

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 17<sup>TH</sup> FEBRUARY 2025 AT 7.30PM

Item	<p>Councillor Maggie Dunn chaired the meeting along with Councillors Gwyn James, Jenny Stone, Peter Fisk (left meeting at 21.25), Elaine Read and Andy Baker.</p> <p>3 members of the public, the Clerk was not present, minutes were taken by Councillor Gwyn James</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.</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>Questions from the public session</p> <p>A concern was raised about how the Parish Council is checking the accuracy of payments before approval. The Chair explained the process and demonstrated how the process is carried out. Chair will continue to ensure the correct approval process is followed.</p>	Chair
4.	<p><b><u>To receive County Councillor’s report from Rebecca Hopfensperger</u></b></p> <p>Councillor Rebecca Hopfensperger reported:</p> <p>4.1 Confirmed that Suffolk County Council are on a priority programme for local council devolution. Suffolk County Council need to draft a business plan for their preferred options by 31<sup>st</sup> March 2025. As a result, the 2025 local elections have been postponed.</p> <p>4.2 Local residents have made complaints about the narrowness of the pavements through the village due to no cutting back. Councillor Hopfensperger has engaged Andy Moore to carry out a survey to measure the width of pavements and produce a report with recommended actions. Andy Baker queried the extent of the surveyed pavements, and it was agreed that the survey should be taken from School Rd to the Bunbury Arms. Councillor Hopfensperger stated that for critical issues she would be happy to engage a private contractor and pay from her Locality Budget.</p> <p>4.3 A local parent cleared back a lot of the pavements near the school and Councillor Hopfensperger agreed to get the brambles and nettles cut back.</p> <p>4.4 Mill Rd Crossroads. Andy Moore cleared some of the brambles, but still more work is needed, Phillip Reeve to provide photographs from Livermere Rd aspect. New signs and road markings are due to be done by Mid-March.</p>	Cllr Hopfensp erger
5.	<p><b><u>To receive District Councillor’s reports from Sarah Boughton</u></b></p> <p>Councillor Sarah Boughton reported that Council Tax is due to increase by about 3% and some car park charges are increasing by 20%.</p> <p>Councillors Hopfensperger and Boughton left the meeting at 8.25pm.</p>	Cllr Boughton
6.	<p><b><u>To sign the minutes of the council meeting on Monday 9<sup>th</sup> December 2024 and 20<sup>th</sup> January 2025 to stand as an accurate record of the meeting</u></b></p> <p>Councillor Elaine Read proposed acceptance of the minutes of the Council meeting on 9<sup>th</sup> December 2024. Seconded by Councillor Jenny Stone, unanimous decision from those present at the meetings. Councillor Gwyn James proposed acceptance of the minutes of the Council meeting on 20<sup>th</sup> January 2025 Seconded by Councillor Jenny Stone, unanimous decision from those present at the meetings.</p>	
7.	<p><b><u>To sign the minutes of the planning meeting on Monday 10<sup>th</sup> February 2025 to stand as an accurate record of the meeting</u></b></p> <p>Councillor Peter Fisk proposed acceptance of the minutes of the Council meeting on 10<sup>th</sup> February 2025 to stand as an accurate record of the meeting. Seconded by Councillor Andy Baker, unanimous decision from those present at the meetings.</p>	
8.	<p><b><u>To consider any completed planning applications from West Suffolk Council</u></b></p> <p>There were no questions about the completed planning applications from West Suffolk Council, Jubilee Farm Shop application was turned down, May Cottage application was approved.</p>	
9.	<p><b><u>Update on ‘Triangle Development</u></b></p> <p>Philip Reeve Chairman of the Triangle taskforce gave an update on events since our last meeting: Following discussions with the school and parish councillors Philip Reeve has proposed a new layout (Version 2) for the community facilities, position of the MUGA, movement of the car park to surround the pond and a more beneficial layout for the extra school land and School Muster Point.</p>	All Cllrs

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 17<sup>TH</sup> FEBRUARY 2025 AT 7.30PM

After a meeting with Barley Homes, the only change they have currently proposed is a change from parallel to bay parking, they expect to go to planning shortly.

It was agreed to attach the new layout to the minutes to allow residents to see the proposed changes at the earliest opportunity. Councillor Elaine Read proposed, seconded by Councillor Maggie Dunn, unanimous decision. These documents can be found on pages 4 and 5 of this document.

The Parish Council voted their appreciation to Phillip Reeve and Vivien Bodnar for their dedication and substantial efforts on the Triangle Task Force, Councillor Elaine Read proposed, seconded by Councillor Gwyn James, unanimous decision.

10. **FINANCE**

a) Payment of accounts and outstanding invoices

Approval of Payments schedule for February 2025 resolved. The Council resolved to pay the following accounts. Proposed Councillor Maggie Dunn, Seconded Councillor, Elaine Read unanimous decision. Internet banking transactions entered by the Clerk verified by Councillor Gwyn James, verified and released by Councillor Maggie Dunn.

Inv Ref	Payee	Details	Power to pay	Payment type	Total Invoice	VAT reclaim
99	O2	Clerks mobile phone contract- December 24	1	S/O	£ 14.35	£ 2.39
100	Propel Finance	Clerk mobile phone handset rental - 11	3	D/D	£ 8.40	£ 1.40
101	Unity Trust Bank	Service charge - monthly	1	S/O	£ 6.00	
102	CLV Gardening	Garden maintenance at village sign	3	B/P	£ 32.00	
103	Jenny Stone	Expenses - Ink cartridge - gym equipment quotes	3	B/P	£ 70.00	£ 11.67
104	Suffolk County Council	Advert for Parish Clerk & RFO	3	D/D	£ 75.00	
105	Great Barton Thanksgiving Fund	Hall Hire - January 2025	3	B/P	£ 34.37	
106	Amanda Jackson	February Salary	1	S/O	£ 718.95	
107	HMRC	NI & tax due	1	B/P	£ 39.20	
108	Amanda Jackson	Expenses - Ink cartridge for Cllr Elaine Read	3	B/P	£ 30.13	£ 5.02
109	Suffolk Cloud	Website hosting and support	3	B/P	£ 120.00	
					£ 1,148.40	£ 20.48

Clerk

It was agreed that the name of the Clerk's documents should be the same as in the agenda to allow better understanding.

b) The Financial report from the Responsible Financial Officer including details of reserve budgets and spending against them, checking of monthly bank reconciliations, Actual spend to budget.

**Clerks Financial Report as at 10<sup>th</sup> February 2025**

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 17<sup>TH</sup> FEBRUARY 2025 AT 7.30PM

**GREAT BARTON PARISH COUNCIL RESERVES AS 10TH FEBRUARY 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	
			Total earmarked £	£ -	
	£ 20,914.00	£ 1,387.00	£ 17,075.00	£ 19,527.00	£ 2,452.00
LEGAL/CONSULTATION	£ 10,427.00	£ 3,115.50	£2500 - Civil engineering scope of works		
CORONATION	£ 502.00	£ 502.00	£900 - leaflet/drop in session	£ 3,400.00	£ 7,311.50
YOUTH PROJECT	£ 612.00	£ -	£502 transferred to small project reserve 23/5/24	£ -	£ -
GENERAL	£ 10,563.00	£ 180.00	None	£ -	£ 612.00
ALLOTMENTS	£ 180.00	£ 120.00	None	£ -	£ 10,383.00
ASSET MAINTENANCE	£ 11,143.00	£ -	£60 1/4/24 plus £120 rec'd 21/10/24 = 180	£ -	£ 60.00
ASSET ACQUISITION	£ 8,271.00	£ -	None	£ -	£ 11,143.00
ICEPITS WOOD	£ 9,158.00	£ 204.50	None	£ -	£ 8,271.00
S106 FUNDS	£ 14,676.00	£ -	None	£ -	£ 8,953.50
TOTAL RESERVES	£ 86,446.00	£ 5,509.00		£ 20,475.00	£ 80,937.00
					£ 14,676.00
					£ 14,676.00
					£ 60,462.00

**Bank balances at 10th February 2025**

Unity trusts Current Account	£2,707.32
Unity Trust Savings Account	£99,303.20
<b>Total balances</b>	<b>£102,011.02</b>
Instant Access Interest	£0
Moved from current account to savings account	£5,000.00
Moved funds from Savers account to Current account	£2,000.00
Credits received - 2025 newsletters	£1,568.50
Payments made under S137*	None

11. c) The Council agreed to increase the budget by £5000 to cover payments of the Clerks' Salary and Employer's NI/Tax until the end of the financial year end from the General Reserve. Proposed Councillor Elaine Read, Seconded Councillor Maggie Dunn, unanimous decision.
- d) Council approved the purchase of Gym Equipment from Sunshine for £9652 + VAT paid from the £5000 grant from West Suffolk Council with the remaining from S106 monies. Proposed Councillor Maggie Dunn, Seconded Councillor Elaine Read unanimous decision. Councillor Peter Fisk offered his grateful thanks for the work done on this project by Councillor Jenny Stone.
- e) Councillor Gwyn James informed the Council that an order for the Village Gateways had been placed with JACS for £9907, delivery was expected at the end of April 2025.
- f) Council approved the quote of AMS Services of £85 for repair and installation of small noticeboard in Thurston Road from the Maintenance Budget. Proposed Councillor Peter Fisk, Seconded, Councillor Maggie Dunn unanimous decision.
12. g) Council approved the quote of AMS Services of £35 for repair and clearance of wooden bus shelter gutter from the Maintenance Budget. Proposed Councillor Gwyn James, Seconded, Councillor Peter Fisk unanimous decision.
13. h) Council approved that CV Gardening could spend up to £100 to replace the plants at the foot of the Village Sign. The suggestion was to have spring plants such as Polyanthus and summer plants of

Clerk

Clerk

Clerk

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 17<sup>TH</sup> FEBRUARY 2025 AT 7.30PM

14. Geraniums. Proposed Councillor Elaine Read, Seconded, Councillor Jenny Stone unanimous decision.
- Non-financial items**
15. a) Council approved postponing Standing Orders and Financial Regulation review until the new Clerk is in post. Proposed Councillor Maggie Dunn Seconded, Councillor Elaine Read unanimous decision by those present.
- b) Topics suggested for The Annual Parish Meeting were Elms Meadow, Triangle Update and suggestions from the Public on what they want for the village.
16. c) Communication Group update – the next Newsletter is well in hand, currently reviewing the website (Clerk to remove D Clarke and add JR Langley & G James to Website Editor) and re-establishment of the Email Notification List
- d) Suggestion was for CV Gardening to be asked to cut the grass on Conyers Green

Peter Fisk left the meeting at 9.25pm.

**Chairman’s and Councillor’s Reports**

There were no councillors reports this month.

**Correspondence not covered elsewhere on the agenda**

- Further discussions took place on the issue of parking on the pavements in Mill Rd near the Freedom Church and will monitor the situation.

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

There were no items to carry forward.

**Closing public session**

There were comments that the Clerk was requesting repair work from her husband and there should be transparency and oversight in this process. In response the council responded that it had previously looked at a potential conflict of interest and decided that there were enough checks in place that was not an issue.

**Date of next meeting** – Monday 17<sup>th</sup> March 2025 at 7.30pm

There being no further business the meeting finished at 9.50 pm.

..... sign and date

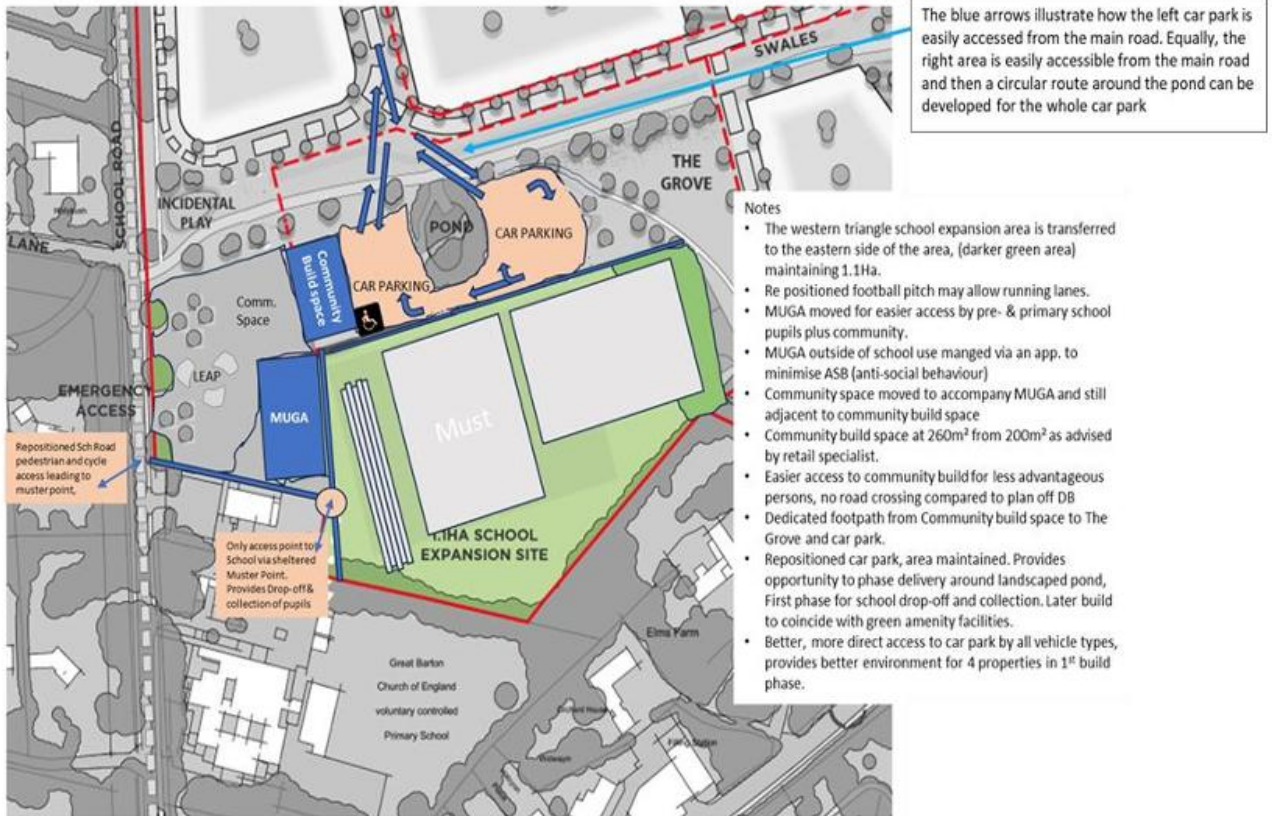
..... Print name

Chairman  
Signed as confirmation that they are a true record.

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 17<sup>TH</sup> FEBRUARY 2025 AT 7.30PM

**The Triangle Development -- Revised Facilities Layout -- February 2025**

Following discussions between The Triangle Taskforce and Primary School a revised layout developed to achieve: Maximisation of expansion area, easier and safer location of MUGA, Car Park utilisation, and a revised entrance/collection for pedestrian and ferried pupils.



Original Layout as defined in adopted Development Brief, September 2024

