

**MINUTES OF THE MEETING OF GREAT BARTON PARISH FULL COUNCIL HELD ON MONDAY 17th OCTOBER 2022
 COMMENCING AT 7.30 PM IN THE VILLAGE HALL**

<u>Item</u>	<p>Present: Cllr Maggie Dunn, Cllr Gwyn James (note taking), Cllr Peter Fisk, Cllr Andy Baker, Cllr Matthew Parker, Cllr. Steve Todd and Cllr David Clarke. Also Present: Cllr. R. Hopfensperger – SCC/WSC & Cllr. S Broughton – WSC.</p> <p><u>Open Public Forum:</u> 7 members of the public were present. Members of the public raised concerns over the following issues;</p> <ul style="list-style-type: none"> • Security over the Parish Council/Clerk email address, as emails are being forwarded through a 3rd party and the previous Clerk still has access to the Inbox (contravention of GDPR). What action is the PC taking? • Concerns raised regarding Special Needs children; over the proposed 30-minute embargo AM & PM school Drop off/Pick up times on School Road, to reduce issues with traffic access & pollution. The Headteacher has advised she does not agree to this and has not spoken with the PC Chair. • Concerns were raised over the Parish Council getting involved with Village Hall issues with fencing. • Contact and complaints to Rougham Airfield regarding flying over the village not being justified and outside of the PC’s powers. <p>The residents were asked to make their concerns formally in writing to the Clerk/PC.</p> <p>Residents requested an update on the ‘Triangle Development’; Cllr. Sarah Broughton advised the following update; the Draft Brief is going to WSC Cabinet for approval for Public Consultation to begin. The PC and residents are very concerned regarding the disparity between the number of houses planned (184-191) versus the required number of houses identified by the Neighbourhood Plan (150), Cllr. Broughton agreed to raise the concern at the Cabinet meeting.</p> <p><u>Chairman’s welcome & to receive apologies for absence:</u> Councillor Maggie Dunn welcomed everyone to the meeting.</p>
<u>1.0</u>	<p>Apologies: Vicky Bright (Clerk). Absent: None.</p>
<u>2.0</u>	<p><u>To receive members declarations of interests:</u> None.</p>
<u>3.0</u>	<p><u>To receive a report from County Councillor Rebecca Hopfensperger:</u></p> <ul style="list-style-type: none"> • The ‘Skirting’ schedule is due in a couple of weeks. • The temporary School Road closure has been proposed to the Road Safety Team, the final proposal will go to public consultation, Date TBC.
<u>4.0</u>	<p><u>To receive a report from Borough Councillor Sarah Broughton:</u> No updates other than that given on the ‘Triangle Development’ under Public Forum.</p>
<u>5.0</u>	<p><u>To Approve & Adopt the minutes of the Council meeting on Monday 26th September 2022:</u> Resolved 22/10/5.01</p>

It was agreed to approve the minutes of the meeting held on 26th September 2022, as a true record and to adopt them. Proposed David Clarke Seconded Gwyn James. Unanimously agreed. The Minutes were duly signed by the Chair, Cllr Maggie Dunn.

6.0

a. The following items from the actions list were updated:

MAGGIE DUNN	To query flying over built up areas, and ask if this could be avoided as a courtesy to residents. – No action taken.
	The Village Hall Committee agree in principle for extra land to extend the playground. The Parish Council to advise how much extra land is needed. – No action taken. Cllr. Todd still chasing application for Lottery Grant!
	There has been no update from the Post Office on keeping the heritage letter box. And agreeing new location for the notice board. – No action taken.
	Icepits Woods Fly-tipping – Cllr Dunn to liaise with RH, SCC & EA. Clerk to check planning conditions of approval. – No action taken.
	Triangle site – Chase modified development brief! – See Update Public Forum.
	Appeal 22/0031/STAND Public Enquiry key summary & circulate to members. – No action taken.
	To look at options for venues/caterers for the Christmas Lunch for elderly/vulnerable residents. – No action taken.
CLERK	Arrange meeting with Havebury Housing Re: branches playing field, properties backing onto VH car park and hedge Elms Close. Date TBC for a site visit in November / works ordered hedge adjacent to the A143 and the shrubbery on Cox Lane
	To confirm Church donation legislation & guidance for PC's. Awaiting further guidance from SALC
	To confirm S.137 guidance ad amount per elector – Done & info circulated 28.09.22
	To confirm rules & guidance on District/County Locality funding – Done & info circulated 27.09.22
	Street Furniture Licence Ref: village entrance gates: Mill Road, East Barton Road, A143, Fornham Road, Thurston Road and Pakenham Road. – In progress! – Application in progress!
	To review the Tenancy Agreement and T&Cs for the Allotments Committee. – Tenancy agreement Review 5-years overdue, info sent to Cllr's 27.09.22 awaiting guidance on what the PC wants to do now! – Cllr. Fisk asked to look into amendments required??
Rebecca Hopfensperger	There was no update on the Mill Road ditch future maintenance and clearing the ditch.
	Details of the 3-year inspection of Icepits Wood from Suffolk County Council have been requested again.

	<i>A site visit has been done regarding the design for a replacement bus shelter on Livermere Road, works to be ordered Date TBC.</i>
	<i>Mill Road/Livermere Road crossroads, Ref: the visibility of signage and road markings. Councillor Rebecca Hopfensperger has made a request for Suffolk County Council to review these items.</i>
	The request to be able to close School Road for approx. 30 minutes at drop-off and pick-up time – <i>Proposal sent to Road Safety Team; next stage will be public consultation.</i>
PETER FISK	The quote for mending 1 bench and sanding down and re-staining the 2 wooden/concrete benches on the village hall playing field – Pending! – <i>Still pending! Clerk to be asked to look at quotes to replace with recycled material benches on Playing Field and Play Area – Cllr. Clarke to provide Clerk with number & type of benches.</i>
	Maintenance of the garden under the village sign. Councillor Peter Fisk will raise this item at the next Village Hall Management Committee to see if they would like to contribute – <i>Still Pending!</i>

7.0

Planning:

(i) Council to consider the following applications;

a. DC/22/1565/FUL - Development Site – Vicarage Farm Lane - change of use of agricultural barn building to commercial prep kitchen and event dining room (class E(b))

Resolved 22/10/7.01

Great Barton Parish Council Objects to application DC/22/1565/FUL on the grounds that;

- It is contrary to DM 35 as it represents a significant town centre use within a designated countryside, in an area otherwise not well related to higher order settlement. This involves the intensification of the site.
- The property is at the end of a single-track private road that leads to other properties. It has always been used for agricultural associated use. The increased traffic a cafe/ event space would bring is out-of-keeping with the area.
- There could be 20 plus vehicles, including public plus staff car parking, the car park is not large enough to accommodate this number of cars. The 10-10 opening hours and extension for some events will cause a severe increase in traffic movements. To get to the private road traffic would need to go through a residential area with historic buildings, causing disruption and possible damage to the buildings due to vibrations. The road also goes into Mill Road, at a junction that is prone to accidents, and would increase the risk of further traffic accidents and risk to pedestrians.
- There will be a severe disruption to neighbours all along the access route.
- It does not fall within the commercial premises of the Great Barton Neighbourhood Plan.

b. DC/22/1649/HH - Mervid, 15 Mere Close - a. single storey rear extension (following demolition of existing lean to) b. first floor extension to create living accommodation including a rear balcony c. extension to existing porch d. render to existing elevations

Resolved 22/10/7.02

No objections to application DC/22/1649/HH.

c. DC/21/2437/HH - Pheasant House, Mill Road - three bay detached garage and store (following demolition of existing building)

Resolved 22/10/7.03

No Objections to application DC/21/2437/HH.

d. DC/22/0953/TPO - Bowls Club, East Barton Road - TPO 426 (2006) Tree preservation order - one Redwood (green on plan T8 on order) fell

Resolved 22/10.7.04

Great Barton Parish Council Objects to application DC/22/0953/TPO, and would fully agree and support the arboriculture report and comments against the application.

e. DC/22/1644/FUL - Woodstock, Livermere Road - a. one replacement dwelling b. detached garage/studio

Resolved 22/10.7.05

No Objections to application DC/22/1644/FUL.

(ii) Update on Planning Enquiry APPLICATION NO: DC/19/2456/HYB APPEAL REFERENCE: AP/22/0031/STAND;

The documents are available to view on the WSC website; [AP/22/0031/STAND | Hybrid Application - i\) Outline application \(with all matters reserved except for access\) - for up to 1375 dwellings, access \(including two new roundabouts onto A143 and creation of new foot and cycleway links into the site which would include new cycle/pedestrian crossings of the A143 and cycle/pedestrian link through the existing railway underpass\), public open space \(including buffer to Cattishall and Great Barton\) and landscaping; new local centre \(which could include the following uses A1; A2; A3; A4; A5; B1; D1; or D2\); primary school; and associated infrastructure and works \(including access roads, drainage infrastructure and substations\), and ii\) Planning Application - Full details for Phase 1 of the outline application for 287 dwellings \(which are part of the overall up to 1375 dwelling proposal\), garages, access roads, parking, open space, drainage infrastructure and associated infrastructure and works. | Land North East of Bury St Edmunds Bury Road Great Barton Suffolk \(\[westsuffolk.gov.uk\]\(http://westsuffolk.gov.uk\)\)](#)

8.0

Cllr. Maggie Dunn is still to prepare a key summary and circulate to members.

Finance:

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

Resolved 22/10/8.01

The Council resolved to pay the following accounts: Proposed: Maggie Dunn, Seconded: Gwyn Jamese. Unanimous decision in favour.

V Bright	Clerks Salary	56	£947.40	3
Gt Barton Thanksgiving Fund	Hall Hire July – Inv5505	57	£34.00	3
Gt Barton Thanksgiving Fund	Hall Hire Sept – Inv5530	58	£17.00	3
Business Services at CAS Ltd	PC Insurance	59	£948.06	3

SALC	Payroll Inv26504	60	£9.00	3
SCC	Land Rent North of Icepitts – Inv3012828	61	£50.00	3
SCC	Land Rent Allotments – Inv3012829	62	£60.00	3
BT	Village Hall Emergency Line	63	£89.17 (19.08 + 69.15 + calls 0.94)	
HMRC	NICS October	64	£28.50	3

*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. The Financial report from the Responsible Financial Officer including details of reserve budgets and spending against them had been circulated.

Resolved 22/10/8.02

Bank balances at

Unity trust Current Account	£32,494.37
Unity Trust Savings Account	£65,017.79
Total balances	£97,512.16
Credits – newsletter advertising	£200
Other Credits received	£0
Payments made under S137*	£42.44

RESERVES	BALANCE '£'	NET AMOUNT SPENT YTD '£'
Small Projects	£9619 Earmarked: £400 School Lane footpath re-planting, -£44 maintenance of garden under village sign, Anchor cover for Little Hamlet £200, K Trevitt memorial £700, Legal fees to extend Green Lane footpath £1000, Legal representation in relation to the Triangle Development £1500) Total earmarks £3756	£5115
Jubilee	0 – this reserve is now closed.	10£65,017.7948
Youth Project	£938	

General	£20,563		
Allotments	£0		
Asset maintenance	£ 9,674		
Asset acquisition	£15,160 (Earmarked: Community Speed Watch £500)		
Icepits Wood	£11,682		
S106 Funds	£14,676		
Total reserves	£82312		£6163
Bank Reconciliation October 2022 - Unity Trust current account			
Balance of bank statement to 30/09/22			£32,494.37
Less unpresented cheques			
Total unpresented cheques	£	-	
Add credits not presented			
Add uncleared payments	£	-	
Add petty cash	£	-	
	£	-	
Net balance in current account at 30th September 2022		TOTAL	£32,494.37
CASH BOOK			
Balance c/fwd from reconciliation June 2022			£41,996.43
Add total receipts and income (from spread sheets)		£200.00	
Less expenditure for months of reconciliation from this account		£9,702.06	
Balance at 30th June 2022		TOTAL	£32,494.37
Represented by:			
Bank Balances at Unity Trust		Current	£32,494.37
		Savings	£65,017.79
		Total Balances	£97,512.16
<p><i>Confirmation of amendments to the insurance policy:</i> The Street Furniture sum insured has been increased by £5,908 to a new total of £64,846 to include the barriers on the School Lane footpath for £2,000, two dog waste/litter bins located on Church Road and Mill Road for £933 and a third speed sign for the village from Elan City for £2,975. The Other Surfaces sum insured has been increased by £4,276 to a new total of £22,873 to include the School Lane footpath.</p>			

The limited assurance review (external audit) of the Council's accounts has been completed by PKF Littlejohn. No items were raised. The Notice of conclusion of audit has been published on the website. Sections 1,2, and 3 of the AGAR have also been published before the due date of 30th September. Copies of the AGAR must remain available for public access for a period of not less than 5 years from the date of publication.

c. To Adopt and agree the quote for the Council's insurance for the year 2022-23 from Ansvar (CAS)

Resolved 22/10/8.03

It was agreed to accept the PC Insurance quote and schedule from Ansvar for a total of £948.06.

d. Discuss Agenda for Finance Cttee Meeting 14th November and suggestion to set up a Village Safety Earmarked Reserve Fund

Cllr. Dunn is to liaise with the Clerk to do the agenda for the Finance meeting on 14th November.

e. Discuss the PC Website Update & Cllr. Profiles

Cllr's Clarke, Parker and Fisk need to do a profile for the PC website. Cllr. Clarke & Cllr. Parker are to send theirs to the Clerk.

f. Discuss the PC Email accounts and agree way forward

The Clerk now has got access to the infogbpc@gmail.com account, but has been unable to successfully download the historical emails to the gtbartobpc@gmail.com account. The Clerk sought guidance from SALC who advised that the previous Clerk still having access to the Parish email and incoming emails, is a breach in Data Protection, as such on the advice of SALC the Clerk has changed the password and recovery details for infogbpc@gmail.com, this means Linda Harley can now not access her private Gmail Drive and she has raised a complaint regarding this. The Clerk has requested guidance from the PC on what to do and how to proceed, with no response received from the PC. The Clerk has provided information on new email domains and costs, with no response from the PC.

9.0

It was agreed that Cllr. Dunn is to sort the email download and will liaise with SALC regarding advice for a way forward.

10.0

Chairmans' & Councillors Reports:

- A precarious branch on the Bridleway from Icepits to the Allotments is to be reported to PROW by the Clerk. Cllr. Parker to send the Clerk a more detailed location.

Parish Matters & Highways Issues:

- a) Review of VAS speed signs in the village (update) & Speed Watch Update** – See Cllr. James report Appendix 1. Second Evolis Unit approved. Cllr. James is to try and get SCC to pay for the two new posts. Clerk to order the new SID and posts.

Resolved 22/10/10.01

It was agreed to purchase a second Solar Evolis (SID) and two new posts and installation at a cost of £3260.00.

- b) New Playground equipment and funding update**

Cllr. Todd is still awaiting the outcome of the Lottery Grant application.

c) Village Entrance Gates & Street Licence application Update

Application in process.

d) The quote for mending 1 bench and sanding down and re-staining the 2 wooden/concrete benches on the village hall playing field

The Clerk is to be asked to look at quotes for Recycled material options, or possibly a very hardwood, accoya material. Cllr. Baker is to send the Clerk details of types and quantity of benches that need replacing.

e) Discuss overgrown vegetation footpaths, junction Mill Rd/Livermere Rd & Fly-tipping Mill Road Ditch (RH)

In progress.

f) Waste Vehicles using the village as a cut-through (RH)

Reported to Waste Team and Cllr. Hopfensperger by the Clerk. Operational Management have confirmed that the drivers have been identified from vehicle tracking and spoken to. They are also putting out a reminder to all other crews to desist from using this route unless it is part of their work pack. The Waste Team have asked residents to make a note of date & time when reporting the incidents, as they can then identify the correct crews.

g) Organise the Christmas lunch for elderly/vulnerable residents

No update. The first choice for venue will be the Village Hall, if not the Bunbury Arms. Date TBC. Cllr. Dunn to arrange.

h) Icepits Woods Fly-tipping Update

No action taken so far. Cllr. Clarke has sent photos. Cllr. Parker & Cllr. Todd to discuss with the property owner involved.

i) Notice boards – Options/Quotes

The Clerk emailed options to all Councillors to consider before the meeting, a decision on style/material etc needs to be agreed so that the Clerk can get quotes for the next meeting. Cllr. Dunn is to choose the style, one for Livermere Road and one for the Village Hall.

j) Update on Havebury Housing Issues and Village Walk-a-bout meeting

A works order has been raised for works on the hedge adjacent to the A143 and the shrubbery on Cox Lane with the works order 9553387. A village walk-a-bout is to be arranged for November. It was suggested for Friday 18th November, with Cllr's Dunn, Fisk and Clarke to attend.

11.0

Correspondence:

No further items of correspondence had been received.

Date of next meeting

The next Full Council meeting will be held on Monday 21st November 2022 at 7.30pm.

There being no further business the meeting finished at pm.

.....Sign & Date

.....Print name

CHAIRMAN

Signed as confirmation that they are a true record.

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