

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 28<sup>th</sup> April 2025 AT 6.30PM

Item Councillor Maggie Dunn chaired the meeting along with Councillors Gwyn James, Jenny Stone, Peter Fisk, Elaine Read and Andy Baker.  
0 members of the public, and the Clerk were present.

1. **Chairmans welcome, reminder about the filming of meetings and to receive apologies for absence**  
Cllr Maggie Dunn welcomed everyone to the meeting and reminded everybody present that the meeting maybe recorded.

2. **To receive members declarations of interest**  
There were no declarations of interest or requests for dispensation.

3. **To sign the minutes of the council meeting on Monday 17<sup>th</sup> March 2025 to stand as an accurate record of the meeting**  
Cllr James proposed acceptance of the minutes of the Council meeting on Monday 17<sup>th</sup> March 2025 to stand as an accurate record of the meeting. Seconded by Cllr Stone, unanimous decision from those present at the meeting.

4. **To sign the minutes of the Planning meeting on Monday 14th April 2025 to stand as an accurate record of the meeting**  
Cllr Read proposed acceptance of the Planning meeting on Monday 14th April 2025 to stand as an accurate record of the meeting. Seconded by Cllr Stone, unanimous decision from those present at the meeting.

**To consider any completed planning applications from West Suffolk Council**

DC/25/0084/HH - 10 Bunbury Avenue – Granted

DC/25/0277/HH- 2 Bunbury Avenue – Withdrawn / Abandoned

DC/25/0360/TPO - Downing Wood – Withdrawn / Abandoned

5. **FINANCE**

a) Payment of accounts and outstanding invoices

Approval of Payments schedule for April 2025. The Council resolved to pay the following accounts. Proposed Cllr James, Seconded Cllr Dunn unanimous decision. Internet banking transactions entered by the Clerk verified by Cllr Dunn, verified and released by Cllr James.

Inv Ref	Payee	Details	Power to pay	Payment type	Total Invoice	VAT reclaim
Payments taken between last meeting and 31/03/25.						
126	O2	Clerks mobile phone contract	1	D/D	£ 14.35	£ 2.39
127	Propel finance	Clerk mobile phone handset rental	3	D/D	£ 8.40	
128	Unity trust bank	monthly service charge	1	D/D	£ 6.00	
1	Suffolk Association of Local Councils	Basic Clerk Sessions for New Clerk - Jess Langley	3	B/P	£ 115.20	£ 19.20
2	Suffolk Association of Local Councils	SALC Membership 25/26	3	B/P	£ 728.30	£ -
3	Suffolk Association of Local Councils	6m Payroll Services period ending 31/03/25	3	B/P	£ 54.00	£ 9.00
4	Suffolk Association of Local Councils	Planning on demand webinars 1-4	3	B/P	£ 168.00	£ 28.00
5	Gipping Press Ltd	1000 x Spring Newsletter	7	B/P	£ 734.00	
6	O2	Clerks mobile phone contract 1	1	DD	£ 14.35	£ 2.39
7	Suffolk County Council	1/2 Yearly Rent - Icepitts wood 01/10/24-31/03/25	5	DD	£ 50.00	
8	Suffolk County Council	1/2 Yearly Rent - Allotments 01/10/24-31/03/26	5	DD	£ 60.00	
9	Propel Finance	Clerks mobile phone handset hire 1	3	DD	£ 8.40	£ 1.40
10	Jessica Langley	Clerks Printer	3	B/P	£ 115.00	£ 19.17
11	Jessica Langley	Clerks Printer ink	3	B/P	£ 53.28	£ 8.88
12	Great Barton Thanks Giving Fund	Hall Hire March	3	B/P	£ 34.37	
13	HMRC	NI & tax due (for AJ & JL)	1	B/P	£ 451.15	
14	Jessica Langley	April Salary (up to 12th April)	1	B/P	£ 653.00	
15	Amanda Jackson	April Salary (up to 12th April)	1	B/P	£ 1,041.65	
16	West Suffolk Council	Dog Bin Collection 01/04/25-31/03/26	5	B/P	£ 399.94	
17	Places for People	Planning Consultancy - Local Plan Modifications	2	B/P	£ 234.00	£ 39.00

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- b) The Financial report from the Responsible Financial Officer gives details of reserve budgets and spending against them and bank account balances.

**Clerks Financial Report as at 31st March 2025**

Clerk advised May Report will run from 1<sup>st</sup> April 2025 (to account for new financial year)

GREAT BARTON PARISH COUNCIL RESERVES AS 31st MARCH 2025					
RESERVE	AS @ 1/4/2024	SPENT TO DATE	EARMARKED PROJECTS	CURRENT BALANCE	AVAILABLE TO SPEND
SMALL PROJECTS			£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 defib pads	£ 100.00	
			£0 Maintenance of garden @ Village sign	£ -	
			£75 Website training	£ 75.00	
			£15000 Village Gates	£ 15,000.00	
				£ -	
	£ 25,914.00	£ 6,312.45	Total earmarked £	£ 17,075.00	£ 19,601.55
LEGAL/CONSULTATION	£ 10,427.00	£ 1,137.50	None	£ -	£ 9,290.41
CORONATION	£ 502.00	£ 502.00	£502 transferred to small project reserve 23/5/24	£ -	£ -
YOUTH PROJECT	£ 612.00	£ -	None	£ -	£ 612.00
GENERAL	£ 10,563.00	£ 255.00	None	£ -	£ 10,308.00
ALLOTMENTS	£ 180.00	£ 120.00	£60 1/4/24 plus £120 rec'd 21/10/24 = 180	£ -	£ 60.00
ASSET MAINTENANCE	£ 11,143.00	£ -	None	£ -	£ 11,143.00
ASSET ACQUISITION	£ 8,271.00	£ -	None	£ -	£ 8,271.00
ICEPITS WOOD	£ 9,158.00	£ 204.50	None	£ -	£ 8,953.50
S106 FUNDS	£ 14,676.00	£ -	None	£ -	£ 14,676.00
<b>TOTAL RESERVES</b>	<b>£ 91,446.00</b>	<b>£ 8,531.45</b>		<b>£ 17,075.00</b>	<b>£ 82,915.46</b>

**Bank balances at 31<sup>st</sup> March 2025**

Unity trusts Current Account	£3,803.76
Unity Trust Savings Account	£88,400.54
<b>Total balances</b>	<b>£92,204.30</b>
Instant Access Interest	£597.34
Moved from current account to savings account	
Moved funds from Savings account to Current account	£11,500
Credits received – VAT Reclaim	£2,018.82
Payments made under S137*	None

- c) Council reviewed the circulated monthly bank reconciliations, there were no questions.
- d) Council reviewed budget to actual spend. Council to consider moving underspend to reserves. To review at May Meeting.
- e) Council reviewed the expenditure over £100 for Q4
- f) Council reviewed items arising from Quarterly Risk Assessment. Top Garden Services quote 072 for Bus shelter works. Proposed Cllr Dunn, Seconded Cllr Baker unanimous decision. Playground works requested quote from Top Garden Services
- g) Council Considered receipts and payments for financial year 2024/2025, there were no questions
- h) Council approved payment for Consultancy works in relation to Local Plan from Places4People. Proposed Cllr Baker, Seconded Cllr Read unanimous decision
- i) Council approved ad hoc grass cut for Livermere Road/Conyers Green with Top Garden Services. Proposed Cllr Dunn, Seconded Cllr James unanimous decision (17/03 11f)
- j) Council considered 15hours overtime for Clerk to manage Summer Newsletter. Proposed Cllr Dunn, Seconded Cllr James unanimous decision. Cllr James thanked Clerk for taking on responsibility.

Clerk

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	<p>k) Council approved Mill Road – Quote 073 from Top Garden Services Proposed Cllr James, Seconded Cllr Baker unanimous decision. Cllr James requested the Clerk contact Cllr Hopfensperger to request payment from her budget.</p> <p>l) Council agreed to pay for Society of Local Council Clerks Subscription for new clerk. Had been agreed previously prior to previous clerk resignation. Proposed Cllr James, Seconded Cllr Jones unanimous decision.</p> <p>m) Council approved cost for replacement defibrillator pads for Freedom Church that are expiring. Proposed Cllr Dunn, Seconded Cllr Baker unanimous decision. Discussed potential locations for additional Defibrillator at Eastern End of village.</p> <p>n) Council reviewed and approved Section 1 &amp; 2 of Audit Paperwork ahead of Internal Audit in May 2025. Proposed Cllr Read, Seconded Cllr Stone unanimous decision.</p> <p><b><u>Non-financial items</u></b></p>	Clerk
6.	<p>a) Cllr Dunn responded to the Mayoral Consultation. Requested Clerk add link on PC Website.</p>	Clerk
7.	<p><b><u>Chairman’s and Councillor’s Reports</u></b> To be given at the Annual Parish Meeting of Electors 28<sup>th</sup> April at 7.45pm.</p>	
8.	<p><b><u>Correspondence not covered elsewhere on the agenda</u></b></p>	
9.	<p>a) Clerk advised planting around Village sign to happen in May. Requested Polyanthus and Geraniums.</p>	
10.	<p><b><u>Items to be carried forward to next meeting</u></b></p> <p>a) Replacements bins in Bunbury Ave/The Park and Derby Place ongoing.</p> <p>b) A143 Skirting back ongoing.</p>	
	<p><b><u>Date of next meeting</u></b> – Monday 19<sup>th</sup> May 2025 at 7.30pm.</p> <p>There being no further business the meeting finished at 7.25pm.</p> <p>..... sign and date</p> <p>..... Print name</p> <p>Chairman Signed as confirmation that they are a true record.</p>	