

**MINUTES OF THE MEETING OF GREAT BARTON PARISH FULL COUNCIL HELD ON MONDAY 20th MARCH 2023
 COMMENCING AT 7.30 PM IN THE VILLAGE HALL**

<u>Item</u>	<p>Present: Cllr Maggie Dunn, Cllr Gwyn James, Cllr Matthew Parker, Cllr Peter Fisk, and Cllr David Clarke (note taking). Amanda Jackson (Clerk). Also Present: Cllr. S Broughton – WSC, Cllr R. Hopfensperger – SCC. 3 members of the public were present.</p>	
<u>1.0</u>	<p><u>Chairman’s welcome & to receive apologies for absence:</u> Councillor Maggie Dunn welcomed everyone to the meeting and reminded everyone present that the meeting may be recorded.</p> <p>Apologies were accepted from : Cllr Andy Baker, Cllr Steve Todd Absent: None.</p>	
<u>2.0</u>	<p>(i) <u>To receive members declarations of interests:</u> None (ii) <u>Council to consider any new written requests for dispensation and/or requests which have been received:</u> None</p>	
<u>3.0</u>	<p><u>Open Public Forum:</u> A parishioner advised that they had received complaints regarding the water pressure within certain areas of the village at peak usage time. The Clerk will compile a survey to find who is affected and which areas. A follow on letter will be sent to Anglian Water if needed. The District Councillors also offered to send letters to Anglian Water.</p>	AJ
<u>4.0</u>	<p><u>To receive a report from County Councillor Rebecca Hopfensperger:</u> Councillor Hopfensperger:</p> <ul style="list-style-type: none"> • A meeting will take place with the portfolio holder for highways regarding the poor state of Fornham Road, caused by the emergency closure of Compiegne Way due to flooding. The Parish Council will be updated on the outcome. Concern was expressed over the route of the diversion. • It has been indicated that a new permissive footpath may be possible along the side of the field, between the A143 end of Cox Lane and Icepits woods. • Funds for clearing the abandoned ditch and hedge work on Mill Road have been requested. 	RH
<u>5.0</u>	<p><u>To receive a report from Borough Councillor Sarah Broughton:</u> Councillor Sarah Broughton gave the following report:</p> <ul style="list-style-type: none"> • The last full council meeting will be on 21st March 2023, before elections. • The portfolio holder for car parks has been approached to seek a solution for continuing to allow residents to pay cash in some of the Bury St Edmunds car parks. • Concern was expressed that some residents have not received the ‘alternative fuel’ £200 allowance. • Voter ID was highlighted. Cllr Dunn advised that this would be in the forthcoming newsletter. 	
<u>6.0</u>	<p><u>To Approve & Adopt the minutes of the Council meeting on Monday 16th January 2023, and Monday 20th February 2023.</u> January 16th minutes: Councillor Gwyn James proposed acceptance of the minutes of the Council meeting on 16th January to stand as an accurate record of the meeting. Seconded Councillor Matthew Parker, unanimous decision from those present at the meeting.</p>	

February 20th minutes: The date on the minutes was changed to 20th February 2023 from 16th January 2023. Councillor Gwyn James proposed acceptance of the minutes of the Council meeting on 20th February 2023 to stand as an accurate record of the meeting. Seconded Councillor Matthew Parker. Councillor Fisk abstained from voting for the February approval and adoption. All other councillors voted in favour.

7.0

To approve & adopt the minutes for the Planning Committee meetings held on Monday 13th February and Monday 13th March 2023. Council to review the completed planning applications list from West Suffolk Council.

The Council signed the Planning Committee meeting minutes of Monday 13th March 2023 as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Peter Fisk, unanimous decision from those present at the meeting.

The minutes for the February planning meeting have not been published and will be approved at April’s meeting.

The completed planning applications list from West Suffolk Council was reviewed.

MD

8.0

Triangle Development update

The viability assessment has been received. Councillor Parker asked if he can receive a copy of the document. It was indicated that Elms Wood was included in the assessment with a value of more that £250,000. A meeting of the triangle team, comprising Philip Reeve, Vivien Bodnar and Gwyn James will be held on the 29th March with the Development Brief team, to discuss the consultation findings. A further meeting will be arranged to discuss the viability assessment. Ian Poole and Bailey Venning will attend this.

9.0

Finance & Policy

9.1

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

Resolved

The Council resolved to pay the following accounts; Proposed Councillor James, seconded Councillor Dunn, unanimous decision in favour.

Payee	Details	Total	Power to pay*	VAT reclaimed
L J Harley	Locum Clerk/RFO	£840.00	1	
Ansvar (CAS)	Insurance Increased Premium	£50.06	3	
Holy Innocents Church Gt Barton	Insurance	£2,894.26	2	
Gt Barton Thanksgiving Fund	Hall Hire	£60.25	3	
Gipping Press	Autumn, winter newsletter and Emergency Plan insert	£1,545.80	7	£9.80
NBB recycled furniture	Benches for village hall	£1,439.52	5	£239.92
SALC	Payroll October and November	£18.00	3	£3.00
	Total	£6,847.89		£252.72

*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

9.2

- b. Council to approve the minutes for payments made in August and September 2022. **Resolved**

The Council resolved to pay the accounts, from August/September 2022 which had not been noted in the minutes. Proposed Councillor James, seconded Councillor Dunn, unanimous decision in favour.

9.3

- c. The Council considered the list of aggregate receipts and payments for the financial year 2022-2023. The grass cutting expenses is awaiting resolution, as per item 9(u) in the February 2023 minutes. There were no questions.

9.4

- d. The Council discussed purchasing the following items for the new Clerk: Laptop, monitor, telephone and contract and an encrypted memory stick. **Resolved:** Enter into a 3 year phone contract at £15.50 per month plus VAT, including a Samsung phone, calls, texts and 3gb of data per month. Purchase an Intel i5 core processor Laptop at a cost of £379 including VAT. Purchase a 27 inch monitor at a cost of £150 including VAT. Purchase a memory stick at £20 including VAT. Enter into a contract to use Microsoft Office Business Basic, at a monthly cost of £4.50 plus VAT, minimum contract length 12 months. This money will come from the General Reserve. Proposed Councillor Dunn, Seconded Councillor Parker. Unanimously agreed.

9.5

- e. The Council confirmed that the new clerk would have a monthly office allowance of £23 per month. This amount is based on the SALC pro-rata allowance scale. Proposed Councillor Dunn, Seconded Councillor James. Unanimously agreed.

9.6

- f. The Financial report from the Locum Responsible Financial Officer including details of reserve budgets and spending against them had been circulated. Bank balances as at 28/02/23. There were no items arising from the report and no questions.

Bank balances at 28/2/23

Unity trust Current Account	£23,430.29
Unity Trust Savings Account	£65,383.02
Total balances	£88,813.31
Credits – newsletter advertising	£1060
Other Credits received	£0
Payments made under S137*	£2894.26

RESERVES	BALANCE '£'	NET AMOUNT SPENT YTD '£'
Small Projects	£8775 Earmarked: £220 School Lane footpath replanting, £66 maintenance of garden under village sign, Anchor cover for Little Hamlet £200, K Trevitt memorial £700, Legal fees to extend Green Lane footpath £1000, insurance Kings coronation event £250, bench installation £280, tree for Coronation £100, donation to Coronation events £500, Total earmarks £3,317	£5918
Legal	£11,500	£0
Jubilee	0 – this reserve is now closed.	1048
Youth Project	£938	
General	£10,563	£10,000 (trf to Lega reserve)
Allotments	£60	£120
Asset maintenance	£ 9,674	
Asset acquisition	£11,841 (Earmarked: Community Speed Watch £500)	£3319
Icepits Wood	£11,682	
S106 Funds	£14,676	
Total reserves	£79,709	£20,405

All Vehicle Activated Signs are now included on the insurance policy. The fidelity insurance guarantee has been increased to the next banding of up to £250,000. There is an additional premium of £50.06.

This is the first year that the Parish Council are using SALC as our internal auditor. The audit has been booked with SALC for w/c 29/5/2023. The Council will check and sign the audit documents at their meeting on 17th April.

9.7

g. Bank Reconciliations

The Bank Reconciliations from the Locum Responsible Financial Officer as at 28th February 2023 had been circulated. There were no items arising from the report

	<p>and no questions. It was agreed to adopt them. Proposed Councillor Dunn, Seconded Councillor Clarke, unanimously agreed.</p>	
<p><u>9.8</u></p>	<p>h. Locum Clerk; The council approved the Locum Clerk as being the Responsible Financial Officer for the audit year 2022-2023 Proposed: Cllr James, Seconded Cllr Clarke, unanimously agreed.</p>	
<p><u>9.9</u></p>	<p>i. Unity Trust Bank; Council agreed the following resolutions, following Unity Trust Guidelines, to allow the Locum Clerk access to the bank accounts, to view information and add payments only:</p> <ul style="list-style-type: none"> (i) The amendments to the Mandate for the operation of the bank account(s), payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank’s procedures and the Mandate; (ii) The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it; (iii) The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account. <p>2 councillors signed the Account Management Submission form. Proposed Councillor Dunn, Seconded Councillor Clarke, unanimously agreed.</p>	
<p><u>9.10</u></p>	<p>j. Monthly review of the work carried out by the Locum Responsible Financial Officer The Council are happy with the work carried out by the Locum RFO. The report had been previously circulated. No questions.</p>	
<p><u>9.11</u></p>	<p>k. Grants from Housing Associations in the village, for playground equipment; Councillor Dunn has approached Havebury, who have advised that the Council should contact them in April. Councillors Dunn and Todd will do this. The review of the playground equipment budget was postponed as Cllr Todd was absent from the meeting.</p>	<p>MD ST</p>
<p><u>9.12</u></p>	<p>l. Further notice board quotes for Livermere Rd/Village Hall. A further quote has been obtained for a wall mounted board (£581.50), and leg mounted board (£1104), both plus VAT. Councillor Dunn will send Councillors details of the boards and her recommendations on which ones we should purchase.</p>	<p>MD</p>
<p><u>9.13</u></p>	<p>m. Update on overpayment of invoices for grass cutting to Vertas – Locum Clerk. The responsible person at Vertas is currently on annual leave, so this item will be carried forward to the next meeting.</p>	<p>LJH</p>
<p><u>9.14</u></p>	<p>n. Consider payment of insurance premium of £50.06 for changes to the policy; This is for the additional Vehicle Activated Sign and for an increase in the fidelity insurance. To be paid from the General Reserve. Resolved: Proposed Cllr Dunn, Seconded Cllr James. Unanimous agreement of the council.</p>	
<p><u>9.15</u></p>	<p>o. Consider changing the budgets for Clerk’s salary and training for 2023-24 to allow for full transparency; reduce the salary budget by £3500 and add to</p>	

	<p>training budget.; Resolved: Proposed Cllr Dunn, Seconded Cllr James. Unanimous agreement of the council.</p>	LJH
<p><u>9.16</u></p>	<p>p. Update on employing the new Clerk and to confirm the following details for the contract:</p> <ul style="list-style-type: none"> • Date employment is to commence: 13th March 2023 • Hourly rate of pay will be £11.42 • The Clerk will not be automatically enrolled into the workplace pension scheme as the Clerk does not meet the criteria for minimum salary paid. <p>Guaranteed number of hours worked is 10 per week and number of hours of training once CiLCA qualification starts is 7 per week for 1 year. Council to review in March 2024.</p>	AJ
<p><u>9.17</u></p>	<p>q. Review quotes for installation of village gates; Councillor Dunn has obtained these from Clarkes of Walsham. £1,000 for each pair, at 1.2m height, and up to 1m wide. Councillor James will get a further quote for the purpose of obtaining best value. The price does not include installation, which will have to be obtained.</p>	GJ
<p><u>9.18</u></p>	<p>r. Quote for clearing the ditch on Mill Road; Councillor Dunn advised that one quote had been obtained at £5,000, not including traffic lights. Councillor Hopfensperger will be seeking funding from other sources for this work. Further quotes will be required for the work.</p>	MD
<p><u>9.19</u></p>	<p>s. Quote for ‘Coronation tree’ for the School; Councillor Dunn is still awaiting this. To be carried forward to the next meeting.</p>	MD
<p><u>9.20</u></p>	<p>t. Refund of office allowance from previous Clerk; Councillor Dunn will work out how much is owed, and ask SALC for advice.</p>	MD
<p><u>9.21</u></p>	<p>u. Consider any expenses or mileage claims from Councillors; The Councillors present at the meeting reported that they do not have any.</p>	
<p><u>9.22</u></p>	<p>v. Cost of plaques for Jubilee and Coronation trees; This item will be carried forward to the next meeting.</p>	MD
<p><u>10.0</u></p>	<p>Non-financial Items carried forward from February’s meeting:</p>	
	<p>Enquiry regarding ownership of the land behind the Livermere Road bus shelter by Suffolk County Council; Councillor Dunn has obtained this information. Cllr Dunn will pass this information on to Suffolk County Council.</p>	
	<p>Application form for village entrance gates received from Councillor Hopfensperger. Councillor James advised that he will complete this application.</p>	GJ
	<p>Update on progressing the cul-de-sac footpath on Green Lane; Councillor Parker has been advised that nothing will happen to re-route the footpath until a financial contribution has been made, which will need to be in the region of £20,000 to £25,000. This would be to allow for compensation to extend the footpath, plus any bridges and gates as required. It is likely that we would have to wait until the Severals development starts before this will happen. Councillor Parker will try to get a meeting with the land owners to see if we can get a mutual way forward.</p>	MP

<u>11.0</u>	How to progress the following items raised under the risk assessment check of land and assets: <ul style="list-style-type: none">• Village Hall playing field dog bin – pedal not lifting lid; This item will be carried forward to the next meeting.• Grit bins : Green Lane/ East Barton Road full of water; Livermere Road/Mill Road overgrown; This item will be carried forward to the next meeting.• Book exchange – update contact details on the notice; This item will be carried forward to the next meeting.• Wooden bus shelter A143 – gutters need clearing. Councillor James offered to do this work, which the Council graciously accepted.• 2 benches on Village Hall Playing Field (by Cox Lane) and 1 at Bunbury Avenue/The Park need treating; This item will be carried forward to the next meeting.• Inspection of land and trees on Parish Council land; Clerk A Jackson will try to obtain quotes for these trees.• Inspection of trees in Icepits Wood; – Clerk A Jackson will try to obtain quotes for any work required to the trees that lie either side of the walkways in Icepits wood.	LJH GJ AJ AJ
<u>12.0</u>	Update on Allotments Tenancy Agreement review following Cllr Maggie Dunn contacting the Associations Chairman. A copy of the updated agreement to be provided to the Parish Council; This item will be carried forward to the next meeting.	MD
<u>13.0</u>	Update on plans for the Annual Parish Meeting including room to be used and speakers; Councillor Dunn will book the meeting room and annexe for the Annual Parish meeting. A short Council meeting will take place in the meeting room before the Annual Parish Meeting. Councillor James reported that Suffolk County Council Highways will be giving a presentation regarding speeding, including looking at additional road designs and lines. A meeting with Suffolk County Council Highways will take place prior to the meeting.	
<u>14.0</u>	Locations for village entrance gates (including East Barton Road, Mill Road, A143); Councillor James will look at this.	GJ
<u>15.0</u>	Confirmation of date for planning meeting in April and volunteer to check if room is free; Councillor Dunn will update the council on the date for this meeting, which is reliant on West Suffolk Council extending a planning consultation time.	
<u>16.0</u>	Chairmans' & Councillors Reports: Update on permissive footpath from Cox Lane to Icepits Wood; Suffolk County Farms have indicated that a new permissive footpath will be possible. They require a plan of the requested route. Councillor Dunn will prepare this and share with the Parish Council. Procedure for the Parish Council elections Councillor Dunn had previously circulated information from West Suffolk Council on the procedure for nominations at the forthcoming parish elections. The closing date for nominations is Tuesday 4 th April 2023 at 4pm.	MD

<p><u>17.0</u></p>	<p>Consider the dog bins in the village following the recommendation from West Suffolk Council that the bins on Church Road and Mill Road which are lightly used are swapped with those on Diomed Drive and School Road; This item will be carried forward to a future meeting.</p>	<p>LJH</p>
<p><u>18.0</u></p>	<p>Correspondence: Information on forthcoming elections. This has been forwarded to Councillors. Councillor Dunn advised that appointments are required with the returning officer to submit nomination forms.</p>	
<p><u>19.0</u></p>	<p>The next Parish Council meeting is Monday 17th April at 6.30-7.30pm followed by the Annual Parish Meeting at 7.30pm</p> <p>There being no further business the meeting finished at 10.10 pm.</p> <p>.....Sign & Date</p> <p>.....Print name</p> <p>CHAIRMAN</p> <p>Signed as confirmation that they are a true record.</p>	