



**NOTICE IS HEREBY GIVEN, that all members of the Parish Council are hereby summoned to attend the next meeting of Great Barton Parish Council, which will be held on Monday 20<sup>th</sup> February 2023 commencing at 7.30 pm in the Village Hall.**

The Council, members of the public and press are welcome to attend and may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Members of the public will be invited to give their views/question to the Parish Council on issues on the agenda, or raise issues for consideration or inclusion at future meetings during the open public session before the meeting, this will be limited to 10 minutes duration but may be extended at the discretion of the Chairman. To view associated papers/information please use the following web-link: <http://greatbarton.suffolk.cloud/parish-council/meeting-dates/>

### **AGENDA**

1. **Chairman's welcome and to receive apologies for absence**
2. **(i) To receive members Declarations of Interest**  
**(ii) Council to consider any new written requests for dispensation and/or requests which have been received**
3. **Public open session 10 minutes with 2 minutes per participant.**
4. **To receive County Councillor's report from Cllr. Rebecca Hopfensperger including update on permission footpath from Cox Lane to Icepits Wood**
5. **To receive Borough Councillor's reports from Cllr. Sarah Broughton and Cllr. Rebecca Hopfensperger**
6. **Cllr G James – Update on speed watch, plans for the Annual Parish Meeting (including confirmation of the date) and update on the licence for the village entrance gates**
7. **To approve & adopt the minutes of the Full Council meeting held on Monday 16<sup>th</sup> January 2023**
8. **To approve & adopt the minutes for the Planning Committee meeting on Monday 13<sup>th</sup> February 2023. Council to review the completed planning applications list from West Suffolk Council.**
9. **Finance & Policy:**
  - (a) Payment of Accounts and Outstanding Invoices – Approval of Payments Schedule
  - (b) Consider the list of Council's aggregate receipts and payments for the financial year 2022-2023
  - (c) Confirm the payment of tax for the previous Clerk of £134.40
  - (d) Financial report from the Locum Responsible Financial Officer and to adopt the monthly bank reconciliations
  - (e) Council to agree the following resolutions, following Unity Trust Guidelines, to change the key contact on their bank account, following the resignation of their Clerk:
    - (i) The amendments to the Mandate for the operation of the bank account(s), payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures and the Mandate;
    - (ii) The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it;
    - (iii) The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.
  - (f) Update on Allotments Tenancy Agreement Review following Cllr Maggie Dunn contacting the Associations Chairman. A copy of the updated agreement to be provided to the Parish Council

- (g) Monthly review of the work carried out by the Locum Clerk.
  - Council to consider if the contract for the Locum Clerk needs to be extended from 10/3/2023 to 1/5/2023 for the Locum Clerk to carry out the audit through SALC
  - Council to consider the role of the Responsible Financial Officer moving forwards, if an inexperienced Clerk is appointed to the role; if they wish the Locum Clerk to continue working 5/6 hours flexibly over the month from 1/5/23 until the newly appointed Clerk/RFO has completed their financial training
- (h) Update on the fixing costs for the 2 new benches on the Village Hall Playing Field (purchase agreed 16/1/23 (Item 8(h))
- (i) Update on new playground equipment quotes – Cllr S Todd
- (j) Consider contribution towards the Kings Coronation event – Cllr Dunn – quotes for insurance for the event and the level of contingency fund
- (k) Consider increasing the budget for the Emergency Plan from £410 to £450 following a request to purchase stationery items
- (l) Consider increasing the Fidelity Insurance Cover from £100,000 to £125,000 to cover bank balances once the precept is paid in April
- (m) Consider the future of the Radarlux speed sign, battery and battery storage box (currently stored in S Todd's garage) and not used since 2019
- (n) Complete a full review of financial risk assessments and those relating to assets and land. To review the completed internal control document for 2022-23
- (o) Confirmation for the minutes that SALC has been appointed as the internal auditor for 2022-23 and this was confirmed on 16/5/22
- (p) Review updated asset register following purchases made from September 2022 and confirm that this was cross referenced to the insurance policy in October 2022 to ensure the Council is adequately insured
- (q) Confirm their Financial Regulations are up to date and make the following changes to their Standing Orders: Change Item 18 (f) relating to Financial Controls and Procurement to: 'Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details' and delete item 18 (g)
- (r) Consider purchasing a new defibrillator to be situated at the Freedom Church (part-funding to be provided from alternative sources)
- (s) Consider Mill Road ditch clearance
- (t) Further notice board quotes for Livermere Rd/Village Hall – M Dunn
- (u) Explanation of overpayment of invoices for grass cutting to Vertas\

**10. Triangle Development update**

**11. Update on advertising for a new Clerk/Responsible Financial Officer and the interview procedure**

**12. Chairman's and Councillor's Reports:** Including update on Emergency Telephone Line in the Village Hall – Cllr M Dunn

**13. Confirm for the minutes that Councillor Andy Baker is responsible for risk management and completing the weekly/monthly/quarterly and annual forms for assets and land with the Responsible Financial Officer being responsible for finance**

Great Barton Parish Council – C/O The Laurels, Mill Road, Great Barton.

Chair – Cllr. Maggie Dunn Clerk – Vacant

Tel: 01284 787357 Email: [infogbpc@gmail.com](mailto:infogbpc@gmail.com) Website: [www.greatbarton.suffolk.cloud](http://www.greatbarton.suffolk.cloud)

- 14. Confirm that the newsletter will now be published 3 times a year in February March (Spring edition), June July (Summer edition) and November (Winter edition)**
- 15. Parish Matters & Highways Issues: these items have already been covered during the meeting**
- 16. Correspondence:**
- 17. Items to be carried forward to the next meeting.**

Maggie Dunn

Chair Great Barton Parish Council