

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 15<sup>th</sup> FEBRUARY 2016 COMMENCING AT 7.15 PM**

	<p><b>Members Present:</b> Councillor Philip Reeve chaired the meeting together with Councillors Peter Fisk, Kate Trevitt, Maggie Dunn, Nicky Crouch, Matthew Parker and Michele Faiers. 1 member of the public was present.</p>	
<b>1.0</b>	<b><u>Open public session (10 minutes)</u></b>	
<b>1.1</b>	No items were raised.	
<b>2.0</b>	<b><u>To receive County Councillor's report from Rebecca Hopfensperger</u></b>	
<b>2.1</b>	County Councillor Rebecca Hopfensperger had sent her apologies. A meeting will be arranged with Suffolk County Council to discuss the broadband speeds in Gt Barton.	
<b>3.0</b>	<b><u>To receive Borough Councillor's report from Sarah Broughton</u></b>	
<b>3.1</b>	Councillor Sarah Broughton reported on the new charge for collecting brown bins.	
<b>3.2</b>	St Edmundsbury Borough Council is discussing raising council tax by 2%.	
<b>3.3</b>	The litter on the A143 has been raised with Waste Management.	
<b>3.4</b>	The Clerk will check on the rumours that people have been living in the bus shelter on the A143.	LJH
<b>3.5</b>	The wrong date had been published in the Bury Free Press for the end of the WSOH consultation. Councillor Philip Reeve has asked that the consultation be extended following this.	
<b>4.0</b>	<b><u>To receive police report</u></b>	
	There had been 2 crimes since the last meeting, 2 burglaries at Conyers Way and School Road.	
<b>5.0</b>	<b><u>Chairman's welcome, reminder about the filming of meetings and to receive apologies for absence</u></b>	
	Councillor Philip Reeve welcomed everyone to the meeting. Apologies for absence had been accepted for Councillor Ed Gibson.	
<b>6.0</b>	<b><u>To receive Members Declarations of Interest and to consider any written requests for dispensation which have been received prior to the meeting.</u></b>	
	There were no declarations of interest and no requests for dispensation were received.	
<b>7.0</b>	<b><u>To sign the minutes of the council meeting on 18<sup>th</sup> January 2016 and the minutes of the Icepits Wood committee meeting on 26<sup>th</sup> January 2016 to stand as an accurate record</u></b>	
<b>7.1</b>	The council resolved to sign the minutes of the Council meeting on 18 <sup>th</sup> January 2016 to stand as an accurate record. Proposed Councillor Michele Faiers and seconded Councillor Philip Reeve, unanimous decision from those present at the meeting.	
<b>7.2</b>	The Council resolved to sign the minutes of the Icepits Wood committee on 26 <sup>th</sup> January 2016 to stand as an accurate record. Proposed Councillor Philip Reeve, seconded Councillor Peter Fisk. Unanimous decision from those present at the meeting.	
<b>8.0</b>	<b><u>Items arising from January's Council meeting :</u></b>	
	The clerk will ask Councillor Rebecca Hopfensperger to confirm if the proposed 40mph speed buffer zone on Mill Road, could be extended to encompass all the properties on that stretch of road.	LJH
<b>9.0</b>	<b><u>Chairman's report</u></b>	
	Councillor Philip Reeve had nothing further to report.	
<b>10.0</b>	<b><u>Neighbourhood Plan update:</u></b>	
<b>10.1</b>	(i) The application has been made to St Edmundsbury Borough Council, which is for the whole of the Parish of Gt Barton including the North East Development and land to the South of the railway line. St Edmundsbury Borough Council will start a consultation on the site for the plan once the application has been approved.	
<b>10.2</b>	(ii) The terms of reference for the committee had been agreed at the Council's December meeting.	
<b>10.3</b>	(iii) All councillors wish to be on the Neighbourhood Plan committee.	
<b>10.4</b>	(iv) Councillors Philip Reeve, Peter Fisk, Kate Trevitt and Maggie Dunn had interviewed the 4 applicants for the position of the Neighbourhood Planning Clerk. Following their recommendation, the Council resolved to employ a Neighbourhood Planning Clerk for 4-6 hours per week, on a fixed term contract for 18 months from 7/3/16 to 7/9/17, on a salary scale between SCP 21 and 22 at £10 per hour and appoint Mrs Sheila Deare to the position. This was proposed by Councillor Kate Trevitt, seconded Maggie Dunn, unanimous decision.	
<b>10.5</b>	It was confirmed that the 1 <sup>st</sup> neighbourhood plan meeting would take place on 23/3/16.	
<b>11.0</b>	<b><u>Update on village projects</u></b>	
<b>11.1</b>	I. There had been no further updates on the feasibility and cost of land exchanges between the Gt Barton Thanksgiving Fund and the Scout Group.	

<b><u>11.2</u></b>	II. The council are still waiting for a draft contract for the carpark on School Road, currently owned by Havebury Housing.	
<b><u>11.3</u></b>	III. Councillor Michele Faiers will arrange to deposit the old village sign with West Suffolk College for restoration after the holidays.	MF
<b><u>11.4</u></b>	IV. The speed limit signs on Cox Lane are suitable for using the VAS for data collection purposes only. The Village Hall Management Committee will discuss if they wish to erect a pole on the edge of the playing field for the VAS.	PF
<b><u>12.0</u></b>	<b><u>Council to consider extinguishing the bridleway No. 12 which runs across the railway line between</u></b>	
<b><u>12.1</u></b>	<b><u>Gt Barton and Thurston</u></b> The Council had no objection to this.	
<b><u>13.0</u></b>	<b><u>Councillors Reports</u></b> Councillor Maggie Dunn had attended a fund raising course. Details of funds available will be circulated. There was a discussion on funding for Neighbourhood Plan, the total costs involved and whether taking out a loan was a viable option. Information will be provided to the Clerk.	
<b><u>14.0</u></b>	<b><u>West Suffolk Operational Hub – Council to consider their response to the consultation</u></b>	MD
<b><u>14.1</u></b>	The council discussed all the aspects of the consultation and agreed to object: disagreeing with the concept of combining services to a single site and instead offered the options of: upgrading the Household Waste Recycling Centre (HWRC) at Rougham Hill to the split-level concept accepted as industry standard; having a section undercover to facilitate the recycling of goods back into <u>our</u> community; assisting the recycling process through onsite charity workshops; engineering the site to compact materials to Gross Vehicle Weights (GVW) for onward shipment to Gt Blakenham, negating secondary handling via a Waste Transfer Station (WTS) and co-locating the waste transfer facility and depot (Olding Road, Bury and Holborn Avenue, Mildenhall) on a new site west of Bury St Edmunds where 70% of the waste stream originates.	
<b><u>14.2</u></b>	For the assessment of sites the Parish Council felt that there are two areas of criteria which are essential for the appraisal of waste for West Suffolk which have not been adequately assessed: The environmental impact from traffic (this is distinctly different to the Carter Jonas criteria of access/highways/transport), and, the financial risk to the tax payer of an unproven proposed complex have not been evaluated.	
<b><u>14.3</u></b>	For the site suggestions the Parish Council agreed that the proposal for the Rougham Hill site to have an upgraded HWRC, with the emphasis towards recycling achieves twin objectives; ensuring our community retains and improves its green credentials and recycles goods for the people in our community undertaken by workshops on the site. The two significant reasons for the retention of Rougham Hill household waste recycling centre (HwRC) are: It's location, alongside its popularity of use on a no through road produces a low impact environmentally; The traffic volumes to an HwRC would reduce significantly the vehicle movement impact when other waste and authority services are co-located. This area of detail is significant when a combined hub, as proposed, would have 1750+ vehicle movements per day. This is too burdensome on one sector of the West Suffolk community especially when assessed at the Hollow Road Farm proposal as its feeder access for all vehicles will be off a C class road.	
<b><u>14.4</u></b>	Accommodating West Suffolk Waste and Authorised Services: This Parish Council recognised the synergies of co-location, and having removed the HwRC facility the suggested new site is Symonds Farm, adjacent to the Greenways recycling area. This is west of the option site considered. This area adjacent to Greenways is deemed to be lower in its status for agricultural benefit and is therefore in preference to a green field site (Hollow Road Farm).	
<b><u>14.5</u></b>	Sustainability Appraisal: the Parish Council questioned whether they could be sure that the main objective of the Sustainability Appraisal is to achieve a balance between, environmental, social and financial parameters by an iterative process. They felt the following policies were contravened: There is omission of the following policy: SEBC "Green Infrastructure Strategy" (page 33) regarding "Bury St Edmunds North East" states that: "The network of small scale mixed farm woodlands and historic game coverts to the north east of the town should be conserved and opportunities sought to link and reinforce these, to provide enhanced wildlife corridors in light of climate change". Although SEBC Bury Vision 2031 is documented within the scoping area there is no reference to: "Bury Vision 2031" Policy BV14 (page 59) identifies areas of available "employment land" within the Borough. It does not identify Hollow Road Farm as one of these – and so allowing industrial / employment development on this site would contravene that policy.	
<b><u>14.6</u></b>	Great Barton Parish Council also considers that a WSOH proposal is so significant that it should be	

	<p>promoted through the plan-making process rather than the planning application process where it can be subjected to independent scrutiny.</p>	
<b>15.0</b>	<p><b><u>Community Governance Review - Council to consider the recommendations from West Suffolk for North East Bury, on the number of Councillors and the name of the 2 wards for Gt Barton</u></b></p>	
<b>16.0</b>	<p><b><u>Council to consider the proposed road humps and toucan crossing on Mount Road</u></b></p>	LJH
<b>17.0</b>	<p>Councillors will consider these points for the consultation.</p>	
<b>17.1</b>	<p><b><u>Clerk's Report</u></b></p>	
<b>17.2</b>	<p>The 'give-way' lineage has been completed at the junction of East Barton Road, Bertuna Close and Cox Lane.</p>	
<b>17.3</b>	<p>Councillors were reminded to update their register of interest forms.</p>	
<b>18.0</b>	<p><b><u>PROCEDURAL MATTERS</u></b></p>	
<b>18.1</b>	<p>i. The Council decided that a spring litter pick was not needed this year. Councillor Sarah Broughton will arrange to have the A143 picked.</p>	SB
<b>18.2</b>	<p>ii. The format for the Annual Parish Meeting was confirmed: Items included the WSOH, Icepits Wood, the Neighbourhood Plan and the Queen's birthday celebrations.</p>	
<b>18.3</b>	<p>iii. The Council re-adopted the Suffolk Code of Conduct 2012. Proposed Councillor Philip Reeve, seconded Councillor Kate Trevitt, unanimous decision.</p>	
<b>18.4</b>	<p>iv. The Council reviewed the Annual report for the playground and agreed the following actions: Monitor the double gate which has no drop bolt sleeves and only 1 drop bolt; a pest control service has been appointed to deal with the moles; to monitor the multi-play junior equipment openings which exceed the width allowance; monitor the shackles on the swings as they have been over tightened/seized transferring wear to the chair links; the junior swing seats, which have minor damage are being replaced and the paintwork is being treated and re-painted in the spring; the strimmer damage on the wooden trail activity is being monitored along with the bolt caps that are missing on the rocking log; the toddler equipment which had parts of timber which are rough have been sanded and will be monitored as chains and space for foot entrapments fail the requirements. There was a recommendation for a sign at the pocket park from the annual inspection. The Council did not wish to proceed with this. There are signs at the playground with the contact details for any problems and the address of the playing field.</p>	
<b>18.5</b>	<p>v. The Council resolved to amend the wording in their Standing Orders to reflect the change to the threshold for contracts. Items 18 a(v) and 18c were changed to reflect the different procedures where contracts are in excess of £25,000 and detailing the formal tendering procedure. Financial Standing Order item 18(f) was changed to read 'The 2015 Public Contract Regulations are engaged when (a) local councils in England are procuring a public works, public service or public supply contract with an estimated value of £25,000 or more and (b) local councils in England and Wales are procuring (i) a public works contract with an estimated value of currently £4,104,394 or more or (ii) a public service or public supply contract with an estimated value of currently £164,176 or more. The financial thresholds for proposed contracts in (b) are set by the European Commission and are confirmed in the Public contracts Directive 2014/24/EU' following advice from NALC. All Councillors will be sent a copy of the new Financial Standing Orders 2016 from NALC, which amends item 11 relating to contracts. The Council resolved to adopt these new Financial Regulations. Proposed Councillor Nicola Crouch, seconded Councillor Maggie Dunn, unanimous decision.</p>	
<b>18.6</b>	<p>vi. The Council resolved to adopt a sickness and absence policy. Proposed Councillor Nicola Crouch, seconded Councillor Maggie Dunn, unanimous decision.</p>	
<b>18.7</b>	<p>vii. The Council resolved to adopt the pre-application planning discussion protocol following recommendation from the planning committee. Proposed Councillor Maggie Dunn, seconded Councillor Nicola Crouch, unanimous decision.</p>	
<b>19.0</b>	<p><b><u>Finance:</u></b></p>	
<b>19.1</b>	<p><b><u>(i) Payment of Accounts and VAT being reclaimed</u></b></p>	
	<p>The Council resolved to pay the following accounts. Proposed Councillor Philip Reeve, seconded Councillor Michele Faiers. Unanimous decision.</p>	

	Details	Chq no	TOTAL INVOICE	VAT
	A S Pest Control	1831	£ 160.00	
	B T village hall line	D/D	£ 53.97	£ 8.99
	LJ Harley - Clerk's salary & expenses	1832	£ 942.12	
	Gt Barton Thanksgiving Fund hall hire	1833	£ 34.00	
	SALC - Clerks information day	1834	£ 18.00	£ 3.00
	Total		£ 1,208.09	£ 11.99
<b>19.2</b>	<b><u>(ii) To receive a Financial Report from the RFO including bank balances</u></b>			
	The clerk reported the bank balances as at 31/1/16:			
	Current A/C			£43,536.11
	Bus Reserve			£40,361.73
	TOTAL			£83,897.84
	<b><u>Other Credits received</u></b>			
	Total			£0
	The pre-accounts to end December have been completed and sent to the auditor.			
	Matta tiles have suggested using weed killer on the tiles around the microphones and also some around the climbing frame where moss is growing. Councillors Peter Fisk and Philip Reeve will arrange to do this.			
<b>19.3</b>	Details were given of the new notice board being jointly purchased with the primary academy.			
	<b><u>(iii) Reconciling cashbook to bank statements for November and December 2015 and signing the bank reconciliation which has been prepared by the Clerk and checked by a rota of 3 Councillors.</u></b>			
<b>19.4</b>	The bank reconciliations for January 2016 had been checked by Councillor Maggie Dunn, completed and signed.			
	<b><u>(iv) Reserves – consider budgets &amp; review spending against them.</u></b>			
	<b>RESERVE</b>	<b>BALANCE</b>		
	Small Projects	£12,751 - AS Pest control £160.00 (earmarked: £3,000 School Lane footpath; VAS poles £450; £500 notice board School Road = £8,801)		
	Neighbourhood Plan	£4,191		
	Youth Project	£1,038		
	General	£25,595		
	Allotments	£ 740		
	Asset maintenance	£ 3,811		
	Asset acquisition	£4,356		
	Village Sign	£444 balance earmarked for restoring the old sign.		
	Icepits Wood	£1,319		
	Total reserves	£54,245		
<b>19.5</b>	Amounts rounded up to nearest pound.			
	<b><u>(v) Consideration of weekly and monthly risk assessments including confirmation of which assessments have been carried out.</u></b>			

PF  
LH

19.6	Weekly assessments of the playground have been carried out and a monthly assessment by St Edmundsbury Borough Council. No new items were brought up.	LJH			
	<b><u>(vi) Council to consider automatic enrolment for their pension scheme, confirm who is eligible and start the process of choosing a pension scheme</u></b>				
19.7	The Personnel Committee will look into pension providers and this item will be included on the agenda for April.				
	<b><u>Council to allocate a budget of £300 from small projects to cover the following items which are currently listed under miscellaneous payments: £140 for the litter pick, £60 for the title deed for houses surrounding the uncompleted section of the School Lane/Downing Drive link footpath, £22 costs for an uncontested election and £22 for mending the VAS pole.</u></b>				
19.8	The Council resolved to allocate a budget of £250 from small projects to cover the following items which are currently listed under miscellaneous payments: £140 for the litter pick, £60 for the title deed for houses surrounding the uncompleted section of the School Lane/Downing Drive link footpath, £22 costs for an uncontested election and £22 for mending the VAS pole. Proposed Councillor Michele Faiers, seconded Councillor Kate Trevitt, unanimous decision.	LJH			
	<b><u>Council to consider the following financial matters:</u></b>	LJH			
	i) Resolved to purchase 3 x 1 litre bottles of weed killer to use in Icepits Wood	LJH			
	ii) Resolved to use all the S106 funds from Bertuna Close to improve facilities in Icepits Wood	LJH			
	iii) Resolved to replace the tree on Conyers Green to a value of £65	LJH			
	iv) The Queen's birthday celebrations will be discussed next month	LJH			
	v) Resolved to increase the funds allocated to the new notice board from £500 to £660				
20.0	Proposed Councillor Philip Reeve, seconded Councillor Kate Trevitt, unanimous decision.				
	<b><u>Planning – Council to sign the planning committee meeting minutes from 8<sup>th</sup> February 2016 to stand as an accurate record of the meeting.</u></b>				
	The Council resolved to sign the planning committee meeting minutes from 8 <sup>th</sup> February 2016 to stand as an accurate record of the meeting. Proposed Councillor Nicola Crouch, seconded Councillor Maggie Dunn, unanimous decision.				
20.1	Gt Barton Parish Council had no objections to the following applications:				
20.2	<table border="1" data-bbox="347 1104 1445 1137"> <tr> <td data-bbox="347 1104 659 1137">3 Icepits Close</td> <td data-bbox="659 1104 890 1137">DC/16/0011/HH</td> <td data-bbox="890 1104 1445 1137">Internal and external alterations</td> </tr> </table>	3 Icepits Close	DC/16/0011/HH	Internal and external alterations	
3 Icepits Close	DC/16/0011/HH	Internal and external alterations			
20.3	<table border="1" data-bbox="347 1137 1445 1238"> <tr> <td data-bbox="347 1137 659 1238">Bunbury Arms, Ixworth Road</td> <td data-bbox="659 1137 890 1238">DC/16/0064/TPO</td> <td data-bbox="890 1137 1445 1238">Remove new shoots on the trunk (epicormic growth) from ground level to 6 meters in height on garden boundary side only</td> </tr> </table>	Bunbury Arms, Ixworth Road	DC/16/0064/TPO	Remove new shoots on the trunk (epicormic growth) from ground level to 6 meters in height on garden boundary side only	
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20.4	<table border="1" data-bbox="347 1238 1445 1339"> <tr> <td data-bbox="347 1238 659 1339">Gt Barton pathways pre-school</td> <td data-bbox="659 1238 890 1339">DC/15/0038/FUL</td> <td data-bbox="890 1238 1445 1339">Proposed single storey side extension to provide before and after school care for Years 5 and 6</td> </tr> </table>	Gt Barton pathways pre-school	DC/15/0038/FUL	Proposed single storey side extension to provide before and after school care for Years 5 and 6	
Gt Barton pathways pre-school	DC/15/0038/FUL	Proposed single storey side extension to provide before and after school care for Years 5 and 6			
20.5	The tree warden was happy with the TPO for Bunbury Arms.				
20.6	The Planning committee reviewed and were happy with the pre-planning protocol document, which will be submitted to full Council.				
	The committee also discussed the following application which has been referred to the Secretary of State:				
	<table border="1" data-bbox="347 1496 1445 1529"> <tr> <td data-bbox="347 1496 659 1529">Site adjacent to Greenover, The Park</td> <td data-bbox="659 1496 890 1529">DC/15/0700/FUL</td> <td data-bbox="890 1496 1445 1529">Construction of a 3-bed dwelling</td> </tr> </table>	Site adjacent to Greenover, The Park	DC/15/0700/FUL	Construction of a 3-bed dwelling	NC
Site adjacent to Greenover, The Park	DC/15/0700/FUL	Construction of a 3-bed dwelling			
	Councillor Nicola Crouch will review this item, against other planning applications for The Park to see if any additional comments need to be made.				
	<b><u>Council to consider the completed planning applications from St Edmundsbury Borough Council for February 2016.</u></b>				
20.7	The following planning application had been approved by St Edmundsbury Borough Council:				
	<table border="1" data-bbox="347 1720 1445 1753"> <tr> <td data-bbox="347 1720 659 1753">Cotswold, Livermere Road</td> <td data-bbox="659 1720 890 1753">DC/15/2508/HH</td> <td data-bbox="890 1720 1445 1753">Householder Planning Application - (i) Proposed single storey rear extension (ii) alterations</td> </tr> </table>	Cotswold, Livermere Road	DC/15/2508/HH	Householder Planning Application - (i) Proposed single storey rear extension (ii) alterations	
Cotswold, Livermere Road	DC/15/2508/HH	Householder Planning Application - (i) Proposed single storey rear extension (ii) alterations			
	The following planning application was referred to St Edmundsbury Borough Council's delegation panel:				
20.8	<table border="1" data-bbox="347 1854 1445 1888"> <tr> <td data-bbox="347 1854 659 1888">38 Conyers Way</td> <td data-bbox="659 1854 890 1888">DC/15/2499/HH</td> <td data-bbox="890 1854 1445 1888">2 storey side extension (demolition of existing side extension)</td> </tr> </table>	38 Conyers Way	DC/15/2499/HH	2 storey side extension (demolition of existing side extension)	
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21.0	<b><u>Correspondence</u></b>				
22.0	A correspondence list had been circulated.	LJH			

<p><b><u>23.0</u></b> <b><u>23.1</u></b> <b><u>24.0</u></b></p>	<p><b><u>Urgent Business</u></b> The pot holes on the bend at Cattishall will be reported to Suffolk County Council.</p> <p><b><u>Closing Public Session</u></b> A member of the public requested a copy of the terms of reference for the Neighbourhood Plan committee.</p> <p><b><u>Date of next meeting</u></b> The next meeting will be on Monday 21<sup>st</sup> March 2016 at 7.15pm in the village hall. There being no further business the meeting finished at 10.50 pm.</p> <p>.....Sign &amp; Date</p> <p>.....Print name.</p> <p>CHAIRMAN</p> <p>Minutes signed as confirmation that they are a true record.</p>	<p>LJH</p>
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