

Chair – Cllr. Maggie Dunn 01284 787357  
Great Barton Parish Council  
C/O The Laurels, Mill Road, Great Barton.

Clerk – Amanda Jackson 07596 868600  
Email: [infogbpc@gmail.com](mailto:infogbpc@gmail.com)  
Website: [www.greatbarton.suffolk.cloud](http://www.greatbarton.suffolk.cloud)



**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 17<sup>th</sup> April 2023 commencing at 6.30pm followed by the Annual Parish Meeting at 7.30pm 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. **To approve & adopt the minutes of the Full Council meeting held on Monday 20<sup>th</sup> March 2023**
4. **To approve & adopt the minutes for the Planning Committee meetings held on Monday February 13<sup>th</sup> 2023 & Monday 13<sup>th</sup> March 2023. Council to review the completed planning applications list from West Suffolk Council.**
5. **Annual Governance and Accountability Return 2022/23**
  - (i) Council to consider, approve and sign the Annual Governance and Accountability Return 2022/23 Section 1 The Annual Governance Statement
  - (ii) Council to consider, approve and sign the Annual Governance and Accountability Return 2022/23 Section 2 The Accounting Statement
  - (iii) Confirmation of the dates for the exercise of public rights to approve the accounts 5/6 – 14/7/21
  - (iv) Council to confirm transfer of the underspend from 2022/23 to small projects reserve
  - (v) Council to consider the Statement of Variances
  - (vi) Council to adopt the annual bank reconciliation
6. **Finance & Policy:**
  - (a) Payment of Accounts and Outstanding Invoices – Approval of Payments Schedule **2 Councillors to approve authorisation sheet and initial invoices**
  - (b) Consider the list of Council's aggregate receipts and payments for the financial year 2022-2023
  - (c) Financial report from the Locum Responsible Financial Officer
  - (d) To adopt the monthly bank reconciliations
  - (e) To review the following items from March's meeting: 9 (d) – Items for new Clerk and 9 (n) – increase in insurance premium, to confirm if they should be paid from the General Reserve (as noted in the minutes) or the Small Projects Reserve as recommended by the locum Financial Officer
  - (f) Increase budget for bin emptying by West Suffolk Council from £1,000 to £1100.
  - (g) Monthly review of the work carried out by the Locum Responsible Financial Officer
  - (h) 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
  - (i) Further notice board quotes for Livermere Rd/Village Hall – Cllr M Dunn
  - (j) Review quotes for installation & confirm location of village gates Cllr G James
  - (k) Quotes for clearing the ditch on Mill Road – Cllr M Dunn
  - (l) Quote for 'Coronation tree' for the school – Cllr M Dunn
  - (m) Refund of office allowance from previous Clerk – Cllr M Dunn

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(n) Consider any expenses or mileage claims from Councillors

(o) Cost of plaques for Jubilee and Coronation trees

(p) Confirm the Parish Council's contribution towards the new defibrillator of £131 to be paid from Small Projects Reserve

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

- Inspection of land and trees on Parish Council land – overdue – Cllr M Dunn
- 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 – Cllr M Dunn

**8. 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**

**9. Water issues on Mill Road/Livermere road – working party to devise survey**

**10. Items to be carried forward to the next meeting**

**11. Confirmation of the date for the next Parish Council meeting Monday 22<sup>nd</sup> May at 7.30pm**

**Maggie Dunn**

**Chair Great Barton Parish Council**