

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON MONDAY 17th
JANUARY 2022 COMMENCING AT 7.30 PM**

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| <u>Item</u> | Councillor Maggie Dunn chaired the Council meeting along with Councillors Peter Fisk, David Clarke, Andy Baker, Matthew Parker, Gwyn James and Steve Todd. 4 members of the public were present. | |
| <u>1.0</u> | <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. There were no apologies for absence. | |
| <u>2.0</u> | <u>To receive members declarations of interest</u> There were no declarations of interest or requests for dispensation. | |
| <u>3.0</u> | <u>Open public session</u> In an extended public session the following items were raised: | |
| <u>3.1</u> | A second defibrillator for the village and publicising how to use it; | LH |
| <u>3.2</u> | Celebrations for the Queens Jubilee weekend – A Jubilee committee (not a Parish Council committee) will be set up with representatives from organisations in the village. Funding is available from the Borough Councillor’s locality budgets and other providers. | |
| <u>3.3</u> | The Vehicle Activated Sign will be moved to Mill Road where the issue of speeding is still a concern for residents. Councillor Rebecca Hopfensperger recommended entrance gates and line markings which create the illusion that the road is narrowing. Quotes will be sought. A licence will be needed to place entrance gates on Mill Road. | LH |
| <u>3.4</u> | Suffolk County Council’s website includes an instant report form for HGVs, if they are acting inappropriately. | |
| <u>3.5</u> | The Council will discuss the purchase of a second Vehicle Activated Speed Sign at their February meeting. | LH |
| <u>3.6</u> | Councillor Gwyn James offered to put together an article for the newsletter on the Community Speed Watch scheme. Volunteers and an organiser will be requested. | GJ |
| <u>3.7</u> | A resident asked why West Suffolk Council rated so badly compared to other council’s weed treatment targets. A letter will be sent from the Parish Council to Paul West at Suffolk County Council requesting an explanation. | LH/ MD ST/ LH |
| <u>3.8</u> | The views of residents at Conyers Green will be sought regarding the Laurel bush. | |
| <u>3.9</u> | The change of ownership of Maple Green was discussed. The Parish Council would like further information on the ownership details. | |
| <u>3.10</u> | Councillor Rebecca Hopfensperger will escalate the non-skirting back of footpaths in the village. A site visit/parish walk will be arranged with an engineer from Suffolk County Council Highways. | |
| <u>3.11</u> | Green Lane footpath – Suffolk County Council will charge the landowner to reroute the footpath. This is an obstacle to the footpath being re-routed. | |
| <u>3.12</u> | Councillor Rebecca Hopfensperger will pay for the village entrance gates at East Barton Road from her locality budget. Councillor Maggie Dunn will arrange a quote. | MD |
| <u>3.13</u> | The bus shelter on Livermere Road has been assessed for a new structure, which is currently going through the design process. | |
| <u>3.14</u> | A question was raised as to whether Rougham Airfield needed planning permission for flying. Councillor Sarah Broughton will look into this. | SB |
| <u>4.0</u> | <u>To receive County Councillors report</u> Councillor Rebecca Hopfensperger had sent a full report. No further items were raised. | |
| <u>5.0</u> | <u>To received Borough Councillors Report</u> Councillor Sarah Broughton had no further items to report. | |

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| 6.0 | <p><u>Planning applications</u> The Parish Council supported the following application:</p> <table border="1" data-bbox="368 264 1455 409"> <tr> <td data-bbox="368 264 528 409">Pheasant House, Livermere Road</td> <td data-bbox="533 264 751 409">DC/21/2437/HH</td> <td data-bbox="756 264 1455 409">Detached 3 bay garage with additional residential accommodation above (following demolition of existing building)</td> </tr> </table> | Pheasant House, Livermere Road | DC/21/2437/HH | Detached 3 bay garage with additional residential accommodation above (following demolition of existing building) | | | |
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| 7.0 | <p><u>To sign the minutes of the Council meeting on Monday 15th November 2021 to stand as an accurate record of the meeting</u> Councillor Maggie Dunn proposed acceptance of the minutes of the Council meeting on 13th December 2022 to stand as an accurate record of the meeting. Seconded Councillor Peter Fisk, unanimous decision.</p> | | | | | | |
| 8.0 | <p><u>To Review the actions list</u></p> | | | | | | |
| 8.1 | <p>Actions list: Councillor Maggie Dunn will discuss extra land for the playground with the Village Hall Committee; the review of the footpath cutting map will be carried forward; Royal Mail have been contacted requesting that the heritage letter box at the Post Office is kept; Councillor Maggie Dunn will follow up the changes to the Green Lane footpath with the farmer.</p> | | | | | | |
| 8.2 | <p>Councillor Steve Todd – No feedback had been received from the winter newsletter article requesting comments on the playground. A questionnaire will be included in the Spring newsletter and Councillor Maggie Dunn will approach the school.</p> | | | | | | |
| 8.3 | <p>The Clerk – Samphire Homes confirmed the connection to the village for 3 of the tenants on Bertuna Close. They will be asked to keep the Parish Council updated in the future; A site visit to confirm the location of the new bench by the allotments has been arranged; An electrician is investigating whether the old Vehicle Activated Sign can have a different power source and still be installed safely and moved practically, around the village; The Clerk is now holding the Parish Council’s deeds. These do not have to be kept with a solicitor; Signs have been placed around the village advertising the location of the defibrillator; The Council’s bank accounts will transfer from Nat West to Unity Trust on 21/1/2022; Feedback has been received from 2 residents who cut the grass at Conyers Green, following an offer to pay expenses.</p> | | | | | | |
| 9.0 | <p><u>Planning – (i) Council to sign the planning committee meeting minutes of 10th January 2022 as an accurate record of the meeting (ii) Council to consider the completed planning applications from West Suffolk Council</u> (i) The planning committee meeting minutes of 10/1/22 were signed as an accurate record of the meeting. Proposed Councillor Andy Baker, seconded Councillor Peter Fisk, unanimous decision from those present. <u>(ii)</u> A list of completed planning applications had been circulated. West Suffolk Council had agreed the following applications:</p> <table border="1" data-bbox="368 1518 1455 1697"> <tr> <td data-bbox="368 1518 528 1630">The Knowle, Thurston Road</td> <td data-bbox="533 1518 751 1630">DC/21/2262/HH</td> <td data-bbox="756 1518 1455 1630">Single storey rear elevation and one dormer on first floor rear elevation</td> </tr> <tr> <td data-bbox="368 1637 528 1697">16 Anglesey Place</td> <td data-bbox="533 1637 751 1697">DC/21/2199/HH</td> <td data-bbox="756 1637 1455 1697">Single storey front infill extension and canopy porch</td> </tr> </table> | The Knowle, Thurston Road | DC/21/2262/HH | Single storey rear elevation and one dormer on first floor rear elevation | 16 Anglesey Place | DC/21/2199/HH | Single storey front infill extension and canopy porch |
| The Knowle, Thurston Road | DC/21/2262/HH | Single storey rear elevation and one dormer on first floor rear elevation | | | | | |
| 16 Anglesey Place | DC/21/2199/HH | Single storey front infill extension and canopy porch | | | | | |
| 10.0 | <p><u>FINANCE: Council to consider –</u></p> | | | | | | |
| 10.1 | <p>(a) The Council resolved to pay the following accounts: Proposed Councillor Gwyn James, seconded Councillor Andy Baker, unanimous decision.</p> | | | | | | |

| 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 |
| Gadd Brothers | Maintenance work Icepits Wood | 2246 | £ 780.00 | £ 130.00 | 4 |
| Suffolk Cloud | Website provider | 2247 | £ 100.00 | | 2 |
| Gt Barton Thanksgiving Fund | Hall hire | 2248 | £ 17.00 | | 2 |
| Vertas Group Ltd | Grass cutting Village Hall Playing Field | 2249 | £ 768.12 | £ 128.02 | 4 |
| BT | Emergency telephone line village hall | D/D | £ 80.76 | £ 13.46 | 2 |
| | Total Payments January | | £ 2,832.42 | £ 271.48 | |

*Power to pay:

1. Local Government Act 1972 S.112
2. Local Government Act 1972 S.111
3. Local Government Act 1972 s.142
4. Public Health Act 1875 s.164

10.2 (b) The 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.

Bank balances as at 30/12/2021:

| | |
|----------------------------------|------------|
| National Westminster Current A/C | £86,049.31 |
| 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 | £11,745 Earmarked: £300 School Lane footpath re-planting, £10 maintenance of garden under village sign Dog/waste bins £850, Anchor cover for Little Hamlet | £12,961 (credit £3736 from Neighbourhood Plan reserve) |

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|-------------------|---|--|
| | Total earmarks £1,360 | |
| 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 | £10,091 | £700 |
| S106 Funds | £14,676 | £0 |
| Total reserves | £79,274 | £13,103 (Amount spent from reserves in financial year 2021/22) |

Council tax referendum principles for Parish Councils have not changed for the next financial year.

There is no statutory concept for 'hybrid' meetings in terms of Parish Council meetings. The current legal position is that all meetings must take place in person.

10.3 c) Council Maggie Dunn proposed a budget of £700 for the purchase an installation of a memorial bench for Kate Trevitt, this was seconded by Councillor Gwyn James.

10.4 Unanimous decision.

10.5 d) Quotes for the School Lane/Downing Drive link footpath planting scheme are expected soon.

e) The newsletter working group proposed the following reduced advertising costs for the newsletter:

| Size | Dimensions of type area | Cost per insertion |
|--------------------------------|-----------------------------------|--------------------|
| Back page – Colour | W185mm x H265mm | £120 |
| Back inside cover - monochrome | W185mm x H265mm | £110 |
| Full page | W185mm x H265mm | £100 |
| Half page (horizontal) | W185mm x H130mm | £50 |
| Quarter page | W90mm x H130mm | £25 |
| Large Box | W90mm x H60mm - (approx.14 lines) | £13.50 |
| Small Box | W90mm x H30mm - (appro. 7 lines) | £9.00 |

| | Small Ads (for sale, wanted, lost or found) | Text only | £5.00 per item | |
|--------------------|--|-----------|----------------|-----------|
| | <p>The Council resolved to accept the new rates. Proposed Councillor Maggie Dunn, seconded Councillor Gwyn James, unanimous decision. Advertisers will be asked to pay in advance. Advertisers paying in advance for 4 adverts will receive 1 free. An advertising policy is being put together. Charities and non-profit making groups will not be charged.</p> | | | LH |
| <u>10.6</u> | f) Appointing a registrar for the Council's new domain name will be carried forward. | | | |
| <u>10.7</u> | g) The Parish Council considered the cost of a ramp for the wooden bus shelter. There is no responsibility placed on anyone to make bus shelters accessible under the Disability Discrimination Act. The quote received from Suffolk County Council for step-free access to the shelter with raised kerbs cost £5,399.00. Councillors agreed that this was not reasonably practical. | | | |
| <u>11.0</u> | <u>Chairman and Councillors reports</u> | | | |
| | There were no further reports. | | | |
| <u>12.0</u> | <u>West Suffolk Council's Community Governance Review</u> | | | |
| <u>13.0</u> | The Council did not wish to make any changes to their current arrangements. | | | |
| <u>13.0</u> | <u>3 yearly Iceptits Wood Inspection</u> | | | LH |
| | <p>The Council discussed asking a consultant to carry out a formal survey of the wood, which could then be used as a specification for quotes for recommended work. The clerk will contact the insurance company to ask their requirements and the Forestry Commission for the requirements for their open access woodland.</p> | | | |
| <u>14.0</u> | <u>Consider speakers and format for the Annual Parish Meeting</u> | | | |
| | The following speakers were recommended: | | | |
| | The Ramblers Association – restoring historic footpaths. | | | LH |
| | TPO officer from West Suffolk Council – Councillor Gwyn James will contact. | | | GJ |
| | Councillor Maggie Dunn will contact the deputy Lord Lieutenant for Suffolk and a resident for the defibrillator. | | | MD |
| <u>15.0</u> | The villages plans for the jubilee will be promoted. | | | |
| | <u>Date for the village litter pick</u> | | | |
| | Saturday 2 nd April 2022 was agreed for the village litter pick. The Clerk will make the arrangements. | | | LH |
| <u>16.0</u> | <u>Update on Spring newsletter following working group meeting</u> | | | |
| | <p>The new volunteer newsletter editor was welcomed to the group. The following items were discussed: Changing the size to A4 with some colour pages, deadline for the Spring edition will be 28/2/2022; New advertising rates; Using 'flip book' software on the website; Local community groups can send in articles and a range of articles will be published.</p> | | | |
| | Councillor Steve Todd and Gwyn James will put together a pull out questionnaire. | | | ST/ GJ |
| | Councillor Andy Baker will write an article on footpaths and bridleways. | | | AB |
| <u>17.0</u> | <u>Update on Tree Project</u> | | | |
| | Councillors Gwyn James and Peter Fisk are working together reviewing trees in the village. | | | |
| | Councillor Gwyn James will write a short article for the newsletter on Tree Protection Orders. | | | GJ |
| <u>18.0</u> | <u>Ownership of Maple Green</u> | | | |
| | This was discussed under the public session. | | | |

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| <p>19.0</p> <p>20.0</p> <p>21.0</p> <p>22.0</p> <p>23.0</p> | <p><u>The Queen’s Jubilee celebrations</u> This had been discussed under the public session.</p> <p><u>Correspondence received (not covered under any other items)</u> Thanks, had been received from the Holy Innocents Church for the Parish Council’s Christmas tree for the Christmas Tree festival. It was confirmed that the Clerk works her 18 hours a week over 4 days. Thanks, had been received for the Council’s grant towards the hub garden at the school.</p> <p><u>Items to be carried forward to next meeting</u> There were no items to be carried forward.</p> <p><u>Closing public session</u> No further items were raised.</p> <p><u>Date of next meeting</u> The next meeting will be held on Monday 21st February 2022.</p> <p>There being no further business the meeting finished at 9.50 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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