

**MINUTES OF THE MEETING OF GREAT BARTON PARISH FULL COUNCIL HELD ON MONDAY 12<sup>th</sup> DECEMBER 2022  
COMMENCING AT 7.30 PM IN THE VILLAGE HALL**

<b>Item</b>	<p><b>Present:</b> Cllr Maggie Dunn, Cllr Gwyn James, Cllr Matthew Parker, Cllr Peter Fisk, Cllr Andy Baker, Cllr Steve Todd and Cllr David Clarke (note taking – no Clerk or RFO in post). <b>Also Present:</b> Cllr. S Broughton – WSC, Cllr R. Hopfensperger – SCC. 4 members of the public were present.</p>
<b>1.0</b>	<p><b><u>Chairman’s welcome &amp; to receive apologies for absence:</u></b> Councillor Maggie Dunn welcomed everyone to the meeting and reminded everyone present that the meeting may be recorded.</p> <p><b>Apologies:</b> None. <b>Absent:</b> None.</p>
<b>2.0</b>	<p><b><u>To receive members declarations of interests:</u></b> None.</p>
<b>3.0</b>	<p><b><u>Open Public Forum:</u></b> No issues were discussed. It was pointed out that the triangle development would be discussed later in the meeting and members of the public would be allowed to contribute.</p>
<b>4.0</b>	<p><b><u>To receive a report from County Councillor Rebecca Hopfensperger:</u></b> Councillor Hopfensperger had sent a report by email. Cllr Dunn to forward to Councillors. Councillor Hopfensperger summarised that:</p> <ul style="list-style-type: none"><li>• Cutting back is now on a schedule.</li><li>• The drains on School Road will be cleared. This will be supervised.</li></ul>
<b>5.0</b>	<p><b><u>To receive a report from Borough Councillor Sarah Broughton:</u></b> Councillor Sarah Broughton gave the following report:</p> <ul style="list-style-type: none"><li>• Triangle Consultation – to be discussed later in the meeting.</li></ul> <p>A parish councillor queried why they are not able to pay for parking with cash at some West Suffolk Car Parks. The machines are difficult for people of more mature years to use. Cllr Hopfensperger will provide a list of car parks that are still accepting cash.</p>
<b>6.0</b>	<p><b><u>To Approve &amp; Adopt the minutes of the Council meeting on Monday 21<sup>st</sup> November 2022</u></b> Proposed Councillor Matthew Parker, seconded Councillor Peter Fisk. Unanimously agreed.</p> <p><b><u>Council’s formal resolution on responses submitted to LPA on applications as per the Planning Committee Meeting on Monday 5<sup>th</sup> December 2022:</u></b></p> <p><b>(i) Council to consider the following applications;</b></p> <p>a. DC/22/2014/TPO - Rawlins School Lane - TPO 370 (1974) tree preservation order – One Oak (T1 on the plan in area A2 on Order) crown reduction on the southern aspect by up to three metres.</p> <p><b>Resolved</b> The council support this application.</p> <p>b. DC/22/2002/HH – 32 The Coppice - Householder planning application – single storey wrap round extension to and rear elevations.</p>

**Resolved**

The council support this application.

c. DC/22/1961/HH – 15 Diomed Drive - Householder planning application – a. open front porch b. render to front elevation c. timber cladding to side and rear elevations d. single storey rear extension.

**Resolved**

The council support this application.

**7.0**

**Finance & Policy**

**a. Payment of Accounts & Outstanding Invoices – Approval of Payments Schedule**

**Resolved**

It was agreed that John Roe would be asked to attend a meeting to explain the emergency phone line. The Council resolved to pay the following accounts: Proposed Councillor Gwyn James, seconded Councillor Maggie Dunn, unanimous decision in favour.

Payee	Details	Invoice number	Cheque no.	Total	Power to pay*	Entered (initials)
John Roe	Stationery (Emergency Response)		B/P	£30.46	3	
Elan City	VAS & Accessories	SO-UK0272B	B/P	£2544.10 (VAT reclaimable £424.01)	2	DC
Gt Barton Thanksgiving Fund	Hall Hire November	5579	B/P	£34.00	3	DC
	Total			£2608.56		

\*Power to pay:

1.	Local Government Act 1972 S.112
2.	Local Government Act 1972 s.137
3.	Local Government Act 1972 S.111
5.	Public Health Act 1875 s.164
7.	Local Government Act 1972 S.142
8.	Litter Act 1983 ss. 5,6

**b. Financial report from the Responsible Financial Officer and to Adopt monthly bank reconciliations**

**Resolved**

The VAS would be purchased from the Asset Acquisition fund. To accept the financial report. The monthly bank reconciliation is not available. Proposed Councillor Andy Baker, seconded Councillor Peter Fisk, unanimous decision in favour.

**c. Update on Allotments Tenancy Agreement Review**

No progress to date. This will be carried forward to the January meeting. Cllr Parker will obtain quotes from local Solicitors for preparing the agreement. The agreement must allow for local parishioners to be given priority for plot allocation. Cllr. Dunn will

approach SALC for the model agreement, to see if an amendment to the current agreement is suitable.

**d. Appointment of Locum Clerk and approval of contract**

**Resolved**

To issue a 3-month contract for a Locum Clerk/RFO. The contract will be for 5 hours per week, with flexibility over a monthly period. Rate of £30 per hour. One week's notice can be given. Proposed: Cllr. James Seconded: Cllr. Parker. Vote Result: 6 in favour, 0 against, and 1 abstention. The proposal is agreed.

**e. Advert and interview agenda for new Clerk and Responsible Financial Officer including the extra cost of CILCA training if an unqualified Clerk is appointed. Council to consider if this cost should be added to the precept for 2023-2024.**

**Resolved**

The position will be advertised via SALC. The advert will be for a trainee willing to undertake the CILCA qualification or a fully qualified Clerk. The position will be advertised at 10 hours per week. Full training will be given and paid as additional hours, if the Clerk is not qualified. Local knowledge is essential. SCP 6 on the pay scale if a trainee. The advert must be agreed by Councillors. Advert will be placed at the beginning of January 2023. Interviews first week in February. Start date ASAP. A procedure for arranging interviews and evaluating needs to be put in place. No change required for precept. Proposed: Cllr Baker. Seconded: Cllr Fisk, unanimous decision in favour.

**f. Christmas lunch for elderly/vulnerable residents booked for 20<sup>th</sup> December 2022 at Bunbury Arms.**

**Resolved**

Cost is £22 per head. Budget set at £400. Possibly this will be the last one in the current format. Proposed: Cllr. Todd, Seconded: Cllr. James, unanimous decision in favour.

**8.0**

**Chairmans' & Councillors Reports:**

Discussion on a 'Warm village room' took place. It was agreed that this should be put to the Village Hall Committee.

**9.0**

**Triangle update:** A meeting was held on Thursday 8<sup>th</sup> December 2022, with interested parties from the parish. This group will be known as the Triangle Task Force, and will form an adhoc working group. It will have no powers. Part of the remit is to ensure that the consultation is fit for purpose. It will also assess what the differences are between the Neighbourhood plan and the Design Brief. Philip Reeve is to chair the Task Force. An additional consultation day in the new year will be held on Saturday 7<sup>th</sup> January 2023, which should be more inclusive for people who find evening meetings difficult. Publicity would come from within the village. The Design Brief consultation will now end on Saturday 14<sup>th</sup> January 2023.

**10.0**

**Parish Matters & Highways Issues:**

**(a) Update on the SID, Traffic Calming and Speed Watch Update.**

Cllr James advised that the Police still need to give a start date for the Speed Watch scheme. The training has already been completed. Cllr James gave comprehensive feedback, showing how the Elan SID has reduced speeding on the A143.

**(b) New Playground equipment and funding update.**

Cllr Todd requires copies of the deeds for the hall and playing field for the Lottery funding. Cllr Clarke will supply these.

**(c) Playground Inspection Report and discuss any repairs needed**

Nothing needs to be done. Cllr Dunn will forward the report to Councillors.

**(d) Quotes/Options for benches on the village hall playing field/play area**

The quotes are; 2 benches repaired with: Iroko £1,273.61: Sapele £1,375.61. Further quotes need to be obtained. Cllr Fisk and Baker will get additional quotes. Cllr Dunn will obtain quotes for replacement benches.

**(e) Village Entrance Gates & Street Licence application Update**

Cllr Dunn will follow this up, and then obtain quotes for the gates.

**(f) Icepits Woods Fly-tipping Update**

The rubbish/resident's items have now been removed.

**(g) Notice boards Quotes Livermere Road/Village Hall**

Held over until January. Cllr Dunn will be obtaining quotes.

**11.0**

**Correspondence:**

- (a)** A Christmas card email has been received from John Griffiths
- (b)** An email has been received regarding the devolution deal.

**12.0**

**Dates for meetings 2023**

**Planning**

Monday 9/1/2023  
Monday 13/2/2023  
Monday 13/3/2023  
Monday 17/4/2023  
Monday 15/5/2023  
Monday 12/6/2023  
Monday 10/7/2023  
Monday 14/8/2023 if needed  
Monday 11/9/2023  
Monday 9/10/2023  
Monday 13/11/2023  
Monday 4/12/2023

**Full Council meetings**

Monday 16/1/2023  
Monday 20/2/2023  
Monday 20/3/2023  
Monday 24/4/2023  
Monday 22/5/2023  
Monday 19/5/2023  
Monday 17/7/2023  
Monday 21/8/2023 if needed  
Monday 18/9/2023  
Monday 16/10/2023  
Monday 20/11/2023  
Monday 11/12/2023

There being no further business the meeting finished at 9.55 pm.

.....Sign & Date

.....Print name

CHAIRMAN

Signed as confirmation that they are a true record.

DRAFT