

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 19th May 2025 AT 7.30PM

Item	<p>Councillor Maggie Dunn chaired the meeting along with Councillors Jenny Stone, Peter Fisk and Elaine Read. 3 members of the public, and the Clerk were present. <u>Chairmans welcome, reminder about the filming of meetings and to receive apologies for absence</u> Cllr Maggie Dunn welcomed everyone to the meeting and reminded everybody present that the meeting maybe recorded. Apologies Received Cllr James and Cllr Baker.</p>	
1.	<p><u>PROCEDURAL INFORMATION FOR THE COUNCIL'S ANNUAL MEETING</u></p> <p>a) To elect a Chair – Cllr Peter Fisk proposed Maggie Dunn for the position of Chair of Great Barton Parish Council. This was seconded by Cllr Stone, unanimous decision. There were no further proposals. Maggie Dunn accepted the role. The Chair's acceptance of office form was completed.</p> <p>b) To elect a Vice Chair - Cllr Maggie Dunn proposed Cllr Elaine Read for the position of Vice Chair of Great Barton Parish Council. This was seconded by Cllr Jenny Stone, unanimous decision. The Vice Chair's acceptance of office form was completed.</p> <p>c) There were no changes to the register of interest forms. Cllr James and Cllr Baker Absent so added to Agenda for June.</p> <p>d) Cllr Maggie Dunn proposed the Clerk Jessica Langley as the Financial Officer, seconded by Cllr Elaine Read, unanimous decision. SALC was appointed as the internal auditor.</p>	Clerk
2.	<p><u>To receive members declarations of interest</u> There were no declarations of interest or requests for dispensation.</p>	
3.	<p><u>Open Public Session</u></p> <p>MOP 1 raised concerns that Elms Meadow wasn't on the agenda. Requested to know what the Parish Council Position was and why isn't a permissive footpath being used in the meantime. Clerk advised that we are waiting for update from Elms Meadow Project Team following comms earlier in the week. Cllr Read advised restrictions on the footpath and not full access of field. Advised we do not have an update to discuss. MOP 1 queried why we are not using the footpath agreed previously with Havebury and County Farms. Chair Dunn advised this may have been superseded with the Elms Meadow Project. Clerk will make contact with the PROW team to get an update for the footpath. MOP 1 read email from Ned Harrison advising he would raise the idea of a permissive footpath. Clerk to confirm with the PROW team if the permissive footpath is possible or not. MOP 2 advised permission for permissive footpath could be withdrawn at any time. MOP 1 requested we press on with this. Clerk advised will chase for update. MOP 2 advised no update on the triangle that he is aware of. Chair Dunn advised she has concerns about Barley Homes if Devolution goes ahead. Potentially its why they are only building 40 homes initially.</p>	Clerk
4.	<p><u>County Councillor Rececca Hopfensperger not present</u></p>	
5.	<p><u>District Councillor Sarah Broughton not present</u></p>	
6.	<p><u>To sign the minutes of the council meeting on Monday 28th April 2025 to stand as an accurate record of the meeting</u> Cllr Stone proposed acceptance of the minutes of the Council meeting on Monday 28th April 2025 to stand as an accurate record of the meeting. Seconded by Cllr Fisk, unanimous decision from those present at the meeting.</p>	
7.	<p><u>To sign the minutes of the Planning meeting on Monday 12th May 2025 to stand as an accurate record of the meeting</u> Cllr Fisk proposed acceptance of the Planning meeting on Monday 12th May 2025 to stand as an accurate record of the meeting. Seconded by Cllr Read, unanimous decision from those present at the meeting.</p>	

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8. **To consider any completed planning applications from West Suffolk Council**
DC/25/0459/TPO – Rawlins School Lane – Approved
DC/25/0571/RM – Land North East of Bury St Edmunds – Have submitted an amended planting plan to be discussed at June Planning Meeting.

9. **Annual Governance and Accountability Return 2024/25**
- a) Confirmation of the dates for the exercise of public rights to approve the accounts 9/6/25 to 17/7/25
 - b) Underspend from 2024/25 to be divided up to 2025- 26 Reserves. £3000 to go into Training Budget 25/26 for CILCA. Remaining £2349.47 to go into General Reserves. Proposed Cllr Stone, Seconded Cllr Dunn, unanimous decision.
 - c) Council Adopted Statement of Variances 2024/25. Proposed Cllr Dunn, Seconded Cllr Stone, unanimous decision.
 - d) Council Adopted the annual bank reconciliation. Proposed Cllr Dunn, Seconded Cllr Read, unanimous decision.

10. **FINANCE**

- a) Payment of accounts and outstanding invoices
Approval of Payments schedule for May 2025. The Council resolved to pay the following accounts. Proposed Cllr Read, Seconded Cllr Stone unanimous decision. Internet banking transactions entered by the Clerk verified by Cllr James, verified and released by Cllr Dunn.

Inv Ref	Payee	Details	Power to pay	Payment type	Total Invoice	VAT reclaim
18	GB Sport and Leisure	Replacement Cradle Swings (Oct 24 10d)	5	B/P	£ 379.24	£ 63.21
19	Great Barton Thanks Giving Fund	April Hall Hire	3	B/P	£ 48.75	
20	Leon Brown	Tree Felling church rd triangle.	5	B/P	£ 540.00	£ 90.00
21	Jessica Langley	May Salary (up to 12th May)	1	SO	£ 652.80	
21	HRMC	Ni & tax due	1	B/P	£ 211.79	
22	O2	Clerks mobile phone contract 2 May (17/05)	1	DD	£ 15.42	£ 2.57
23	Top Garden Services	Bus Shelters and Mill Road Clearance	5	B/P	£ 420.00	£ 84.00
24	West Suffolk Council	April Payment - Yearly Litter Bins and Dog Waste Collection (Playing field and elms close)	5	DD	£ 1,199.82	
25	Propel Finance	Clerks mobile phone handset hire 2	3	DD	£ 8.40	£ 1.40
26	Unity Bank Trust	Unity Bank Service Charge (30/04/25)	1	SO	£ 6.00	
-	Places for People	Planning Consultancy - Local Plan Modifications	2	B/P	£ 234.00	£ 39.00

- b) The Financial report from the Responsible Financial Officer gives details of reserve
- I. budgets and spending against them and bank account balances.
 - II. Cllr Read put forward request to use some of the Small Project Earmarked Funds for Kate Trevitt for a memorial Gym Sign. Clerk to add to Agenda for June.
 - III. Legal Fees for Green Lane to stay until confirmation from the Severals Development
 - IV. Anchor Cover for little hamlet (playground)
 - V. Defib pads will be used next month as Freedom Church Pads just replaced by PC
 - VI. Website training not required. Earmarked funds to be relieved.
 - VII. Gates – Awaiting Delivery and then funds to be used.

Clerk

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VIII. S106 Funds – Once gym equipment has been paid for, play area requires refurbishment. Picked up on Risk Assessment by Cllr Baker. Matts have shrunk potential to matt the whole play area (stop Vertas strimming equipment) and new piece of play area equipment. Add to agenda for next meeting.

Clerk

Clerks Financial Report as at 16th May 2025

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

GREAT BARTON PARISH COUNCIL RESERVES AS OF 16th May 2025						
RESERVE	AS @ 1st April 2025	SPENT TO DATE	EARMARKED PROJECTS		CURRENT BALANCE	AVAILABLE TO SPEND
SMALL PROJECTS	£ 25,914.00	£ 450.00	£200 Anchor cover for little Hamlet	£ 200.00	£ 19,151.55	£ 2,076.55
			£700 Memorial grant for Kate Trevitt	£ 700.00		
			£1000 Legal fees for extending Green Lane 21	£ 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		
			Total earmarked £	£ 17,075.00		
LEGAL/CONSULTATION	£ 9,290.41	£ 195.00	None	£ -	£ 9,095.41	£ 9,095.41
YOUTH PROJECT	£ 612.00	£ 316.03	None	£ -	£ 316.03	£ 295.97
GENERAL	£ 10,308.00		None	£ -	£ 10,308.00	£ 10,308.00
ALLOTMENTS	£ 60.00	£ 60.00		£ -	£ 60.00	£ -
ASSET MAINTENANCE	£ 11,143.48	£ -	None	£ -	£ 11,143.48	£ 11,143.48
ASSET ACQUISITION	£ 8,727.82	£ -	(Precept Budget of £456)	£ -	£ 8,727.82	£ 8,727.82
ICEPITS WOOD	£ 10,893.55	-	(Precept Budget of £2000)	£ -	£ 10,893.55	£ 10,893.55
S106 FUNDS	£ 14,676.00	£ -	Outdoor Gym Equipment 17/02/2025 minute ref 10d. £5000plus vat paid from SP	£ -	£ 14,676.00	£ 14,676.00
TOTAL RESERVES	£ 91,625.26	£ 1,021.03		£ 34,150.00	£ 84,371.84	£ 50,221.84

Clerk

Bank balances at 16th May 2025

Unity trusts Current Account	£41,144.23
Unity Trust Savings Account	£78,400.54
Total balances	£119,544.77
Instant Access Interest	None
Moved from current account to savings account	£20,000 (await auth)
Moved funds from Savings account to Current account	£10,000
Credits received – VAT Reclaim	None
Payments made under S137*	None

- c) Council reviewed the circulated monthly bank reconciliations, there were no questions. Current Account. Proposed Cllr Stone, Seconded Cllr Read. Unanimous. Savings Account. Proposed Cllr Fisk, Seconded Cllr Read. Unanimous.
- d) Council considered ID for Cllrs. Council Agreed lanyards and desk name plaques for meetings. Cllr Read, Seconded Cllr Stone. Unanimous.
- e) Council reviewed Report from Internal Audit and agreed to Adopt the NALC 2025 Financial Regulations Proposed Cllr Read, Seconded Cllr Stone unanimous decision.

Clerk

11. **Good Governance – CONTINUING PROCEDURAL ITEMS FOR THE COUNCIL'S ANNUAL MEETING:**

- a) Review of committees deferred until June Meeting
- b) Review of committees deferred until June Meeting
- c) Review of the council's and employees' memberships of other bodies – Suffolk Association of Local Councils, Community Action Suffolk (FOC) and Society of Local Council Clerks (to be renewed).
- d) Standing Orders and Financial Regulations – Deferred until July Meeting. Clerk to split these between the Cllrs. NALC Financial Regulations 2025 to be adopted.

Clerk

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12.	<p>e) Review of the asset register – Including clerks Printer, newly installed Gym. Notice Boards and office equipment updated. Clerk to purchase own laminator and just bill pouches to PC.</p> <p>f) Review of Councils Advertising policy – updating of email address. Advertising Rates to remain the same.</p> <p>g) Review of Councils Reserves policy. Cllrs happy with Reserves Policy.</p> <p>h) Re-adoption of the LGA Code of Conduct deferred to June Meeting.</p> <p>i) Review of pension provision – confirmation that in line with their pension responsibilities. Clerk currently does not earn enough for a pension.</p> <p>j) Review of effectiveness and scope of the internal audit and internal control. Cllr Dunn to bring up concern with SALC about missed grant on audit docs.</p> <p>k) Review of the Council risk assessments deferred to June Meeting</p> <p>l) Annual review of adequacy of insurance which is due for renewal in September 25. The new Gym equipment has been added to the insurance policy.</p> <p><u>Non-financial items</u></p> <p>a) Mayoral Consultation update. Advised Cllr Dunn and Clerk attended a meeting in regards to the Consultation. Cost saving scheme. Mayor will be responsible for highways, blue light services and infrastructure. Clerk has copies of Residents Summary if required. Concerns around planning issues once combined. MOP reminded we must have our Local Plan & Neighbourhood plan is up to scratch before 2027.</p> <p>b) A143 Skirting Back – No update from Cllr Hopfensperger as not present. Quote from TGS increased due amount of work involved. Clerk requested Cllr Hopfensperger chase her contractor. To add to June Meeting.</p> <p>c) The Avenue – Concern from MOP about one way exit from A143 onto the Avenue. Never had a sign but white lining does need to be redone.</p> <p>d) Bin at Derby place to be replaced with wheelie bin and cover (to look like combined bin). Bin at the Park to be replaced with wheelie bin and cover and relocation so not to be under the tree. This will ease the issue with being too heavy for emptying.</p> <p>e) MOP Queried A143 Grass cutting as weeds are already tall on Fornham Road Junction. SCC Confirmed cutting to commence 19/05/2025.</p> <p><u>Chairman’s and Councillor’s Reports</u></p> <p>To be given at the Annual Parish Meeting of Electors 28th April at 7.45pm.</p> <p><u>Correspondence not covered elsewhere on the agenda</u></p> <p>a) Hedge at Elms Close – Overgrown and covering most of pathway. Letter to be sent and copy will be sent to Havebury. Land is also being driven across for parking access.</p> <p><u>Items to be carried forward to next meeting</u></p> <p>a) A143 Skirting back</p> <p>b) Kate Trevitt - Memorial Gym Sign</p> <p>c) Play area requires refurbishment – Quotes required for matting and potential new equipment</p> <p>d) Review of committees deferred until June Meeting (amendments or new committees)</p> <p>e) Re-adoption of the LGA Code of Conduct</p> <p><u>Date of next meeting</u> – Monday 9th June 2025 at 7.30pm. Combined planning and full council.</p> <p>There being no further business the meeting finished at 9.25pm.</p> <p>..... sign and date</p> <p>..... Print name</p> <p>Chairman</p> <p>Signed as confirmation that they are a true record.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Hops</p> <p>Cllr Hops</p>
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