

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 18TH NOVEMBER 2024 AT 7.30PM

Item		Action
	<p>Councillor Maggie Dunn chaired the meeting along with Councillors Gwyn James, Jenny Stone, Peter Fisk, Elaine Read and Andy Baker.</p> <p>2 members of the public, Councillors Rebecca Hopfensperger and Sarah Broughton and the Clerk were also present. Councillor Gwyn James left the meeting at 8pm feeling unwell. Councillors Hopfensperger and Broughton left the meeting at 9.25pm.</p>	
1.	<p><b><u>Chairmans 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 everybody present that the meeting maybe recorded. There were no apologies.</p>	
2.	<p><b><u>To receive members declarations of interest</u></b></p> <p>There were no declarations of interest or requests for dispensation.</p>	
3.	<p><b><u>Open public session</u></b></p> <p>A member of the public enquired about the figure listed in the 2024/25 budget for training and Council advised that this was for the Clerk to complete training for the Certificate In Local Council Administration qualification.</p>	
4.	<p><b><u>To receive County Councillor’s report from Rebecca Hopfensperger</u></b></p> <p>Councillor Rebecca Hopfensperger updated Council on the ‘Save our Buses’ campaign which is made up of Parish Councils from villages effected by the cuts to bus services. She is part of a taskforce that has submitted two funding bids to Suffolk County Council, these bids aim to support additional bus routes. Talks are underway with West Suffolk Council to explore the possibility of a community bus scheme, which could further enhance local transportation options. Simonds have advised they can accommodate a bus leaving after 9.30am to enable bus passes to be used and after 6pm to help with commuters returning home. Simmonds have been made aware that bus drivers are not scanning bus passes which might make a route look underused.</p> <p>Councillor Hopfensperger advised that the road markings will be painted at the Mill Road/Livermere Road junction, the give way sign will be increased in height to become visible and vegetation will be cut back. There has been no response to why the paving slabs were replaced at the top of School Road.,</p>	
5.	<p><b><u>To receive District Councillor’s reports from Sarah Broughton</u></b></p> <p>Councillor Sarah Broughton confirmed that West Suffolk Council were looking into ways to help with the bus routes being changed and will update with further information when available. There will be a West Suffolk Council Meeting of the Overview and Scrutiny Committee on Monday 16th December 2024, commencing at 5pm at Stanton Village Hall, members of the public are encouraged to attend.</p>	
6.	<p><b><u>To sign the minutes of the council meetings on Monday 16th September and Monday 21st October 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 16<sup>th</sup> September 2024 to stand as an accurate record of the meeting. Seconded by Councillor Elaine Read unanimous decision from those present at the meetings. The minutes were then signed as a true record. The minutes for Monday 21<sup>st</sup> October 2024 require an amendment and will be presented at Decembers meeting.</p>	
7.	<p><b><u>To sign the minutes of the planning meetings on Monday 9th September, Monday 14th October and Monday 11th November 2024 to stand as an accurate record of the meetings and consider the completed planning applications from West Suffolk Council</u></b></p> <p>Councillor Elaine Read proposed acceptance of the minutes of the Planning Council meeting on 9th September 2024, Monday 14<sup>th</sup> October 2024 and Monday 11<sup>th</sup> November to stand as an accurate record of the meetings. Seconded by Councillor Jenny Stone unanimous decision from those present at the meetings. The minutes were then signed as a true record. There were no questions about the completed planning applications.</p>	

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	ADDRESS	APPLICATION NUMBER	APPLICATION DETAILS	DECISION
	Cotswold Livermere Road Great Barton	DC/24/1286/HH	a. single storey side extension b. garage conversion to habitable space	Granted
	Resthaven Livermere Road Great Barton	DC/24/1080/HH	Amended plans to front extension	Granted
	Maytree House Mill Road Great Barton	DC/24/1124/HH	a. first floor side extension on west elevation b. part hipped and flat roof to replace existing single storey flat roof	Granted
8.	<p><b><u>To sign the minutes of the finance committee budget meeting on Wednesday 6th November 2024</u></b>  <b><u>Monday to stand as an accurate record of the meeting</u></b></p> <p>Councillor Elaine Read proposed acceptance of the minutes of the Finance committee budget meeting on Wednesday 6th November 2024 to stand as an accurate record of the meeting. Seconded by Councillor Jenny Stone unanimous decision from those present at the meetings.</p> <p><b><u>Update on 'Triangle Development</u></b></p>			
9.	<p>Philip Reeve Chairman of the Triangle taskforce gave an update on events since our last meeting: Since the last Parish Council meeting the taskforce has discussed with the school Academy Trust their involvement with the Development Brief. This is non-existent. Their concerns relate to the area allocated which may not be useable, the wrong siting of the MUGA as too remote for school inclusion and the car park not being sufficiently located to ensure its use will be maximised and take parents away from dropping off and collecting pupils along School Road. On November 5<sup>th</sup> the Cabinet of West Suffolk Council unanimously adopted the Development Brief with the Portfolio Holder recognising there are issues to be resolved for the community and school. Ward Councillor Sarah Broughton and Mrs Elaine Read spoke of their concerns with the Draft Brief, in that it doesn't relate sufficiently to the Great Barton Neighbourhood Plan. The Chairman of the Triangle taskforce outlined a lack of documents to enable Cabinet members to make informed decisions and demonstrated comparisons to other West Suffolk Council Development Briefs. A Teams meeting was held between Suffolk County Council Education, Barley Homes and the Triangle taskforce with Councillor Hopfsensperger. The concerns of the school were raised and Suffolk County Council Education department agreed to discuss with Barley Homes the issues and to move forward before a hybrid planning application is early 2025. The Triangle taskforce are seeking greater involvement with the portfolio holder and other stakeholders to influence the imminent planning application. The Triangle taskforce has made several recommendations one being to contract a civil engineer to produce a scope of works for the Mill Road entrance. This would ensure that all potential safety concerns are properly addressed. The estimated cost for this service is approximately £2,500. In anticipation of a planning application expected in early 2025, the taskforce recommends a leaflet drop to all properties in the village to advise and inform residents. Additionally, a public meeting is recommended to be held once all relevant planning applications are received, allowing residents to review the information and voice their opinions.</p> <p><b><u>Update on Simmonds bus route changes</u></b></p>			
10.	<p>Covered in item 4 Councillor Rebecca Hopfsensperger report.</p>			
11.	<p><b><u>Planning – Council to consider comments on planning application DC/24/1072/VAR – Recycling Hub, Road Farm</u></b></p> <p>Councillors discussed the circulated responses to previous comments on this application and were satisfied that no further comments are required.</p>			
12.	<p><b><u>FINANCE</u></b></p> <p>a) Payment of accounts and outstanding invoices</p> <p>Approval of Payments schedule for November 2024 resolved. The Council resolved to pay the following accounts. Proposed Councillor Gwyn James, Seconded Councillor, Andy Baker unanimous decision.</p> <p>Internet banking transactions entered by the Clerk verified by Councillor Gwyn James, verified and released by Councillor Maggie Dunn.</p>			

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Inv Ref	Payee	Details	Power to pay	Payment type	Total Invoice	VAT reclaim
71	Suffolk County Council	1/2 yearly rent - Allotments	5	D/D	£ 60.00	
72	Suffolk County Council	1/2 yearly rent - land at Icepits Wood	5	D/D	£ 50.00	
73	Propel Finance	Clerk mobile phone handset rental - 8	3	D/D	£ 8.40	£ 1.40
74	Unity Trust Bank	Service charge - monthly	1	S/O	£ 5.40	
75	Great Barton Thanksgiving Fund	October Hall Hire	3	B/P	£ 48.62	
76	John Roe	Great Barton Emergency Response Expenses	3	B/P	£ 60.19	£ 9.37
77	Amanda Jackson	October Salary	1	S/O	£ 561.20	
78	Amanda Jackson	Expenses - Highways Licence/USB memory sticks	3	B/P	£ 164.99	£ 2.50
	<b>TOTAL</b>				£ 958.80	£ 13.27

- b) The Financial report from the Responsible Financial Officer including details of bank balances as at 13/11/2024, Bank reconciliation for October 2024 and reserve budgets had been circulated. Councillor Andy Baker would complete the risk assessments before out December meeting. There were no questions.

As at 13<sup>th</sup> November 2024

GREAT BARTON PARISH COUNCIL RESERVES AS 13TH NOVEMBER 2024						
RESERVE	AS @ 1/4/2024	SPENT TO DATE	EARMARKED PROJECTS		CURRENT BALANCE	AVAILABLE TO SPEND
SMALL PROJECTS		£ 1,235.00	£200 Anchor cover for little Hamlet	£ 200.00		
			£700 Memorial grant for Kate Trevitt	£ 700.00		
			£1000 Legal fees for extending Green Lane 21 footpath	£ 1,000.00		
			£100 New deficit pads	£ 100.00		
			£0 Maintenance of garden @ Village sign	£ -		
			£75 Website training	£ 75.00		
			£15000 Village Gates	£ 15,000.00		
			Village Hall noticeboard	£ 800.00		
	£ 20,914.00		Total earmarked £	£ 17,875.00	£ 19,679.00	£ 1,804.00
LEGAL	£ 10,427.00	£ -	None	£ -	£ 10,427.00	£ 10,427.00
CORONATION	£ 502.00	£ 502.00	£502 transferred to small project reserve 23/5/24	£ -	£ -	£ -
YOUTH PROJECT	£ 612.00	£ -	None	£ -	£ 612.00	£ 612.00
GENERAL	£ 10,563.00	£ 180.00	None	£ -	£ 10,383.00	£ 10,383.00
ALLOTMENTS	£ 60.00	£ 120.00	£120 rec'd 21/10/24	£ -	£ 60.00	£ 60.00
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	£ 135.00	None	£ -	£ 9,023.00	£ 9,023.00
S106 FUNDS	£ 14,676.00	£ -	None	£ -	£ 14,676.00	£ 14,676.00
<b>TOTAL RESERVES</b>	<b>£ 86,326.00</b>	<b>£ 2,172.00</b>		<b>£ 17,875.00</b>	<b>£ 84,274.00</b>	<b>£ 66,399.00</b>

Bank balances as at 13<sup>th</sup> November 2024

Unity trust Current Account	£2,992.92
Unity Trust Savings Account	£96,657.00
<b>Total balances</b>	<b>£99,649.92</b>
Instant Access Interest	None
Moved from current account to savings account	None
Other Credits received	None
Payments made under S137*	None

- c) Council considered costs relating to a planning application for the Triangle development and agreed to £2500 consultancy costs for civil engineering scope of works and £900 costs to cover a leaflet drop and village meeting. To be paid from funds earmarked in the Legal reserve. Councillor Peter Fisk proposed, Seconded by Councillor Elaine Read unanimous decision.
- d) Council considered a cost of £75 for the installation of the noticeboard at the village hall and agreed to proceed, paid from the small projects reserve. Councillor Peter Fisk proposed, Seconded by Councillor Maggie Dunn unanimous decision.
- e) Council considered the National pay award for Clerk and agreed the increase. Councillor Maggie Dunn proposed, Seconded by Councillor Elaine Read unanimous decision.

13.

**Budget 2025/26 – Finance committee to present initial budget for 2025/26**

Councillors briefly discussed the budget document from the meeting on 6<sup>th</sup> November, additional topics raised were a litter pick and a poppy wreath to place on the War Memorial. The Clerk requested that Councillors forward their additional thoughts and a revised document would be circulated ready for discussion at December's meeting.

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14.	<p><b><u>Non-financial items carried forward from previous meetings</u></b></p> <ul style="list-style-type: none"><li>a) Update on the footpath from Cox Lane to Icepits Wood – there will be no updates until the Elm Meadow project progresses.</li><li>b) Update on footpath 21 – Councillor Elaine Read presented the following update: John Andrew’s the Footpath Secretary for the Ramblers Association has put forward the claim to Suffolk County Council to have a Definitive Map Modification under schedule 7. The re-routing will form a much better walk (currently cul de sac). The application was dated 13th June 2024. A copy of the map showing new route is held by the Parish Council Clerk. The application is based on Ordnance Survey Map from 1907 -1954 which shows this to be an indisputable continuation of Footpath 21. Public Rights of Way and Ramblers Association have been in the discussions with the owner of Barton Farms who has agreed to the new route (away from his property) and been served with Schedule 8 Notice (in accordance with Wildlife &amp; Countryside Act 1981). When further information is available Councillor Elaine Read will update.</li><li>c) Update on Village gates – Councillor Gwyn James will update Council at December’s meeting.</li><li>d) Update on the Parish Council website – Councillor Maggie Dunn thanked Vivien for all her help on updating the website pages and links. Further work is required throughout the whole website which the Clerk will continue over the coming months.</li><li>e) Volunteer communication work party – Councillors discussed the merit of a volunteer communication work party headed by Councillor Jenny Stone with the Clerk and volunteers from the village to enhance communication across all platforms ie website, newsletter and the village email service. Councillors unanimously agreed to this. The work party would arrange a meeting to discuss how to proceed.</li><li>f) Newsletter update – the Clerk confirmed that the newsletter will be printed w/c 18/11/24 and distributed as soon as possible once received.</li><li>g) Public Spaces Protection Order for the playground and playing field. Councillor Maggie Dunn advised Council that there have been a few complaints about anti-social behaviour over the last few months where recommendations to report to the police have been met with hesitation by the residents. Having the order would allow a better recording method and course of action if required. The local pcso has been contacted. Council agreed for this to be investigated by Councillor Maggie Dunn.</li><li>h) Playground/recreation area proposal and grant update – Council discussed a proposal, quote and photographs that had been circulated before the meeting to fund an outdoor gym on the playing field. Councillor Stone explained the proposal and that she would like to raise it at the Village Hall AGM on Monday 25<sup>th</sup> November. The cost would be funded from the S106 funds along with any funds from a grant received from West Suffolk Council. Councillor Elaine Read proposed, Seconded by Councillor Andy Baker unanimous decision.</li><li>i) Update on Elms Meadow – no updates at this time.</li><li>j) To review membership of the HR committee – Councillors discussed the addition of Councillor Gwyn James to the HR Committee. Councillor Andy Baker proposed, Seconded by Councillor Maggie Dunn unanimous decision.</li><li>k) Council to consider a request from a younger resident to complete 1 hour’s litter picking for a 12-week period to qualify for his volunteering task for the Duke of Edinburgh Bronze award. Councillors agreed unanimously to this but asked the Clerk to check that the Parish Council Insurance covers this and to produce the relevant risk assessment.</li></ul>	
15.	<p><b><u>Chairman’s and Councillor’s Reports</u></b></p>	
	<p>There were no reports</p>	
16.	<p><b><u>Correspondence not covered elsewhere on the agenda</u></b></p> <p>Councillor Andy Baker advised he had been asked about any building projects in the pipeline for the land behind the houses in Nacton Lane. He advised that there were no known plans.</p> <p>Councillor Andy Baker asked if the Parish Council were taking part in the Christmas tree festival at Holy Innocents Church this year – Clerk confirmed our entry.</p>	

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Councillor Jenny Stone had been approached about rats in the ditch between Conyers Way and Mill Road. Council agreed the resident needed to contact a pest control company.  
The Clerk advised she had been contacted by a resident about path and road sweeping outside the primary school in School Road. The Clerk had already reported it a hazard and the resident will also report too.

17. **Items to be carried forward to next meeting**

There were no items to carry forward.

18. **Closing public session**

There were several suggestions from the public about the volunteer communication work party and the outdoor gym equipment which were very useful. A question was raised about the Parish Councils 3-year budget plan, Councillors will be reviewing this along with policies and procedures over the next 4 months.

19. **Date of next meeting** – Monday 9th December 2024 at 7.30pm

20. **To consider the exclusion of the public and press in the public interest for consideration of the following items:**

To discuss the Clerk hours

All members of the public were excluded and Councillors discussed an increase in the Clerks hours. Councillor Maggie Dunn proposed the Clerks hours be increased from 10 hours a week to 13 hours a week starting from 1<sup>st</sup> December 2024, Seconded by Councillor Elaine Read unanimously agreed.

There being no further business the meeting finished at 10.15pm.

..... sign and date

..... Print name

Chairman

Signed as confirmation that they are a true record.