

**MINUTES OF THE MEETING OF GREAT BARTON PARISH FULL COUNCIL HELD ON MONDAY
 17TH APRIL 2023 COMMENCING AT 6.30PM IN THE VILLAGE HALL**

Item	<p>Present: Councillor Maggie Dunn chaired the meeting. Councillors Gwyn James, Peter Fisk, David Clarke, Andy Baker and Clerk Amanda Jackson. Also Present: 7 members of the public were present.</p>								
1.0	<p><u>Chairmans’s welcome & to receive apologies for absence</u> Councillor Maggie Dunn welcomed everyone to the meeting and reminded everyone present that the meeting may be recorded.</p> <p>Apologies: Apologies were accepted from Councillors Matthew Parker and Steve Todd. Absent: None.</p>								
2.0	<p>(i) <u>To receive members declarations of interests:</u></p> <p>(ii) <u>Council to consider any new written requests for dispensation and/or requests which have been received:</u></p>	<p>None</p> <p>None</p>							
	<p>Open Public Forum: A parishioner advised that there had been another problem with the water mains in Mill Road and that a complaint had been made to Anglian Water. It was decided that a working party should gather evidence and discuss further. A parishioner requested that there be a barrier placed in Cox Lane, since the A14 roadworks started they are seeing more and more traffic. It was explained that this had previously been investigated some years ago with Havebury Housing Partnership as the road belongs to them. A meeting will be arranged to raise the question again.</p>		<p>MD DC AJ MD</p>						
3.0	<p><u>To Approve & Adopt the minutes of the Council meeting on Monday 20th March 2023</u> The council accepted the minutes of the Council Meeting to stand as an accurate record of the meeting. Proposed Councillor Peter Fisk, Seconded Councillor Gwyn James, all those present at the meeting agreed.</p>								
4.0	<p><u>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</u> The Council signed the planning committee meeting minutes of Monday 13th March 2023 as an accurate record of the meeting. Proposed Councillor Andy Baker, Seconded Councillor Peter Fisk, all those present at the meeting agreed.</p> <p>The Council signed the planning committee meeting minutes of Monday 13th February 2023 as an accurate record of the meeting. Proposed Councillor Andy Baker, Seconded Councillor Peter Fisk, all those present at the meeting agreed.</p> <p>Completed planning applications</p> <table border="1" data-bbox="193 1832 1410 2011"> <tr> <td data-bbox="193 1832 459 1906">Mill Wood, Livermere Road</td> <td data-bbox="459 1832 708 1906">DC/23/0279/HH</td> <td data-bbox="708 1832 1410 1906">(a) single storey front and rear extensions (b) alterations to garage</td> </tr> <tr> <td data-bbox="193 1906 459 2011">26 Conyers Way</td> <td data-bbox="459 1906 708 2011">DC/23/0183/HH</td> <td data-bbox="708 1906 1410 2011">(a) single storey side extension (following demolition of existing lean-to) (b) addition of rooflight to side elevation</td> </tr> </table>		Mill Wood, Livermere Road	DC/23/0279/HH	(a) single storey front and rear extensions (b) alterations to garage	26 Conyers Way	DC/23/0183/HH	(a) single storey side extension (following demolition of existing lean-to) (b) addition of rooflight to side elevation	
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Elms Farm House, The Street	DC/23/0108/TPO	Crown reduction in height by up to 2 metres and crown lift to 2.8 metres above ground level
Roundstone House, Livermere Road	DC/23/0006/TPO	1 Ash fell

5.0

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.

The Council discussed and approved. Councillor Maggie Dunn signed

- (ii) Council to consider, approve and sign the annual Governance and accountability Return 2022/23 Section 2 The Accounting Statement

The Council discussed and approved. Councillor Maggie Dunn signed

- (iii) Confirmation of the dates for the exercise of public rights to approve the accounts 5th June to 14th July 2023

The Council agreed

- (iv) Council to confirm transfer of the underspend from 2022/23 to small projects reserve. The Council discussed and agreed that £2609.31 be transferred to the small projects reserve.

- (v) Council to consider the Statement of Variances

The Council discussed and agreed

- (vi) Council to adopt the annual bank reconciliation

The Council discussed and agreed

Councillors discussed all items under item 5 and unanimously agreed. Proposed Councillor Maggie Dunn, Seconded Councillor David Clarke, unanimous decision.

Councillor Maggie Dunn expressed her gratitude to Linda Harley (Locum Clerk) for her hard work in preparing the end of year accounts.

6.0

Finance & Policy

- a. Payment of Accounts & Outstanding invoices

Approval of Payments schedule Resolved. The Council resolved to pay the following accounts; Proposed Councillor Andy Baker. Seconded Councillor Peter Fisk, unanimous decision.

Payee	Details	Invoice number	Cheque no.	Total	Power to pay*	VAT reclaimed
Community Heartbeat Trust	Defibrillator	1	B/P	£1986.00	2	£331.00
Gt Barton Thanksgiving Fund	Hall Hire December (5617), January (5633) and March (5682)	2	B/P	£149.87	3	
Amanda Jackson	Refund expenses	3	B/P	£83.19	3	£13.87
Clare Veal Gardening	Area under Village sign	4	B/P	£39.00	5	
SALC	Subscription	5	B/P	£695.19		

					3	
Gipping Press	Spring newsletter	6	B/P	£862.00	7	
M Dunn	Mileage	7	B/P	£91.80	3	
J W Ranson	Village Hall Bench's removal and install new ones	8	B/P	£280.00	2	
A Jackson	Clerks salary	9	B/P	£517.87	1	
L J Harley	Locum Financial Officer	10	B/P	540.00	1	
	Total			£5,244.92		£344.87

***Power to pay:**

1.	Local Government Act 1972 S.112
2.	Local Government Act 1972 s.137
3.	Local Government Act 1972 S.111
5.	Public Health Act 1875 s.164
7.	Local Government Act 1972 S.142
8.	Litter Act 1983 ss. 5,6

- b. The Council considered the list of aggregate receipts and payments for the financial year 2022/23. There were no questions.
- c. The Financial report from the Locum Responsible Financial Officer including details of reserve budgets and spending against them had been circulated, including bank balances as at 31/03/23. There were no items arising from the report and no questions.

Bank balances at 31/3/23

Unity trust Current Account	£18,978.90
Unity Trust Savings Account	£65,689.87
Total balances	£84,668.77
Credits – newsletter advertising	£65.50
Other Credits received	£2349 (£1499 defibrillator & £850 Coronation events) from Cllrs S Broughton and R Hopfensperger Interest on savings account: £211.23 on 31/12/22 and £306.85 on 31/3/23.
Payments made under S137*	Community Heartbeat Trust £1986.00

RESERVES	BALANCE '£'	NET AMOUNT SPENT YTD '£'
Small Projects	£11824 Earmarked: £220 School Lane footpath re-planting, £27.50 maintenance of garden under village sign, Anchor cover for Little Hamlet £200, K Trevitt memorial £700, Legal fees to extend Green Lane footpath £1000, Total earmarks £2148	£1910

Coronation	£1750 Earmarks: Insurance £250; tree for school £100;	£0
Legal	£11,500 Earmarks: Advice triangle development £2000	£0
Youth Project	£938	
General	£10,563	
Allotments	£60	
Asset maintenance	£ 11,674	
Asset acquisition	£11,841 (Earmarked : Community Speed Watch £500)	
Icepits Wood	£13,682	
S106 Funds	£14,676	
Total reserves	£88,508	£1910

A VAT refund has been submitted for the last financial year for £1936.86

A new reserve has been opened for the Coronation event funds

- d. To adopt the monthly bank reconciliations. Proposed by Councillor Peter Fisk, Seconded Councillor Gwyn James LJH
- e. The Council agreed the following items from March's meeting: 9 (d) – Items for new Clerk and 9 (n) – increase in insurance premium, should be paid from the Small Projects Reserve as recommended by the locum Financial Officer not the General Reserve as noted in the minutes from March's meeting LJH
- f. The Council agreed to Increase the budget for bin emptying by West Suffolk Council from £1,000 to £1100. Proposed David Clarke, Seconded Gwyn James
- g. The Council were happy with the monthly review of the work carried out by the Locum Responsible Financial Officer MD
- h. Playground Equipment - Councillor Maggie Dunn will approach Housing Associations within the village about grants for new playground equipment, the grant application window will open in April. MD
- i. Notice boards - Councillor Maggie Dunn working on additional quotes using recycled materials to construct. GJ

	j. Village Gates - Quotes were reviewed for construction and installation of new gates, additional quotes required. Councillor Gwyn James to update at the next meeting.	MD
	k. Mill Road Ditch Clearance - No response from Councillor Rebecca Hopfensperger or West Suffolk Council. Councillor Maggie Dunn to progress.	MD
	l. School Coronation Tree – The Primary School to advise what tree variety they would like. Councillor Maggie Dunn to liaise.	MD
	m. Refund of Office allowance for previous Clerk – Councillor Maggie Dunn seeking advice from Suffolk Association of Councils. Update at next meeting.	MD
	n. There were no expenses or mileage claims from the Councillors to consider.	
	o. Jubilee and Coronation Plaques – Councillor Maggie Dunn collating quotations, will update at next meeting.	
	p. The Council confirms that £131 towards the new Defibrillator sited at The Freedom Church will come from the Small Projects Reserve. Proposed and seconded ?	PF AJ
<u>7.0</u>	<u>How to progress the following items raised under the risk assessment check of land and assets</u>	DC
	<ul style="list-style-type: none"> • Inspection of land and trees on Parish Council land – Councillor Peter Fisk and Clerk, Amanda Jackson will review and Amanda Jackson will request quotes ready for update at next meeting. • Inspection of trees in Icepits Wood – Councillor Maggie Dunn submitted a quote for a tree inspection survey from Arbtech costing approximately £2000. All agreed more quotes are required and Councillor’s Maggie Dunn and David Clarke will explore more options for the next meeting. 	MD
<u>8.0</u>	<u>Update on Allotments Tenancy Agreement review</u>	MD
	Councillor Maggie Dunn will be attending a meeting in May, she will progress the tenancy agreement.	DC AJ
<u>9.0</u>	<u>Water Issues Mill/Livermere Road</u>	
	Councillor Maggie Dunn suggested a working party to consider preparation of a survey for affected residents that would be presented to Anglia Water. Working party made up of Councillor’s Maggie Dunn and David Clarke and Clerk Amanda Jackson along with a couple of parishioners.	
<u>10.0</u>	No items to be carried forward to the next meeting.	
<u>11.0</u>	Confirmation of the date for the next Parish Council meeting Monday 22nd May at 7.30pm	

There being no further business the meeting finished at 7.30pm.

.....Sign & Date

.....Print name

CHAIRMAN

Signed as confirmation that they are a true record.

DRAFT