

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ANNUAL GENERAL MEETING ON MONDAY 16th MAY 2022 COMMENCING AT 7.30 PM

<u>Item</u>	Councillor Maggie Dunn chaired the Council meeting along with Councillors Peter Fisk, Matthew Parker, Gwyn James, Andy Baker, Steve Todd and David Clarke.		
	3 members of the public were present.		
<u>1.0</u>	<u>PROCEDURAL INFORMATION FOR THE COUNCIL'S ANNUAL GENERAL MEETING</u>		
	(a) To elect a Chair – Councillor Peter Fisk proposed Maggie Dunn for the position of Chair of Gt Barton Parish Council. This was seconded by Councillor Gwyn James, unanimous decision. There were no further proposals. Maggie Dunn accepted the role.		
	(b) The Chair's acceptance of office form was completed. There were no changes to the register of interest form.		
	(c) Councillor Peter Fisk proposed Matthew Parker for the role of Vice-Chair. This was seconded by Councillor Maggie Dunn, unanimous decision. There were no further proposals. Matthew Parker accepted the role and completed an acceptance of office form.		
	(d) All Councillors were reminded to update their register of interest forms.		
	(e) Councillor Maggie Dunn proposed the Clerk as the Financial Officer, seconded by Councillor Peter Fisk, unanimous decision. SALC were appointed as the internal auditor.		
<u>2.0</u>	<u>Chairman's welcome, reminder about the filming of meetings & to receive apologies for absence</u>		LJH
	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>3.0</u>	<u>To receive members declarations of interest</u>		
	There were no declarations of interest or requests for dispensation.		
	<u>To consider the following planning application:</u>		
<u>4.0</u>	Winslade, The Park	DC/22/0122/FUL	one dwelling and detached garage (following demolition of existing dwelling and outbuildings)
	The Council supported this application. Proposed Councillor Maggie Dunn, seconded Councillor Peter Fisk, unanimous decision.		
<u>5.0</u>	<u>Open public session</u>		
	The Council's website does not currently have an up-to-date security certificate. The Clerk will contact the host.		LJH
<u>6.0</u>	<u>To receive a report from County Councillor Rebecca Hopfensperger</u>		
	Councillor Rebecca Hopfensperger had sent her apologies.		
<u>7.0</u>	<u>To receive a report from Borough Councillor Sarah Broughton</u>		
	West Suffolk Council is holding their AGM and an extra-ordinary meeting has been called to approve the West Suffolk Local Plan to go to consultation.		
<u>8.0</u>	<u>To sign the minutes of the Council meeting on Monday 25th April 2022 to stand as an accurate record of the meeting</u>		
	Councillor Maggie Dunn proposed acceptance of the minutes of the Council meeting on 31 st March 2022 to stand as an accurate record of the meeting. Seconded Councillor Matthew Parker, unanimous decision from those present at the meeting.		
	The following items from the actions list were updated:		
	Maggie Dunn	Can an unlicensed airfield act as a training school? – Rougham airfield – Maggie is still trying to get hold of the Aviation Society	

		Request for extra land to extend the playground from village hall management committee – This will be discussed at the Village Hall Management Committee meeting on 17 th May.																					
		Update from Royal Mail on keeping the heritage letter box – no update received.																					
		Update on progressing the re-routing of the Green Lane footpath – A new bridge has been installed by Rights of Way and they have been contacted re cutting the footpath across the field.																					
	Peter Fisk	Quote for mending 1 bench and sanding down and re-staining the 2 wooden/concrete benches on the village hall playing field – awaiting quote.																					
	David Clarke	Storage capacity of Cloud Next and other registrars – Discussion re using 1 email for all Councillors, storing the information on-line and what our current website host can offer.																					
9.0	Council to consider, approve and sign the Annual Governance and Accountability Return																						
9.1	(i)	The Council considered approved and signed Section 1 The Annual Governance Statement. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.																					
9.2	(ii)	The Council considered approved and signed Section 2 The Accounting Statement. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.																					
9.3	(iii)	The Council has made the proper opportunity for the exercise of Elector's rights to view the accounts, in accordance with the Accounts and Audit Regulations from 13 th June – 22 nd July. A statement that sets out details of how public rights can be exercised and the period of the exercise of these rights will be published on the Council's website.	LJH																				
9.4	(iv)	In accordance with Financial Regulations 3.5 - Unspent provisions in the revenue budget from 2021-22 of £1919.61 shall be carried forward to a subsequent year and placed in the Small Projects earmarked reserve by resolution of the council. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.	LJH																				
9.5	(v)	The Council considered and accepted their statement of variances and explanation of reserves. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.																					
9.6	(vi)	The Council received and noted completion of the internal audit report. The auditor made 1 comment relating to the Council's Financial Regulations referring to electronic payments. The auditor recommended expanding the Financial Regulations to incorporate the Council's procedures, in order to clearly reflect the Council's internet banking policy.	LJH																				
10.0	FINANCE: Council to consider –																						
10.1	(a)	The Council resolved to pay the following accounts: Proposed Councillor Maggie Dunn, seconded Councillor Andy Baker, unanimous decision.																					
		<table border="1"> <thead> <tr> <th>PAYEE</th> <th>DETAILS</th> <th>INVOICE TOTAL</th> <th>VAT</th> <th>*POWER TO PAY</th> </tr> </thead> <tbody> <tr> <td>LJ Harley</td> <td>Clerks Salary</td> <td>£ 999.96</td> <td></td> <td>1</td> </tr> <tr> <td>HMRC</td> <td>PAYE & NICS</td> <td>£ 70.38</td> <td></td> <td>1</td> </tr> <tr> <td>NEST</td> <td>Clerk Pension</td> <td>£ 36.68</td> <td></td> <td>1</td> </tr> </tbody> </table>	PAYEE	DETAILS	INVOICE TOTAL	VAT	*POWER TO PAY	LJ Harley	Clerks Salary	£ 999.96		1	HMRC	PAYE & NICS	£ 70.38		1	NEST	Clerk Pension	£ 36.68		1	
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West Suffolk Council	Litter/dog bin installation	£ 933.58	£155.60	8
Printkick	Jubilee celebration mugs	£ 937.20	£156.20	2
BT	Village Hall Emergency Line	£ 91.92	£15.32	3
Gt Barton Thanksgiving Fund	Hall Hire April	£ 38.25		3
Gipping Press	Jubilee newsletter printing	£ 628.00		7
P Fisk	Jubilee tree	£77.92	£12.99	5
	Total payments May	£3813.89	£340.11	

*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

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 questions. Bank balances as at 30/4/22:

Unity trust Current Account	£47,194.80
Unity Trust Savings Account	£65,017.27
Total balances	£112,212.07
Credits – newsletter advertising	£175
Other Credits received	£17.27 bank account interest
Payments made under S137	NIL

RESERVES	BALANCE	NET AMOUNT SPENT YTD 2022-2023 Financial year
Small Projects	£13,167 Earmarked: £400 School Lane footpath re-planting, £10 maintenance of garden under village sign, Anchor cover for Little Hamlet £200, K Trevitt memorial £700, Jubilee mugs £219, Legal fees to extend Green Lane footpath £1000 Total earmarks £2529	£1567
Jubilee	£900	
Youth Project	£938	

	General	£20,563		
	Allotments	£0		
	Asset maintenance	£ 9,674		
	Asset acquisition	£15,160 (Earmarked : Community Speed Watch £1,007)		
	Icepits Wood	£11,682		
	S106 Funds	£14,676		
	Total reserves	£86,760	£1567	
	The following amounts were transferred into reserves from the precept for 2022-23: Asset Acquisition: £2000 Asset Maintenance £2000 Icepits Wood £1592			
<u>10.3</u>	(c) The Council carried out the annual review of reserves and earmarks. The earmark in the small projects reserve of £1007 for Community Speed watch was reduced to £500 as Councils are not required to purchase their own equipment. Proposed Councillor Gwyn James, seconded Councillor Maggie Dunn, unanimous decision. L J H			
<u>10.4</u>	(d) The budget for newsletter printing was increased to £3000. Proposed Councillor Andy Baker, seconded Councillor Gwyn James, unanimous decision. L J H			
<u>10.5</u>	(e) The Councillors will discuss the Clerk's salary budget at a later date.			
<u>10.6</u>	(f) Councillor Matthew Parker proposed renewing the Parish On-Line mapping system. This was seconded by Councillor Maggie Dunn, unanimous decision. L J H			
<u>10.7</u>	(g) The Council resolved to accept the quote for maintenance on the Council's assets. Proposed Councillor Gwyn James, seconded Councillor Matthew Parker, unanimous decision. L J H			
<u>10.8</u>	(h) Councillor Maggie Dunn proposed the Council paying for the insurance for the Jubilee events, seconded Councillor Matthew Parker, unanimous decision. M D			
<u>11.0</u>	<u>Chairman and Councillors reports</u> Councillor Peter Fisk and a resident, who were nominated as Community Champions as part of the Festival of Suffolk for the Queen's Jubilee, had attended a launching ceremony at the Guild Hall. The torch will be at the Primary Academy on 16 th May.			
<u>12.0</u>	<u>Good Governance - Continuing procedural items for the Council's AGM</u>			
<u>12.1</u>	(a) The Council reviewed their nominations to existing committees, the terms of reference for those committees, 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. The following members of committees were approved. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.			
	Planning	Maggie Dunn (Chair) Steve Todd Matthew Parker (Vice Chair) David Clarke Peter Fisk – Tree Protection Orders Andy Baker		

	Village Hall Representatives	Peter Fisk Maggie Dunn	Gwyn James
	Tree Preservation Specialist	Peter Fisk	
	Bank signatories	Maggie Dunn Peter Fisk Matthew Parker	Steve Todd Gwyn James Andy Baker David Clarke
	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 Member of the Gt Barton Community Woodland Group	Andy Baker
	Finance	Maggie Dunn (Chair) Gwyn James Peter Fisk	David Clarke
	Edwards and Calthorpe Educational Trust	Gwyn James	
	Working Groups :		
	Footpaths	Matthew Parker, David Clarke, Andy Baker, Andrew Fisk	
	Youth Development	Steve Todd and Gwyn James	
	Newsletter	Maggie Dunn, Gwyn James, Steve Todd, Jan Butler.	
	A Safeguarding Officer has not been appointed.		
	The following items were proposed by Councillor Maggie Dunn, seconded by Councillor Matthew Parker, unanimous decision.		
<u>12.2</u>	(b) The Council did not appoint any new Committees.		
<u>12.3</u>	(c) The Council resolved to renew their membership of the following bodies: Suffolk Association of Local Council's, Community Action Suffolk and Society of Local Council Clerks.		
<u>12.4</u>	(d) The Council renewed by resolution the following payments by variable direct debit and standing order: the emergency telephone line at the Village Hall, St Edmundsbury Borough Council bin emptying, Information Commissioners Office (Data Protection), NEST pension scheme, HMRC PAYE, County farms for the lease of land on Green Lane for allotments & lease of land north of Icepits wood. The use of a fixed Standing Order to pay the Clerk's salary		
<u>12.5</u>	(e) The Council had completed a full review of their Standing Orders and Financial Standing Orders.		
<u>12.6</u>	(f) The Council completed a full review of their asset register.		
<u>12.7</u>	(g) The Council completed a full review of their insurance with comparison against their asset register to confirm they are adequately insured.		
<u>12.8</u>	(h) The Council's policies are reviewed every 4 years inline with elections.		
<u>12.9</u>	(i) The Council's risk assessments are in the process of being reviewed.		

<u>12.10</u>	(j) The Council reviewed the effectiveness and scope of the internal audit and internal control. Amendments were made to the document relating to the Council meeting 11 times a year and the introduction of internet banking.	LJH
<u>12.11</u>	(k) The Council reviewed the newsletter advertising fees and did not wish to change them.	LJH
<u>12.12</u>	(l) The Council's website accessibility statement is in place and will be reviewed in 2023 inline with the Council's policies.	
<u>12.13</u>	(m) The Council reviewed their pension provision. Re-declaration is due in 2023.	
<u>12.14</u>	(n) The Council will leave their donation to charity until a request is received with a significant local need.	
<u>13.0</u>	<u>Update on the Triangle Development following a remote meeting with Suffolk County Council</u> The Council discussed the proposed Development Brief for the Triangle Development, following a meeting with Suffolk County Council, Barley Homes and Montagu Evans. Items discussed included: the number of proposed dwellings 184 – 191 against the number proposed in the Neighbourhood Plan of 150; the new pedestrian crossing; the location of the green spaces within the site; the serviced piece of land for community facilities; the school extension land and the infrastructure. A further meeting will be arranged to discuss the Council's response.	
<u>14.0</u>	<u>Council to adopt the LGA Model Code of Conduct</u> This item will be carried forward to June's meeting.	LJH
<u>15.0</u>	<u>Update on West Suffolk Council's Local Plan and progressing the Council's response</u> The Council supported the new Local Plan. The Clerk will confirm if residents from the Neighbourhood Plan working group would like to make any comments.	LJH
<u>16.0</u>	<u>Permissive Footpaths in the village</u> There was no update on new permissive footpaths.	LJH
<u>17.0</u>	<u>Update on comments on the children's playground following the newsletter article</u> Further input is needed from the school children and Councillor Maggie Dunn will raise this with the head teacher. Adult equipment was discussed. A need must be proved before funding is applied for. Councillor Maggie Dunn will check the availability of extra land with the Village Hall Management Committee.	M D M D
<u>18.0</u>	<u>Parking issues in Elms Close</u> This item is being discussed by the Village Hall Management Committee.	
<u>19.0</u>	<u>Speed Watch update and a second portable speed sign for the village</u>	
<u>19.1</u>	Councillor Gwyn James met with the volunteers and the police liaison. All the equipment is provided, along with training and details of suitable locations. Councillor Gwyn James proposed that a Community Speed Watch is set up in Gt Barton. This was seconded by Councillor Steve Todd, unanimous decision. Councillors James is happy to be co-ordinator.	
<u>19.2</u>	The Council resolved to purchase a second portable speed camera for the village. Proposed Councillor Gwyn James, seconded dc, unanimous decision.	
<u>19.3</u>	Councillor Maggie Dunn will arrange to have the trees cut back which are obscuring the post for the speed sign on Thurston Road and also to cut back the vegetation encroaching onto the bridleway in Icepits Wood.	GJ MD

<p><u>20.0</u></p> <p><u>21.0</u></p> <p><u>22.0</u></p> <p><u>23.0</u></p>	<p><u>Correspondence</u> No further items of correspondence had been received.</p> <p><u>Closing Public Session</u> An advert will be put in the next newsletter for volunteers for the Speedwatch campaign. A further tree has fallen down along Mill Road and the ditch has still not been cleared. This will be reported to Councillor Rebecca Hopfensperger.</p> <p><u>Items to be carried forward to next meeting</u> There were no further items to be carried forward.</p> <p><u>Date of next meeting</u> The next meeting will be the Councils Annual General Meeting held on Monday 20th June 2022 at 7.30pm.</p> <p>Members of the public were excluding from the meeting for the Council to discuss an urgent staffing matter. The Clerk has resigned from the role but agreed to stay on longer than 4 weeks to provide a handover to the new Clerk.</p> <p>There being no further business the meeting finished at 10.00 pm.</p> <p>.....Sign & Date</p> <p>.....Print name</p> <p>CHAIRMAN</p> <p>Signed as confirmation that they are a true record.</p>	<p>RH</p>
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