

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ANNUAL GENERAL MEETING  
ON MONDAY 20th MAY 2024 COMMENCING AT 7.30PM

Item	<p>Councillor Maggie Dunn chaired the Council meeting with Councillors Peter Fisk, Matthew Parker, Andy Baker, David Clarke and Gwyn James</p> <p>12 members of the public, Councillor Rebecca Hopfensperger and the Parish Clerk were present.</p>
1.	<p><b><u>PROCEDURAL INFORMATION FOR THE COUNCIL'S ANNUAL GENERAL MEETING</u></b></p> <p>a) To elect a Chair – Councillor Peter Fisk proposed Maggie Dunn for the position of Chair of Great Barton Parish Council. This was seconded by Councillor Matthew Parker, unanimous decision. There were no further proposals. Maggie Dunn accepted the role.</p> <p>b) The Chair's acceptance of office form was completed. There were no changes to the register of interest forms.</p> <p>c) To elect a Vice Chair - Councillor Maggie Dunn proposed David Clarke for the position of Vice Chair of Great Barton Parish Council. This was seconded by Councillor Matthew Parker, unanimous decision.</p> <p>d) All Councillors were reminded to update their register of interest forms if required.</p> <p>e) Councillor Maggie Dunn proposed the Clerk Amanda Jackson as the Financial Officer, seconded by Councillor Gwyn James, unanimous decision. SALC was appointed as the internal auditor.</p>
2.	<p><b><u>Chairman's welcome, reminder about the filming of meetings and to receive apologies for absence</u></b></p> <p>Councillor Maggie Dunn welcomed everyone to the meeting and reminded everyone present that the meeting may be recorded. Councillor Sarah Broughton's apologies were received and accepted.</p> <p>i) There were no members declarations of interest</p> <p>ii) There were no requests for dispensation</p>
3.	<p><b><u>Open public session</u></b></p> <p>The Triangle Task Force requested feedback from Councillors about the Triangle development email sent. Members of the public raised their concern about the resurfaced Bridle path 8 linking Mill Road and the proposed Farm shop at Jubilee Farm. There was uncertainty as to whether its status has changed to include the right of way for the public and their vehicles. Councillor Rebecca Hopfensperger will investigate as it would seem there has been no change in Status. Jubilee Farm advised they had been given permission for public access and are holding an event on the bank holiday, they will cone the bottom of the track so no vehicles can cross for the day unless confirmation can be obtained. Jubilee Farm advised that they would be happy to provide an area for pedestrian, horse and cycle access to the side of Bridle path 8 if that would help moving forward.</p>
4.	<p><b><u>To receive a report from County Councillor Rebecca Hopfensperger</u></b></p> <p>Councillor Rebecca Hopfensperger reported that the ANPR speed camera was in place on Thurston Road for 1 week at the end of April. Data recorded showed 3966 total vehicles most travelling between 30 to 34mph with the fastest recorded at 51mph. There are currently only 6 ANRP cameras due to theft and vandalism. Dispersal orders have been issued over the past weeks as car enthusiast have been gathering and racing a road loop. Councillor Maggie Dunn expressed her frustration at the ever decreasing time being allocated for planning comments. Councillor Rebecca Hopfensperger advised to contact her if we are not successful requesting an extension.</p>
5.	<p><b><u>To receive a report from Borough Councillor Sarah Broughton</u></b></p> <p>Councillor Sarah Broughton sent her apologies.</p>
6.	<p><b><u>To approve and adopt the minutes of the full Council meeting held on Monday 15<sup>th</sup> April 2024 to stand as an accurate record of the meeting</u></b></p> <p>Councillor Gwyn James proposed acceptance of the minutes of the Council meeting on 15<sup>th</sup> April 2024 to stand as an accurate record of the meeting. Seconded by Councillor Andy Baker, unanimous decision from those present at the meeting. It was noted that the date on the agenda was incorrect (15<sup>th</sup> march).</p>
7.	<p><b><u>To approve and adopt the minutes of the planning meeting held on Monday 8<sup>th</sup> April 2024 and Thursday 25<sup>th</sup> April 2024 to stand as an accurate record of the meeting and consider the completed planning applications from West Suffolk Council</u></b></p>

Councillor Andy Baker proposed acceptance of the minutes of the planning meetings held on 8th April 2024 and 25<sup>th</sup> April 2024 to stand as an accurate record of the meeting. Seconded by Councillor Maggie Dunn, unanimous decision from those present at the meeting. The Council considered the list of completed planning applications.

**Completed Planning application April/May 2024**

ADDRESS	APPLICATION NUMBER	APPLICATION DETAILS	DECISION
31 The Coppice Great Barton Suffolk IP31 2TT	DC/24/0145/HH	a. permeable driveway b. conversion of existing garage to habitable space c. single storey rear extension (following demolition of existing outbuilding and conservatory)	Granted
Vicarage Farm Cottage Vicarage Farm Lane Great Barton Suffolk IP31 2QF	DC/23/0630/FUL	Re-consultation - one dwelling (following demolition of existing dwelling)	Refused
Site Adj The Greenover The Park Great Barton Suffolk	DC/24/0149/TPO	TPO 370(1974) tree preservation order - one Ash (T1 on plan - A9 on order) remove over extended limb over road by three meters; one Horse Chesnut (T2 on plan - A9 on order) fell; one Ash (T3 on plan - A9 on order) fell	Consent given
May Cottage School Lane Great Barton Bury St Edmunds	DC/24/0216/HH	a. insertion of two dormers on south-west elevation and one rooflight on the north-east elevation of the detached garage to existing ancillary living accommodation b. two-storey front extension (demolition of existing extension) c. single storey rear extension d. alterations to rear dormer window and insertion of rear rooflight.	Granted
Laurels Fornham Road Great Barton Suffolk IP31 2TR	DC/24/0249/HH	fence 1670mm high along the front boundary	Granted

**Planning**

8. Councillor Maggie Dunn proposed postponing the planning applications discussion to the next planning meeting on Monday 10<sup>th</sup> June 2024 as an extension to the deadline was received 20/5/24. Seconded by Councillor Gwyn James, unanimous decision.  
 DC/23/0796/VAR – Windslade, The Park, Gt Barton – Discharge of conditions  
 DC/24/0549/HPA – Highfields, Nacton Lane, Gt Barton – Single storey rear extension  
 DC/24/0530/CLP – 46 Conyers Way, Gt Barton - Lawful development certificate for siting a mobile home  
 DC/24/0490/FUL – Jubilee Farm, Vicarage Farm Rd, Gt Barton – Change use from timber yard to farm shop  
Annual Governance and Accountability Return 2023/24

9. i) The Council considered approved and signed Section 1 The Annual Governance Statement. Proposed Councillor Gwyn James, seconded Councillor Andy Baker, unanimous decision.  
 ii) The Council considered approved and signed Section 2 The Accounting Statement. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.  
 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 3rd June – 12th July 2024. 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.  
 iv) In accordance with Financial Regulations 3.5 - Unspent provisions in the revenue budget from 2023-24 of £8051.96 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 Andy Baker, unanimous decision.  
 v) The Council considered and accepted their statement of variances and explanation of reserves. Proposed Councillor Maggie Dunn, seconded Councillor Gwyn James, unanimous decision.  
 vi) The Council agreed to adopt the annual bank reconciliation at the meeting on 17<sup>th</sup> June 2024.

**FINANCE:**

10. a) Payment of Accounts and Outstanding invoices  
 Approval of Payments schedule Resolved. The Council resolve to pay the following accounts;  
 Proposed Councillor David Clarke, seconded Councillor Andy Baker, unanimous decision.

Internet banking. Transactions entered by: Financial Officer, verified by: Councillor David Clarke, verified and released by: Councillor Maggie Dunn.

Inv Ref	Payee	Details	Power to pay	Payment type	Total Invoice	VAT reclaim
15	Propel Finance	Clerk mobile phone handset rental - 2	3	D/D	£ 8.40	£ 1.40
16	Great Barton Thanksgiving Fund	Village Hall hire - April 2024	3	B/P	£ 85.25	£ -
17	Amanda Jackson	May Salary	1	S/O	£ 561.20	£ -
18	O2	Clerks mobile phone contract- April	1	D/D	£ 14.35	£ 2.39
19	Amanda Jackson	Expenses: Key cutting & coffee morning provisions	2	B/P	£ 32.79	£ 5.47
TOTAL					£ 701.99	£ 9.26

* Power to pay	
1	Local Government Act 1972 S.112
2	Local Government Act 1972 S.137
3	Local Government Act 1972 S.111
4	Small Holdings and Allotment Act 1908 SS23,25
5	Public Health Act 1875 SS. 164
6	Public Health Act 1980 SS. 43,50
7	Local Government Act 1972 S.142
8	Litter Act 1983 SS. 5,6
9	Local Government Act 1972 S.144 - Contribute to organisations encouraging people to visit the area

- b) There were no questions about the list of Councils aggregate receipts and payments.
- c) The Financial report from the Responsible Financial Officer, details of reserve budgets and spending against them, checking of monthly bank reconciliations and any items arising from risk assessments had been circulated, including Bank balances as at 14/05/2024. There were no items arising from the report and no questions.

Bank balances at 16/05/2024

Unity trust Current Account	£44,329.10
Unity Trust Savings Account	£67,428.61
Total balances	£111,757.71
Credits – Grant for Village Hall noticeboard £880.74, Precept £32578, VAT reclaim £1502.42	£34,961.16
Other Credits received	None
Payments made under S137*	None

As @ 14th May 2024

**GREAT BARTON PARISH COUNCIL RESERVES AS @ 14TH MAY 2024**

RESERVE	AS @ 1/4/2024	SPENT TO DATE	EARMARKED PROJECTS	CURRENT BALANCE	AVAILABLE TO SPEND	
SMALL PROJECTS	£ 20,311.00	£ -	£200 Anchor cover for little Hamlet	£ 200.00	£ 20,311.00	£ 18,236.00
			£700 Memorial grant for Kate Trevitt	£ 700.00		
			£1000 Legal fees for extending Green Lane 21 footpath	£ 1,000.00		
			£100 New defit pads	£ 100.00		
			£0 Maintenance of garden @ Village sign	£ -		
			£75 Website training	£ 75.00		
			Total earmarked £	£ 2,075.00		
LEGAL	£ 10,427.00	£ -	None	£ -	£ 10,427.00	£ 10,427.00
CORONATION	£ 502.00	£ -	nONE	£ -	£ 502.00	£ 502.00
YOUTH PROJECT	£ 612.00	£ -	None	£ -	£ 612.00	£ 612.00
GENERAL	£ 10,563.00	£ -	None	£ -	£ 10,563.00	£ 10,563.00
ALLOTMENTS	£ 60.00	£ 60.00	None	£ -	£ -	£ -
ASSET MAINTENANCE	£ 11,143.00	£ -	None	£ -	£ 11,143.00	£ 11,143.00
ASSET ACQUISITION	£ 8,271.00	£ -	None	£ -	£ 8,271.00	£ 8,271.00
ICEPITS WOOD	£ 9,158.00	£ -	None	£ -	£ 9,158.00	£ 9,158.00
S106 FUNDS	£ 14,676.00	£ -	None	£ -	£ 14,676.00	£ 14,676.00
<b>TOTAL RESERVES</b>	<b>£ 85,723.00</b>	<b>£ 60.00</b>		<b>£ 2,075.00</b>	<b>£ 85,663.00</b>	<b>£ 83,588.00</b>

- d) The Council considered and agreed to close the Coronation reserve and transfer the funds to the small projects reserve. Proposed Councillor Gwyn James, seconded Councillor Andy Baker, unanimous decision.
- e) The Council considered and agreed to a grant request from Holy Innocents Church to plant a wildflower meadow for £180.00 to be paid from the general reserve. Proposed Councillor Maggie Dunn, seconded Councillor David Clarke, unanimous decision. AJ
- f) The Council considered and agreed to transfer £30,000 from the current account to the savings account. The Clerk will ensure that the Current account balance will be topped up if it reaches lower than £5000. Proposed Councillor Maggie Dunn, seconded Councillor David Clarke, unanimous decision. AJ
- g) The Council considered the grass cutting in Conyers Green (2 area's) and agreed to offer the existing residents who maintain the area's £70 contribution to expenses. Proposed Councillor Maggie Dunn, seconded Councillor Andy Baker, unanimous decision. AJ
- h) The Council considered and agreed to a cost of £120 to Suffolk Archives for the use of 6 historic village photographs for the website and newsletter paid from the General reserve. Proposed Councillor Gwyn James, seconded Councillor Matthew Parker, unanimous decision. AJ
- i) Councillor Gwyn James gave an update on the Village gates. He will be resubmitting the street furniture licence. Suffolk County Council will be compiling a list of landowners for each site and chasing a quote from Highways at Suffolk County Council. GJ

**Good Governance – CONTINUING PROCEDURAL ITEMS FOR THE COUNCILS ANNUAL MEETING**

- 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 4) and their delegated arrangements. The following members of committees were approved Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.

11.

Committee	Members
Planning	Maggie Dunn (Chair) David Clarke Peter Fisk – Tree Protection Orders Andy Baker Gwyn James
Village Hall Representatives	Peter Fisk Gwyn James Maggie Dunn
Tree Preservation Specialist	Peter Fisk
Bank signatories	Maggie Dunn Andy Baker Peter Fisk Gwyn James David Clarke
Personnel	Maggie Dunn (Chair) David Clarke Andy Baker Gwyn James
Emergency Plan Committee Rep	Maggie Dunn
Icepits Wood	Andy Baker (Chair) Maggie Dunn (Vice-Chair) Peter Fisk Martin Jackson Member of the Gt Barton Community Woodland Group
Finance	Maggie Dunn (Chair) Gwyn James David Clarke Peter Fisk
Edwards and Calthorpe Educational Trust	Gwyn James
Safeguarding Officer	No representative

**WORKING GROUPS:**

Footpaths	David Clarke Andy Baker Andrew Fisk
Youth Development Newsletter	Gwyn James Maggie Dunn Gwyn James Jan Butler Linda Harley
Triangle Task Force	Philip Reeve Vivien Bodnar David Clarke Gwyn James

A safeguarding Officer has not been appointed.

The following items were proposed by Councillor Maggie Dunn, seconded by Councillor Gwyn James, unanimous decision.

- b) The Council did not appoint any new Committees.
- c) The Council resolved to renew their membership of the following bodies: Suffolk Association of Local Councils, Community Action Suffolk and Society of Local Council Clerks.
- 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

AJ

AJ

Icepits wood, the rental of Clerk mobile phone O2 & Propel Finance, Suffolk association of Local Councils PAYE, The use of a fixed Standing Order to pay the Clerk's salary.

- e) The Council discussed and agreed to review Standing Orders and Financial Regulations at the meeting on Monday 17<sup>th</sup> June 2024 due to announced changes due.
- f) The Council discussed and agreed to review the Asset register at the meeting on Monday 17<sup>th</sup> June 2024.
- g) The Council reviewed and agreed the amended Newsletter Advertising Policy and did not wish to change the fees. The Clerk will publish to the website. AJ
- h) The Council reviewed the Reserves Policy and made no changes.
- i) Council confirmed the re-adoption of the LGA Code of Conduct. Proposed Councillor Gwyn James, seconded Councillor Maggie Dunn, unanimous decision. AJ
- j) The Council reviewed The Pension Provider, in line with the Councils pension responsibilities a redeclaration of compliance was completed in 2023 with The Pensions Regulator, redeclaration is in 2026. The Clerk is currently not eligible for the pension scheme. AJ
- k) The Council reviewed the effectiveness and scope of the internal audit and internal control. There were no amendments.
- l) A full review of Council risk assessment procedures has been carried out.
- m) The Council completed a full review of their insurance with comparison against their asset register to confirm they are adequately insured.

12. **Non-financial items:**

**Jubilee Farm** – This item was included by mistake on the agenda

**D-Day fish and chip supper** - Council considered the event and agreed to a budget of £400 to be paid from the general reserve. Councillor Maggie Dunn, seconded by Councillor Andy Baker, unanimous decision.

**Cox Lane to Icepits footpath** – The Clerk advised that Public Rights of Way had confirmed they had visited site, measured the area of Haverbury Lane that will be crossed by the footpath and are working with the Property department to confirm the alignment for the footpath before the Deed of Dedication is made.

13. **Pill Box** – The Clerk reported that poo bags have been thrown in the Pill box, it has been reported to Suffolk County Farms as the landowner is responsible for clearing. The Clerk will advise if Suffolk County Council hold free signs about dog waste.

14. **Chairman's and Councillor's Reports**

There was no report from the Chairman or Councillors

15. **Correspondence**

The Clerk advised correspondence received from residents about; two dead cherry trees, one on the green in Conyers Way and one adjacent to that on a verge outside a house. The Clerk has reported to West Suffolk Council. Over grown hedges that encroach footpaths, Councillor Maggie Dunn and the Clerk will survey and send letters to households.

16. **Items to be carried forward to the next meeting**

- Adoption of the Annual Bank reconciliation
- Review of Standing Orders and Financial Regulations
- Review of the Asset Register

17. **Closing Public Session**

**Date of the next meeting**

The next meeting will be held on Monday 17<sup>th</sup> June 2024, 7.30pm in the Community Room.

There being no further business the meeting finished at 9.30pm.

..... Sign and Date

..... Print name

CHAIRMAN

Signed as confirmation that they are a true record.

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