Representatives		Peter Fisk Maggie Dunn	Gwyn James
Tree Preservation Specialist		Peter Fisk	
Bank signatories		Philip Reeve Peter Fisk Matthew Parker to be added once new account added (internet banking)	Maggie Dunn
Personnel		Maggie Dunn (Chair) Andy Baker	Steve Todd
Emergency Plan Committee Rep		Maggie Dunn	
Icepits Wood		Matthew Parker (Chair) Maggie Dunn (Vice-Chair) Peter Fisk Steve Todd 1 Members of the Gt Barton Community Woodland Group	Andy Baker
Finance		Maggie Dunn (Chair) Philip Reeve (Vice Chair) Peter Fisk	
Edwards and Calthorpe Educational Trust		Matthew Parker	
Safeguarding Officer		No representative	
<u>13.2</u>	(b) The Council did not wish to appoint any new committees.		
<u>13.3</u>	(c)The Council reviewed their and their employees memberships of other bodies and agreed to continue with Suffolk Association of Local Councils, Community Action Suffolk and Society of Local Council Clerks.		
<u>13.4</u>	(d) The Council approved payment by the use of a variable direct debit to pay: emergency telephone line at the village hall; West Suffolk Council bin emptying; ICO; NEST pension scheme; HMRC PAYE; County Farms for lease of allotment site and land north of Icepits Wood. The Council also approved the use of a standing order to pay the Clerk's salary.		
<u>13.5</u>	(e) The Council carried out a review of its Standing Orders (NALC Model 2018) and its Financial Regulations (NALC Model 2019). Information relating to contracts and procurement are up to date.		
<u>13.6</u>	(f) Council carried out a review of its asset register which was confirmed to be in order.		
<u>13.7</u>	(g) Council carried out a review of its insurance cover compared to the asset register to confirm Council are adequately insured. Council has £10 million of public and employers' liability insurance and fidelity cover is within current guidelines.		
<u>13.8</u>	(h) The Council carried out a full review of their policies including those under the General Data Protection Regulations. The following changes were made: Minor amendments to playground accident policy to include up to date procedures as part of the policy, Councillor Steve Todd added as the named Councillor, insurance company details changed, telephone box on A143 removed as no longer in situ. Statement of Community Engagement changes: St Edmundsbury Vision 2031 plan changed to West Suffolk Local Plan and email address changed. Pre-planning protocol: email address changed.		
<u>13.9</u>	(i)The Council carried out a full review of their risk assessment documentation including: financial, assets, Icepits Wood, playground, and activities (e.g. litter picking) and these were all in order.		

<p><u>13.10</u></p>	<p>(j) The Council resolved to donate £240 to St Nicholas' Hospice under Local Government Act s.137. This charity was chosen in memory of Councillor Kate Trevitt who sadly passed away in 2020.</p>	
<p><u>13.11</u></p>	<p>(k) The Council re-adopted the Suffolk Code of Conduct.</p>	
<p><u>13.12</u></p>	<p>(l) The Council reviewed the effectiveness and scope of the internal audit and internal control which was found to be in order.</p>	
<p><u>13.13</u></p>	<p>(m) The Council reviewed the newsletter advertising fees and no changes were made.</p>	
<p><u>13.14</u></p>	<p>(n) Council reviewed their website accessibility statement. There were no changes.</p>	
<p><u>13.15</u></p>	<p>(o) The Council reviewed the pension provision for the Clerk, whose pension is with NEST.</p>	
<p><u>14.0</u></p>	<p><u>Correspondence</u> No further items of correspondence had been received.</p>	
<p><u>15.0</u></p>	<p><u>Arrangements for May's planning meeting</u> May and June's planning meetings will be held in the Church Institute as the Village Hall is not open. Councillor Maggie Dunn will arrange attendance complying with social distancing measures.</p>	
<p><u>16.0</u></p>	<p><u>Arrangements for Commemorative plaque on Conyers Green</u> This will be arranged for after 21/6/21 once lockdown restrictions are lifted.</p>	<p>LJH</p>
<p><u>17.0</u></p>	<p><u>Council's response to planning application for the NE Development</u> Councillors Maggie Dunn and Philip Reeve are putting the response together.</p>	
<p><u>18.0</u></p>	<p><u>Items to carry forward to next meeting:</u> A working group will be set up to look at specimen trees in the village. Defensive planting on Conyers Green will be discussed at the next meeting.</p>	<p>LJH LJH</p>
<p></p>	<p><u>Closing public session</u> No members of the public were present.</p>	
<p></p>	<p>There being no further business the meeting finished at 9 pm.</p>	
<p></p>	<p>.....Sign & Date</p>	
<p></p>	<p>.....Print name</p>	
<p></p>	<p>CHAIRMAN</p>	
<p></p>	<p>Signed as confirmation that they are a true record.</p>	

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