



**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 20th March 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 permissive footpath from Cox Lane to Icepits Wood**
5. **To receive Borough Councillor's reports from Cllr. Sarah Broughton and Cllr. Rebecca Hopfensperger**
6. **To approve & adopt the minutes of the Full Council meetings held on Monday 16th January 2023 and Monday 20th February 2023**
7. **To approve & adopt the minutes for the Planning Committee meetings held on Monday 13th February and Monday 13th March 2023. Council to review the completed planning applications list from West Suffolk Council.**
8. **Triangle Development update**
9. **Finance & Policy:**
 - (a) **Payment of Accounts and Outstanding Invoices – Approval of Payments Schedule 2 Councillors to approve authorisation sheet and initial invoices**
 - (b) **Council to approve for the minutes payments made in August & September 2022 2 Councillors to approve authorisation sheet and initial invoices**
 - (c) **Consider the list of Council's aggregate receipts and payments for the financial year 2022-2023**
 - (d) **Consider cost of the following items for the new Clerk : Laptop, monitor, telephone and contract and an encrypted memory stick**
 - (e) **Confirm the cost of the new Clerk's home office allowance as £23 per month**
 - (f) **Financial report from the Locum Responsible Financial Officer including details of audit procedures with SALC**
 - (g) **To adopt the monthly bank reconciliations**
 - (h) **Confirm that the Locum Clerk is the Responsible Financial Officer for the audit year 2022-23**
 - (i) **Council to agree the following resolutions, following Unity Trust Guidelines, to allow the Locum Clerk access to the bank accounts, to view information and add payments only:**
 - (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. **2 Councillors to sign the Account Management Submission form**
- (j) Monthly review of the work carried out by the Locum Responsible Financial Officer
 - (k) Grants from Housing Associations in the village, for playground equipment – Cllr M Dunn; followed by a review of the playground equipment budget – Cllr S Todd
 - (l) Further notice board quotes for Livermere Rd/Village Hall – Cllr M Dunn
 - (m) Update on overpayment of invoices for grass cutting to Vertas – Locum Clerk
 - (n) Consider payment of insurance premium of £50.06 for changes to the policy
 - (o) Consider changing the budgets for Clerk’s salary and training for 2023-24 to allow for full transparency; reduce the salary budget by £3500 and add to training budget.
 - (p) Update on employing the new Clerk and to confirm the following details for the contract:
 - Date employment is to commence
 - Hourly rate of pay
 - Pension provision
 - Guaranteed minimum number of hours worked is 10 per week and number of hours of training once CiLCA qualification starts is 7 per week for 1 year
 - (q) Review quotes for installation of village gates
 - (r) Quote for clearing the ditch on Mill Road – Cllr M Dunn
 - (s) Quote for ‘Coronation tree’ for the School – Cllr M Dunn
 - (t) Refund of office allowance from previous Clerk – Cllr M Dunn
 - (u) Consider any expenses or mileage claims from Councillors
 - (v) Cost of plaques for Jubilee and Coronation trees

10. Non-financial Items carried forward from February’s meeting:

Enquiry regarding ownership of the land behind the Livermere Road bus shelter by Suffolk County Council	M Dunn
Application form for village entrance gates received from Councillor Hopfensperger. Confirm volunteer to complete the application form.	
Update on progressing the cul-de-sac footpath on Green Lane	M Parker

11. How to progress the following items raised under the risk assessment check of land and assets:

- Village Hall playing field dog bin – pedal not lifting lid
- Grit bins : Green Lane/ East Barton Road full of water; Livermere Road/Mill Road overgrown
- Book exchange – update contact details on the notice
- Wooden bus shelter A143 – gutters need clearing
- 2 benches on Village Hall Playing Field (by Cox Lane) and 1 at Bunbury Avenue/The Park need treating
- Inspection of land and trees on Parish Council land – overdue
- Inspection of trees in Icepits Wood – Council to decide if they wish to request a survey from which quotes can be given and/or decide how to proceed this item

12. 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

13. Update on plans for the Annual Parish Meeting including room to be used and speakers

14. Locations for village entrance gates (including East Barton Road, Mill Road, A143)

15. Confirmation of date for planning meeting in April and volunteer to check if room is free

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 Website: www.greatbarton.suffolk.cloud

16. **Chairman's and Councillor's Reports: including update on permissive footpath from Cox Lane to Icepits Wood – M Dunn; Explaining the procedure for the Parish Council elections – M Dunn**
17. **Consider the dog bins in the village following the recommendation from West Suffolk Council that the bins on Church Road and Mill Road which are lightly used are swapped with those on Diomed Drive and School Road, which are regularly used – G James**
18. **Correspondence**
19. **Items to be carried forward to the next meeting**
20. **Confirmation of the date for the next Parish Council meeting Monday 17th April at 6.30-7.30pm followed by the Annual Parish Meeting at 7.30pm**

Maggie Dunn

Chair Great Barton Parish Council