

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 20TH JANUARY 2025 AT 7.30PM

Item	<p>Councillor Maggie Dunn chaired the meeting along with Councillors Gwyn James, Jenny Stone, Peter Fisk, Elaine Read and Andy Baker. 4 members of the public, and the Clerk were present.</p>	
1.	<p><u>Chairmans welcome, reminder about the filming of meetings and to receive apologies for absence</u> Councillor Maggie Dunn welcomed everyone to the meeting and reminded everybody present that the meeting maybe recorded.</p>	
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> Questions from the public session Are the Parish Council renewing the Parish Online subscription? Council will renew subscription ready for the Triangle planning application. Why has the Tax/NI contribution figure in the budget been exceeded – on investigation information from the Employee NI/Tax column rather than the Employer was recorded on the actual spend to budget report it is correct in the cashbook. A revised actual spend to budget is available. Can the cashbook be included in meeting papers on the website? – this will be included from February’s meeting. Could the time a Councillor leaves a meeting be recorded in the minutes? Councillors agreed this would be good practice.</p>	Clerk
4.	<p><u>To receive County Councillor’s report from Rebecca Hopfensperger</u> Councillor Rebecca Hopfensperger reported: On 16 December, the Government published its much-anticipated English Devolution White Paper, outlining plans for broader and deeper devolution coupled with a programme of coordinated local government reorganisation. Key to the proposals is a reorganisation of council structures, particularly in two-tier areas like Suffolk, with a shift away from district, borough and county councils towards unitary councils. Suffolk County Council held an extraordinary meeting of councillors, and a meeting of its Cabinet, to debate and then decide on whether or not to put Suffolk forward for the government's new devolution and reorganisation programme. The final decision was for Suffolk to be part of the Devolution Priority Programme. There may be a possibility that the May 2025 elections will be postponed but this is be confirmed when known. Suffolk County Council and West Suffolk Council will continue to operate as usual until further notice is given. Councillor James asked if Suffolk County Council would be able to clear some land where the Village gates will be position, Councillor Hopfensperger will request. There was no update on the Save our Buses Campaign but a further meeting is scheduled for February. Councillor Read asked if the redundant bus shelter in Livermere Road could be repurposed in Fornham Road but it was suggested to keep in place until further information is available on bus routes.</p>	Cllr Hopfensb erger
5.	<p><u>To receive District Councillor’s reports from Sarah Broughton</u> Councillor Sarah Broughton advised there was nothing to report for this meeting. Councillors Hopfensberger and Boughton left the meeting at 8.10pm.</p>	Clerk
6.	<p><u>To sign the minutes of the council meeting on Monday 9th December 2024 to stand as an accurate record of the meeting</u> Council agreed to amend the minutes and present at our next Council meeting for approval.</p>	
7.	<p><u>To sign the minutes of the planning meeting on Monday 13th January 2025 to stand as an accurate record of the meeting</u> Councillor Andy Baker proposed acceptance of the minutes of the Council meeting on 13th January 2025 to stand as an accurate record of the meeting. Seconded by Councillor Elaine Read, unanimous decision from those present at the meetings.</p>	
8.	<p><u>To consider any completed planning applications from West Suffolk Council</u> There were no questions about the completed planning applications from West Suffolk Council.</p>	
9.	<p><u>Update on ‘Triangle Development</u> Philip Reeve Chairman of the Triangle taskforce gave an update on events since our last meeting: Following the 6th November Teams meeting of the Triangle stakeholders it was agreed Barley Homes (developer) and the School/Trust would meet to discuss the implications of facilities connected to and adjacent to the school. This occurred on 11th December and the Developer</p>	

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agreed to review the car parking arrangements from parallel parking to bay parking as this was more appropriate for the drop off and collection of the youngest pupils where parents accompany their children into the school. Philip Reeve alongside Cllrs Hopfensperger and Broughton updated Cllr J Thorndyke (West Suffolk Council's cabinet member for planning) and the Planning Officer on the history of the Triangle development. The hybrid planning application from Barley Homes is expected at the end of February. Philip Reeve requested Councillors take a look at the area of land adjacent to the school and the car park and feedback any suggestions to reconfigure.

All Cllrs

10. **Update on Simmonds bus route changes**

Covered in item 4 Councillor Rebecca Hopfensperger report.

11. **Council to acknowledge the resignation of the Parish Clerk and consider plans moving forward**

Councillors acknowledged that the Clerk had resigned but would continue the role of Responsible Financial Officer until 31st March 2025. Plans have been put in place to cover the period before a new Clerk will start. Applications had been received; the closing date is 1st February 2025. Councillor Elaine Read thanked Amanda Jackson, Clerk for her service and wished her well in the future.

12. **FINANCE**

a) Payment of accounts and outstanding invoices

Approval of Payments schedule for January 2025 resolved. The Council resolved to pay the following accounts. Proposed Councillor Gwyn James, Seconded Councillor, Andy Baker 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
91	O2	Clerks mobile phone contract- November	1	S/O	£ 14.35	£ 2.39
92	Propel Finance	Clerk mobile phone handset rental - 10	3	D/D	£ 8.40	£ 1.40
93	Unity Trust Bank	Service charge - monthly	1	S/O	£ 6.00	
94	Places4People Ltd	Planning consultancy support - Triangle Development/Local Plan	2	B/P	£ 1,365.00	£ 227.50
95	Amanda Jackson	Expenses - A4 printer paper & lock for playground double gates	3	B/P	£ 39.70	£ 6.62
96	Amanda Jackson	Salary	1	S/O	£ 718.95	
97	HMRC	Ni & tax due	1	B/P	£ 39.20	
98	Great Barton Thanksgiving Fund	December Hall Hire	3	B/P	£ 31.25	
					£ 2,222.85	£ 237.91

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, list of items over £100. Councillor Andy Baker asked the Clerk to check a double entry for Clerk salary for August on the list of items over £100..

Clerk

Clerks Financial Report as at 10th January 2025

GREAT BARTON PARISH COUNCIL RESERVES AS 10TH JANUARY 2025						
RESERVE	AS @ 1/4/2024	SPENT TO DATE	EARMARKED PROJECTS		CURRENT BALANCE	AVAILABLE TO SPEND
SMALL PROJECTS	£ 20,914.00	£ 1,280.00	£200 Anchor cover for little Hamlet	£ 200.00	£ 19,634.00	£ 2,559.00
			£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 £	£ 17,075.00		
LEGAL/CONSULTATION	£ 10,427.00	£ 1,137.50	None	£ -	£ 9,290.41	£ 9,289.50
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	£ 180.00	£ 120.00	£60 1/4/24 plus £120 rec'd 21/10/24 = 180	£ -	£ 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
TOTAL RESERVES	£ 86,446.00	£ 3,354.50		£ 17,075.00	£ 83,092.41	£ 66,016.50

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Bank balances at 10th January 2025

Unity trust Current Account	£2,378.17
Unity Trust Savings Account	£96,657.00
Total balances	£99,035.17
Instant Access Interest	None
Moved from current account to savings account	None
Credits received - Winter edition newsletter	£249
Payments made under S137*	None

- c) Council considered payment of a separate RFO role and newsletter project management to 31.3.25 and agreed unanimously to fund this unto £750.00. Proposed Councillor Elaine Read, Seconded Councillor Andy Baker unanimous decision.
- d) Council considered adding Councillors Stone and Read as bank signatories. Proposed Councillor Maggie Dunn, Seconded Councillor Andy Baker unanimous decision.
- e) Council considered quotes for the outdoor gym equipment and decided that more information is required on the different machines before making a decision at the February meeting. Councillor Maggie Dunn confirmed that the Village Hall are happy for the project to proceed but would like to be kept informed of progress. They would also like a letter to confirm that the playground and outdoor gym equipment is covered by the Parish Council insurance.

Clerk

Cllr Stone
Clerk

Councillor Peter Fisk left the meeting at 9.15pm.

- f) Council considered quotes and an update for Village gates from Councillor Gwyn James and agreed a cost of £10,066.00 for the street furniture licence and 12 manufactured and delivered gates with all fixings. Installation costs will be updated at our next meeting. Proposed Councillor Gwyn James, Seconded, Councillor Maggie Dunn unanimous decision by those present. To be paid from the Small Projects reserve.
- g) Council considered a grant application received and circulated, unfortunately due to it not meeting the criteria of the grant awarding policy it was unsuccessful. Proposed Councillor Maggie Dunn, Seconded, Councillor Elaine Read unanimous decision by those present.

Clerk

13. **Non-financial items**

- a) Council discussed and agreed to postpone the policy and procedure reviews until the new Clerk has settled into post. Proposed Councillor Maggie Dunn Seconded, Councillor Gwyn James unanimous decision by those present.
- b) Update on Village gates – See item 12f) for update
- c) Update on the Village Communication working party - The working party consists of 9 members made up of Councillors, the Clerk and members of the public. At a meeting on 6.1.25 various tasks were drawn up and allocated, cost to independently design the newsletter, timelines for all 3 editions, the Village email service, photography, website and ideas for better ways to communicate were all discussed. The next meeting is Monday 3rd February 2025. The Clerk is meeting Tracey Butt to discuss the distribution system.
- d) Public Spaces Protection Order for the playground and playing field. The Clerk will organise a date for an Officer at West Suffolk Council to visit.
- e) Council briefly discussed a review of its 3-year plan and decided to postpone a meeting until after the new Clerk is settled in the role.

Clerk

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

Councillor Andy Baker asked what the situation is with the allotments, is there a waiting list? The Clerk will contact the Allotments Association. Councillor Jenny Stone suggested an article or an advert to be included in the newsletter.

Clerk

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15.	<p><u>Correspondence not covered elsewhere on the agenda</u></p> <p>The Clerk advised:</p> <ul style="list-style-type: none"> • Christmas lunch, due to Meeting Point being awarded a warm Spaces grant from West Suffolk Council they decided to fund the Christmas lunch in total. • Suffolk County Council have a new initiative to fund the fitting of an Electric Vehicle charging point that has 24/7 access. Council agreed for the Clerk to approach the Freedom Church as they have the desired 24/7 access and can apply directly. • Councillor Jenny Stone advised she had been approached by 2 residents about the overground hedge at Mill Road end of School Road, Council agreed a letter should be sent requesting it to cut it back. • Councillor Elaine Read advised that residents had commented on cars parking on the pavement opposite the Freedom Church making it impossible or pushchairs or wheel chairs to pass. Council agreed a letter should be sent asking the Freedom Church to speak to users of the hall. 	Clerk Clerk Clerk
16.	<p><u>Items to be carried forward to next meeting</u></p> <p>There were no items to carry forward.</p>	
17.	<p><u>Closing public session</u></p> <p>There were no comments in the public session.</p>	
18.	<p><u>Date of next meeting</u> – Monday 17th February 2025 at 7.30pm</p> <p>There being no further business the meeting finished at 10.30pm.</p> <p>..... sign and date</p> <p>..... Print name</p> <p>Chairman Signed as confirmation that they are a true record.</p>	