

**MINUTES OF THE MEETING OF GREAT BARTON PARISH FULL COUNCIL HELD ON MONDAY 21<sup>ST</sup> NOVEMBER 2022  
 COMMENCING AT 7.30 PM IN THE VILLAGE HALL**

<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>Present: Cllr Maggie Dunn, Cllr Gwyn James, Cllr Matthew Parker, Cllr Peter Fisk, Cllr Andy Baker, Cllr Steve Todd and Cllr David Clarke (note taking).</b>  <b>Also Present: Cllr. S Broughton – WSC. 8 members of the public were present.</b></p> <p><b><u>Open Public Forum:</u></b>                  Members of the public raised points over the following issues;</p> <ul style="list-style-type: none"> <li>• Triangle Development – clarification was sought over the presentation times, which are causing confusion.</li> <li>• Should members of the parish council who sit on the Village Hall committee declare an interest. It was advised that the Parish Council hold custodian trusteeship of the Village Hall.</li> <li>• Discussion on the emergency telephone line, which is situated in the Village Hall. Request for bills to be made available and call details. This will be an agenda item on the next meeting.</li> <li>• Public meeting on the 7<sup>th</sup> November, regarding the Triangle development was difficult to manage.</li> <li>• School Road Closure (School drop-off and pickup times) – Comments were made that it would push people to other parts of the village. A one-way system was mentioned as a possible solution.</li> <li>• Walking to school along the A143 is a concern. Can any safety measures be put in place to make it safer for children. Speedwatch/cameras are slowly being introduced. Further data will give additional evidence for a need.</li> <li>• A member of the public advised that he was concerned over Police cars speeding through the village, when they were not suitably trained.</li> </ul> <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> <p><b><u>To receive members declarations of interests:</u></b>                  None.</p> <p><b><u>To receive a report from County Councillor Rebecca Hopfensperger:</u></b>                  Councillor Broughton advised that Councillor Hopfensperger had sent a report by email, but this had not been received. Councillor Broughton summarised that:</p> <ul style="list-style-type: none"> <li>• Livermere Road Bus Stop – no update on timescale for installation.</li> <li>• Mill Road ditch – no ownership can be found</li> <li>• Triangle Consultation – Cllr Broughton will ensure the correct timings for the event are put on the West Suffolk website.</li> </ul> <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 – Cllr Broughton will ensure the correct timings for the event are put on the West Suffolk website.</li> </ul>
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	<ul style="list-style-type: none"><li>• Cllr Broughton confirmed with the Parish Council that we would be holding celebrations for the forthcoming Coronation and indicated that some funding may be available.</li><li>• Information on the Local Council Tax Reduction Scheme was given, which is currently being consulted on.</li></ul>
<b>5.0</b>	<p><b><u>To Approve &amp; Adopt the minutes of the Council meeting on Monday 17<sup>th</sup> October 2022:</u></b> The minutes will be amended to show Vicky Bright (Clerk) was not present. Minutes approval will be postponed until the next meeting, for amendments.</p>
<b>6.0</b>	<p><b><u>Council's formal resolution on responses submitted to LPA on applications as per the Planning Committee Meeting on 14<sup>th</sup> November 2022:</u></b> <b>(i) Council to consider the following applications;</b></p> <p>a. DC/22/1789/TPO - Grove House, Livermere Rd - TPO 513 (2010) tree preservation order - one Sycamore (T003 on plan, within area A2 on order) and one Ash (T009 on plan, within area A2 on order) pollard at six metres above ground level ; one Sweet Chestnut (T008 on plan, within area A2 on order) fell; one Ash (T010 on plan, within area A2 on order) pollard at eight metres above ground level <b><u>Resolved</u></b> The Council will not decide on this application until the next planning meeting, after a site visit.</p> <p>b. DC/22/1792/TPO – Grove House, Livermere Rd - TPO 513 (2010) tree preservation order - one Sycamore (T002 on plan, within area A2 on order) coppice; three Sycamore (T004, T005 and T006 on plan, within area A2 on order) and one Ash (T007 on plan, within area A2 on order) fell <b><u>Resolved</u></b> The Council will not decide on this application until the next planning meeting, after a site visit.</p> <p>c. DC/22/1765/HH – Ken Moor, Thurston Rd - Householder planning application - a. single storey rear extension following partial demolition b. detached double garage <b><u>Resolved</u></b> No Objections or comments.</p> <p>d. DC/22/1525/TPO – Fieldways, The Park - AMENDED - Tree preservation order TPO 513 (2010) a) one Walnut (indicated on plan, within area A2 on order) fell and b) fell one Pine Tree (indicated as dead on plan, within area A2 on order) <b><u>Resolved</u></b> No Objections or comments.</p> <p>e. DC/22/1897/HH - The Cottage, Livermere Rd - a. two storey side and rear extension b. two front dormer windows c. additional window and replacement doors to rear elevation d. replacement of one window with door to side elevation <b><u>Resolved</u></b> No Objections or comments.</p> <p>f. DC/22/0916/HH - Roundstone House, Livermere Rd - AMENDED - detached single storey garage and store <b><u>Resolved</u></b> The Parish Council objected to this application: It is contra to Gt Barton adopted Neighbourhood Plan policy GB12 which states that proposals for all development must reflect the local characteristics of the area. This is contra to that policy in that it does not reflect the rural characteristic of gaps between properties. The majority of surrounding properties sit central to the plot with land surrounding the dwelling. It does not respect surrounding buildings in terms of scale, height, form and massing. The Council also has concerns regarding</p>

the turning circle for the new garage and vehicular damage to trees within Tree Protection Order.

**(ii) Update on Planning Enquiry APPLICATION NO: DC/19/2456/HYB APPEAL REFERENCE: AP/22/0031/STAND (known as The Severalls)**

The appeal has been allowed and planning permission is granted. Significant changes have been made which will be consulted on. The documents are available to view on the WSC website; [https://planning.westsuffolk.gov.uk/online-applications/files/3515EAED2D333F665D375ACFA61C6DB5/pdf/AP\\_22\\_0031\\_STAND-APPEAL\\_DECISION-2054445.pdf](https://planning.westsuffolk.gov.uk/online-applications/files/3515EAED2D333F665D375ACFA61C6DB5/pdf/AP_22_0031_STAND-APPEAL_DECISION-2054445.pdf)

**(iii) Update on the ‘Triangle’ Development Brief and Public Consultation**

The consultation is running for 6 weeks, until Friday 23<sup>rd</sup> December 2022. Two drop-in sessions have been arranged by the consultants. Cllr Dunn is sending email copies of the development brief to parishioners who had asked for it at the Village meeting.

**7.0**

**Finance & Policy**

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

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./online authorisation code 1	Online authorisation code 2	Total	Power to pay*
V Bright	Clerks Salary	65	B/P	562189654	£671.32	3
Vertas	Grass cutting INVSIN904542	66	B/P	81360804	1721.93 (VAT re-claimable)	5
CLV Gardening	Village Sign/Garden maintenance Inv6	67	B/P	293161014	£39.50	5
Gt Barton Thanksgiving Fund	Hall Hire October 5553	68	B/P	957569614	£17.00	3
SuffolkCloud	Website Hosting Fee Inv164	69	B/P	536120170	£110	3
HMRC	NICS November	70	D/D	894929413	£28.50	3
	Total				£2588.25	

\*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**

To accept the financial report. Due to the current situation, it was agreed that Cllr Clarke will create bank payments, and 2 other Cllrs will authorise and release, until a new Clerk

is in place: Proposed Councillor Gwyn James, seconded Councillor Maggie Dunn, unanimous decision in favour.

<b>Balance of bank statement to 30/09/22</b>			<b>£32,494.37</b>
<b>Less unrepresented cheques</b>			
Total unrepresented cheques		£ -	
Add credits not presented			
Add uncleared payments		£ -	
Add petty cash		£ -	
		£ -	
<b>Net balance in current account at 14th November 2022</b>	<b>TOTAL</b>		<b>£29,651.24</b>
<b>CASH BOOK</b>			
<b>Balance c/fwd from reconciliation October 2022</b>			<b>£32,494.37</b>
Add total receipts and income (from spread		£0.00	
Less expenditure for months of reconciliation from this account		£2,843.13	
<b>Balance at 30th June 2022</b>	<b>TOTAL</b>		<b>£29,651.24</b>
Represented by:			
Bank Balances at Unity Trust		Current	£29,651.24
		Savings	£65,171.79
		Total Balances	£94,823.03

**c. Budget 2023/2024 as per the Finance Committee Meeting 14.11.2022**

**Resolved**

To accept and adopt the Budget proposed by the Finance Committee for 2023/2024. Proposed Councillor Gwyn James, seconded Councillor Maggie Dunn, unanimous decision in favour.

**Budget**

ITEMS	DRAFT BUDGET 2023 - 2024	
CLERKS SALARY	£	13,057.00
EMPLOYERS NI	£	342.00
PENSION	£	190.00
MILEAGE	£	250.00
HALL HIRE	£	500.00
SUBSCRIPTIONS	£	1,259.00
HOME OFFICE EXPENSES	£	492.00
STATIONERY	£	370.00
TRAINING	£	620.00
AUDIT	£	430.00
INSURANCE	£	950.00
CHAIRS EXPENSES	£	200.00
<b>TOTAL ADMIN</b>	<b>£</b>	<b>18,660.00</b>
BIN EMPTYING	£	1,000.00
EMERGENCY PLAN	£	370.00
NEWSLETTER PRINTING	£	2,500.00
CHURCH INSURANCE	£	2,900.00
MISC PARISH MAINTENANCE	£	1,000.00
GRASS CUTTING PLAYING FIELD	£	2,400.00

<b>NEWSLETTER INCOME</b>	<b>-£</b>	<b>1,000.00</b>
<b>SERVICES/ACTIVITIES</b>	<b>£</b>	<b>9,170.00</b>
CHARITIES	£	240.00
GRANTS	£	1,500.00
<b>Total Charities/Grants</b>	<b>£</b>	<b>1,740.00</b>
<b>RESERVES</b>		
ASSET MAINTENANCE RESERVE	£	2,000.00
ICEPITS WOOD RESERVE	£	2,000.00
CONTRIBUTION TO GENERAL RESERVE	£	-
<b>Total transfer to reserves</b>	<b>£</b>	<b>4,000.00</b>
<b>DRAFT PRECEPT</b>	<b>£</b>	<b>33,570.00</b>

**d. Precept Figures 2023/2024 as per the Finance Committee Meeting on 14.11.2022**

**Resolved**

To accept and adopt the Precept proposed by the Finance Committee for 2023/2024. Proposed Councillor Gwyn James, seconded Councillor Maggie Dunn, unanimous decision in favour.

**e. PC Email account and website security**

The infogbpc will be the only email address moving forward. A parishioner has put forward an alternative system, which will be considered. SALC will be approached to ask what the best solution is going forward. Agenda item at next meeting.

**f. Emergency Telephone Line and Village Hall Bill**

It was asked whether a mobile phone could be a more cost-effective alternative. Emergency planning would indicate the need for a fixed line. Further clarification on the costs will be sought.

**g. Daffodil Planting - Downing Drive**

**Resolved**

£180 was agreed for the planting and clearance. Proposed Councillor Matthew Parker, seconded Councillor Maggie Dunn, unanimous decision in favour.

**h. Allotments Tenancy Agreement Review**

The tenancy agreement should be prepared by a Solicitor, to be legally binding. For clarity Great Barton residents would have priority on allotment allocation. Agenda item for future meeting. Cllr Dunn will get a quote from a local Solicitor.

**i. Consider appointment of a planning consultant to advise on the design brief for the 'triangle' development and agree any associated costs**

**Resolved**

It was agreed to appoint 'Places4people' to advise the Parish Council on an official response to the Triangle Development Brief. The Cost is £627 plus VAT. The payment will be made from the Legal reserve. Proposed Councillor Matthew Parker, seconded Councillor Gwyn James, unanimous decision in favour.

<b>8.0</b>	<b><u>Chairmans' &amp; Councillors Reports:</u></b> Cllr. Maggie Dunn advised that she had attended a SALC Forum. Discussion took place regarding health issues caused by the current cost of living crisis. SALC have advised that the current approach with funding the Church insurance is acceptable, but that grounds maintenance is not.
<b>9.0</b>	<b><u>Parish Matters &amp; Highways Issues:</u></b> <b>(a) Update on the SID, Traffic Calming and Speed Watch Update.</b> Cllr James advised that each of the new SID posts would cost £570. 2 posts are proposed, and Councillor Hopfensperger had kindly agreed to fund one of them. The 1 <sup>st</sup> would be opposite the nook on the A143, but further towards Bury St Edmunds. The 2 <sup>nd</sup> will be on Mill Road. Consultation will take place with residents whose property is near each site. The new SID should be arriving soon. Speed watch will start shortly, now training has been undertaken.  <b>(b) New Playground equipment and funding update.</b> Cllr Todd advised that the The National Lottery is being approached for funding.  <b>(c) Playground Inspection Report and discuss any repairs needed</b> A steel tail is protruding from the ground and could cause an accident. Cllr Baker and Fisk will make safe.  <b>(d) Quotes/Options for benches on the village hall playing field/play area</b> Cllr Baker will obtain quotes for replacing the wood on 2 of the benches.  <b>(e) Village Entrance Gates &amp; Street Licence application Update</b> Cllr Dunn will follow this up, and then obtain quotes for the gates.  <b>(f) Dog Bin Emptying and Re-location of larger bins</b> West Suffolk have now resumed regular collections for all village bins, which should negate the need for moving bins.  <b>(g) Overgrown vegetation junction Mill Rd/Livermere Road and Fly-tipping Mill Road Ditch</b> Suffolk County Council to be followed up on progress.  <b>(h) Christmas lunch for elderly/vulnerable residents</b> Cllr Dunn will look at options for this and a date.  <b>(i) Icepits Wood Fly-tipping</b> Cllrs' Todd and Parker have spoken to the resident, who has advised that the waste/items will be moved within 14 days. No evidence of burying is evident. This should now be resolved.  <b>(j) Notice boards Quotes Livermere Road/Village Hall and Update on Post Box location</b> Cllr Dunn will be obtaining quotes. The new post box has been installed on East Barton Road.

**10.0**

**(k) Havebury Housing Village Walk-a-bout**

Cllr Dunn met with Havebury. The fence in the village hall car park will be replaced. The garages on Cox Lane, nearest the A143 will be cleared up. Speeding on Cox Lane has been brought to the Council's attention.

**Correspondence:**

**(a) Changes to the Council Tax Reduction Scheme 23/23 Consultation.** The information for this is on the WSC website.

**(b) Discuss Locum cost to cover Clerk Vacancy.** A locum Clerk will cost more than £20 per hour, but no one is currently available. Cllr Dunn will investigate finding a temporary agency person, to cover the Clerk role, including approaching local Clerks. Discussion took place on whether any prior candidate would be suitable to approach.

**(c) Subcommittee to agree time plan for advertising, interviewing and contract for new Clerk.** Not discussed.

**Open Public Forum:** A request for a comprehensive summary of the 'Severalls' appeal was requested for the Village Newsletter. An independent viability study would be needed to see what facilities should be provided for the Triangle site. Places4people will be approached to include this. It was suggested that a bullet point list should be prepared to give out to parishioners at the 2 triangle meetings. Cllr James agreed to co-ordinate this.

**Date of next meeting**

The next meeting will be held on Monday 12<sup>th</sup> December 2022 at 7.30pm.

There being no further business the meeting finished at 10.05 pm.

.....Sign & Date

.....Print name

CHAIRMAN

Signed as confirmation that they are a true record.