

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 18th JUNE 2016 COMMENCING AT 7.15 PM**

<u>Item.</u>	<p>Members Present : Councillor Philip Reeve chaired the meeting together with Councillors Matthew Parker, Nicola Crouch, Maggie Dunn, Eddie Gibson, Peter Fisk, Kate Trevitt and Michele Faiers.</p> <p>1 member of the public was present.</p> <p>Before the Council meeting started there was 1 minutes silence to remember Mr Derek Troth who had sadly passed away.</p>	
<u>1.0</u>	<u>Public Session</u>	
<u>1.1</u>	The issue of street sweeping in The Street and around the village was discussed. Regular manual street sweeping is no longer offered by St Edmundsbury Borough Council but can be requested for individual streets. Every 6-10 weeks there will be a regular cleanse by a mechanical sweeper, to clean gulleys.	
<u>1.2</u>	There was a discussion as to whether it would be possible for Gt Barton Parish Council to take on the verge cutting for a financial consideration from Suffolk County Council. Councillor Rebecca Hopfensperger will look into the costs involved.	RH LH
<u>1.3</u>	The Clerk will arrange for St Edmundsbury Borough Council to sweep The Street including the bus shelters.	LH
<u>1.4</u>	There is a large bush blocking the footpath along the A143, The clerk will advise Suffolk County Council.	
<u>1.5</u>	A meeting has been arranged to address the serious issue of flooding outside the village hall and at Chester Place.	
<u>2.0</u>	<u>To receive County Councillor's report from Rebecca Hopfensperger</u> Councillor Rebecca Hopfensperger reported on the 2 devolution deals which are being reviewed and how the changes to local government should make it more sustainable; St Edmundsbury Borough Council having an elected mayor; the report on the West Suffolk Operational Hub which is being discussed by St Edmundsbury Borough Council and the 5 separate recommendations in the report.	
<u>3.0</u>	<u>To receive Borough Councillor's Report from Sarah Broughton</u> Councillor Sarah Broughton having added information to Councillor Hopfensperger's report had nothing further to mention.	
<u>4.0</u>	<u>Chairman's welcome, reminder about the filming of meetings and to receive apologies for absence</u> Councillor Philip Reeve welcomed everyone to the meeting. There were no apologies for absence.	
<u>5.0</u>	<u>(i) To receive members Declarations of Interest – Members are reminded of their responsibility to declare any pecuniary or non-pecuniary interests which they have in any item of business on the agenda no later than when that item is reached &, when appropriate, to leave the meeting prior to discussion and voting on the item. (ii) Council to consider any new written requests for dispensation and/or requests which have been received prior to the meeting</u> There were no declarations of interest and no requests for dispensation.	
<u>6.0</u>	<u>To sign the minutes of the council meeting on 16th May 2016, the Icepits Wood committee meeting of 23rd May 2016 and the Neighbourhood Plan meeting on 18th May 2016 to stand as an accurate record</u>	
<u>6.1</u>	The minutes of the Council meeting on 16 th May 2016 were signed to stand as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Kate Trevitt, unanimous decision.	
<u>6.2</u>	The minutes of the Icepits Wood committee meeting of 23 rd May 2016 were signed as an accurate record of the meeting. Proposed Councillor Philip Reeve, seconded Councillor Matthew Parker, unanimous decision from those present at the meeting.	
<u>6.3</u>	The minutes of the Neighbourhood Plan working steering group from 18 th May 2016 had not been received.	
<u>7.0</u>	<u>Items arising from May's Council meeting :</u>	
<u>7.1</u>	a) 4.3 – Work to Mill Road and update on when the next section will be completed – Councillor Hopfensperger will raise with Suffolk County Council.	RH
<u>7.2</u>	b) 11.0 – The cost for verge cutting in Gt Barton – already covered under item 2.0	

<p>7.3</p>	<p>c) 11.0 - The clerk is trying to find out who is responsible for the trees on the piece of 'unowned' land between the Mill Road/Livermere Road junction and the houses on Mill Road.</p>	
<p>8.0</p>	<p>Chairman's Report Councillor Philip Reeve reported on St Edmundsbury Borough Council's recommendations from Cabinet on the WSOH. The Community Liaison Group (CLG) consisting of The Fornhams, Great Barton, Risby and Rougham and Rushbrooke presented their findings of the 2nd Consultation on the WSOH to the Operations portfolio holder for the Borough and lead Officer. The CLG findings were presented to all Councillors of Great Barton. The CLG established a matrix to assist analysis for comparison to the Borough's preliminary findings. When detailed analysis was undertaken by the CLG of the respondents full transcripts who had not stated a "Yes or No" to an Operational Hub the numbers finding a HUB unpalatable rose from 48% to 60%. The capacity of junction 43 on the A14 was discussed. It is recognised to be at severe congestion and requires addressing. The Community Liaison group concluded from their analysis of the consultation that there is overwhelming evidence not to support a hub at the Hollow Road Farm site and to retain Rougham Hill.</p>	
<p>9.0</p>	<p>Update on progressing the Neighbourhood Plan. Council to consider dissolving the Neighbourhood Plan steering group and starting the Neighbourhood Plan working group. Council to consider the Terms of Reference for the Neighbourhood Plan Executive committee (including delegated financial arrangements) and for the Neighbourhood Plan working group</p>	
<p>9.1</p>	<p>The Council resolved to dissolve the Neighbourhood Plan Steering Group and start the Neighbourhood Plan Working Group. Proposed Councillor Nicky Crouch, seconded Councillor Michele Faiers, unanimous decision.</p>	
<p>9.2</p>	<p>Councillor Philip Reeve talked through the amended Terms of Reference for the Neighbourhood Plan Executive committee. The amendments included :</p> <p>6. Powers Delegated to the Parish Clerk after consultation with the Chairman of the Executive Committee and the Chairman of the Working Group of the Neighbourhood Plan.</p> <p>Expenditure may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:</p> <ul style="list-style-type: none"> • the Council for all items over £1,500; • a duly delegated committee of the council for items over £500 or • the Clerk, in conjunction with Chairman of Council or Chairman of the Executive and Working Committee, for any items below £500. <p>Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.</p> <p>No expenditure may be authorised that will exceed the amount provided in the revenue budget of the Neighbourhood Plan other than by resolution of the council.</p> <p>Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.</p> <p>All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts</p> <p>The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.</p> <p>When it is to enter into a contract of below £3,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 of The GREAT BARTON / PARISH COUNCIL FINANCIAL REGULATIONS [ENGLAND] above shall apply.</p>	

	5 task groups have been set up and these include:													
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<u>9.3</u>	The Council resolved to adopt the amended Terms of Reference. Proposed Councillor Maggie Dunn, seconded Councillor Kate Trevitt, unanimous decision. The clerk will add these to the website.													
<u>9.4</u>	The Terms of Reference for the Neighbourhood Plan Working Group will be discussed at the July meeting.	LJH												
<u>9.5</u>	St Edmundsbury Borough Council confirmed that the Portfolio Holder for Planning and Growth has formerly designated the Gt Barton Neighbourhood Area. Copies of the designation statement, final area map and responses received to the consultation are on West Suffolk's website.	LJH												
<u>10.0</u>	The Parish Council will review the Service Level Agreement in July. <u>Council to review the draft Heads of Terms for the sale of the carpark on School Road</u> Councillor Philip Reeve gave background information leading to Havebury Housing offering the carpark on School Road to the Parish Council to buy for £5,000 + their solicitors fees capped at £500 and the Council's solicitor's fees. The Heads of Terms state that the carpark will be sold subject to a 99 year licence to the present owner of 1-4 Forge Bungalows and his successors in title and their respective tenants and visitors are to park not more than 4 private cars on the property. The council discussed this in depth and had many concerns regarding how this would work in practice, with the carpark often being fully used by parents of school children and the Church Institute. Concerns were also raised regarding purchase costs and maintenance. Councillor Philip Reeve will contact Havebury Housing regarding the price and the terms.	LJH												
<u>11.0</u>	<u>Council to consider Network Rail's Anglia Level Crossing proposals for Cattishall</u> The first round of public consultation for Network Rail's Anglia Level Crossing proposals for the Cattishall crossing in Gt Barton were discussed. The council agreed that the crossing was used everyday by a wide selection of pedestrians and cyclists for access to the school, local amenities, their own and neighbouring properties, community and leisure. Alternative routes had been suggested by Network Rail and the Council will prepare a report detailing their comments regarding each option. Discussions included concerns for the safety of pedestrians when using the underpass in relation to having good lighting, drainage and not a steep gradient; the longer diversion routes were thought to be inconvenient. Questions will also be asked regarding what the proposed new route would involve environmentally and ecologically. A second round of public consultation on the preferred option will take place in August /September . Councillor Philip Reeve will complete the response form .	PR												
<u>12.0</u>	<u>Council to consider the Countryside Access Consultation</u> In conjunction with their Rights Of Way improvement plan, Suffolk County Council is consulting on the rights of way in Gt Barton. Over the next month Councillors and the Clerk will review the routes in Gt Barton and feed back at the July meeting.	PR												
<u>13.0</u>	<u>Updates on village projects:</u>	LJH												
<u>13.1</u>	I. Clearing footpaths – There was a discussion on the footpaths in the village that have been reduced in width due to grass and accumulated dirt. St Edmundsbury Borough Council has offered to help by providing bins or a skip if the residents wish to clear the paths. Councillors will take pictures of the worst paths for the Clerk to collate and discuss at July's meeting.	LJH												
<u>13.2</u>	II. The proposed transfer of land between the Gt Barton Village Hall and the Scout Group was not discussed as this is a confidential matter for the Village Hall Management Committee.	LJH												
<u>13.3</u>	III. Should Parish Council notice boards be used to promote non-profit making events in the village? Following a discussion the general view was that the only notice board this was applicable too was the new one on School Road, which is presently full. Should space become available the council will review.	LJH												
	IV. Review the Icepits Wood Ecology Report – A specific report will be requested for the pumptrack.	LJH												

13.4	V. Progressing the pedestrian crossing point on Mill Road – Councillor Nicky Crouch will approach the Freedom Church regarding fundraising. The Parish Council will discuss again in July	NC																
13.5	VI. Progressing the School Lane/Downing Drive link footpath – Councillor Philip Reeve will look into how to progress this and discuss at the July meeting.	LJH																
13.6	VII. Speeding on Thurston Road was discussed and the Clerk provided statistics for a period of 10 days when the VAS was on Fornham Road.	PR																
13.7	Councillor's Reports There were no reports.																	
14.0	Clerk's Report																	
14.1	Councillor Philip Reeve offered to review the weld on the chain of the swing, which had been raised by the independent inspector.	PR																
15.0	The cost of widening the footpath between the pre-school and the primary academy is approximately £6,500 . No funds are presently available from the school or Suffolk County Council.	PR																
15.1	This project will therefore not be progressed at this time.																	
15.2	PROCEDURAL MATTERS																	
16.0	a) Adjustments to the following policies were made following the annual review : Suffolk Code of Conduct, Playground Accident, Media Relations, Grant Awarding, Disciplinary and Guidelines for Project Management. Councillors to sign acceptance of terms for Dignity at Work/Bullying and Harassment policy.																	
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	The Council resolved to amend the above policies. Proposed Councillor Maggie Dunn, seconded Councillor Eddie Gibson, unanimous decision.																	
16.2	b) The following amendments were made to Financial Standing Orders following the annual review :																	
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	the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the council or finance committee . The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee .
5.4	The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance Committee meeting.
5.5(b)	An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee .
5.6	For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee
6.4	Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council [and countersigned by the Clerk,] in accordance with a resolution instructing that payment
6.6	Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance Committee at the next convenient meeting.
6.17	Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO]][a member] two members and the Clerk/RFO
6.19	A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council or the Finance Committee . Transactions and purchases made will be reported to the council or the finance committee and authority for topping-up shall be at the discretion of the council or the finance committee .
6.21 and 6.22	The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly. OR 6.22. [The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement]
7.3	No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council and the Personnel committee.
11.1(g)	Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
15.1	Following the annual risk assessment (per Regulation 17), the RFO/Clerk shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
15.2	[The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.] The Clerk/RFO shall report all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances to the insurance company.
17.1	The council is responsible for putting in place arrangements for the management of

	risk. The Clerk/RFO [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council																																																						
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	The council resolved to accept the amendments to the financial standing orders. Proposed Councillor Maggie Dunn, seconded Councillor Kate Trevitt, unanimous decision.																																																						
16.3	c) Council to review their 3 years objectives before precept planning in September – this item was carried forward to July.																																																						
16.4	d) The Council resolved to confirm the appointment of the Neighbourhood Planning Clerk after completion of 3 month probationary period. Proposed Councillor Philip Reeve, seconded Councillor Kate Trevitt, unanimous decision.	LJH																																																					
16.5	e) Spinning pole maintenance – Councillor Philip Reeve will provide a quote for the spring bearings which need replacing.																																																						
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	(a) Payment of Accounts																																																						
17.0	The Council resolved to pay the following accounts. Proposed Councillor Michele Faiers, seconded Councillor Maggie Dunn, unanimous decision.																																																						
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	(c) Reconciling cashbook to bank statements for May 2016 and completing the bank reconciliation																																																						
17.3	The bank reconciliation for May had been checked and signed by Councillor Michele Faiers.																																																						
	(d) Consider reserve budgets and review spending against them																																																						
	Councillors were provided with the following information. There were no questions.																																																						
17.4	<table border="1"> <thead> <tr> <th>RESERVES</th> <th>BALANCE</th> </tr> </thead> <tbody> <tr> <td>Small Projects</td> <td>£10,878– Items withdrawn in last month: Cement for installing</td> </tr> </tbody> </table>		RESERVES	BALANCE	Small Projects	£10,878– Items withdrawn in last month: Cement for installing																																																	
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	school rd notice board £16.61 and spare keys cut £11.50 (earmarked : £3,000 School Lane footpath; VAS poles £450-removed from earmarked funds) = £7,878	
	Neighbourhood Plan	£6548.– Items paid this month : S Deare NP Clerk £146.73 and L J Harley extra hours £69.30, Hall Hire £34 (earmarked : S Deare salary £1467 and L J Harley extra hours £69.30 = £5,043)
	Youth Project	£1,038
	General	£25,595
	Allotments	£ 326 Items paid this month £364 TBS container hire
	Asset maintenance	£ 4,462 Item paid this month £62.50 replacement Jr swing seats
	Asset acquisition	£5,956
	Village Sign	£444 balance earmarked for restoring the old sign.
	Icepits Wood	£11,355 (Owed from Suffolk County Council £5,700 net = £15,945)
	Total Reserves	£66,602
	Amounts to nearest pound	
<u>17.5</u>	(e) Consideration of weekly, monthly, quarterly risk assessments including confirmation of which assessments have been carried out Weekly playground inspections had been carried out. No new items were raised.	
<u>17.6</u>	(f) Consideration of payment of extra hours to Clerk, for work carried out for Neighbourhood Plan The Council resolved to pay the Clerk for 1 extra hour for her work on the Neighbourhood Plan, to be paid from the Neighbourhood Plan reserve. Proposed Councillor Kate Trevitt, seconded Councillor Maggie Dunn, unanimous decision.	
<u>17.7</u>	(g) Council to choose a pension provider This item was carried forward to July. The Council must start their declaration of compliance by 1/1/2016.	
<u>17.8</u>	(h) Approve by resolution Section 1 of the Annual Return, the Annual Governance Statement – The Council resolved to approve Section 1 of the Annual Return the Annual Governance Statement. Proposed Councillor Kate Trevitt, seconded Councillor Philip Reeve, unanimous decision.	
<u>17.9</u>	(i) Approve by resolution Section 2 of the Annual Return, the Accounting Statement – The Council resolved to approve Section 2 of the Annual Return, the Accounting Statement. Proposed Councillor Kate Trevitt, seconded Councillor Philip Reeve, unanimous decision. Councillors were provided with the explanation for the high level of reserves. There were no question.	
<u>17.10</u>	(j) The Clerk confirmed the dates for the Exercise of Public Rights of 30 working days for residents to view the accounts from 30 th June 2016.	
<u>17.11</u>	(k) Council considered the explanation of their significant variances in income and expenditure of < >10% and < > £100. Both criteria must apply for the variance to be significant. Councillors were happy with the explanations.	
<u>17</u> <u>.12</u>	(l) Council resolved to move the unspent provisions of £488.49 in the budget from 2015-16 to the Small Projects reserve. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.	
<u>17.13</u>	(m) The Council considered the purchase of a further Westcotec Vehicle Activated Sign (previously agreed in principle 18/5/16 Item 14(p)). Councillor Matthew Parker will look into the battery life of the current VAS with Radarlux.	
<u>17.14</u>	(o) The Council resolved to adopt NALC's new pay scales for 2016-17 and 2017-18. The new pay scale for 2016-17 will be implemented immediately and backdated to 1/4/16. SCP 25 was increased to £11.66. The pay scale for 2017-18 will be implemented from 1/4/17. SCP 25 will be increased to £11.78. Proposed Councillor Philip Reeve, seconded Councillor	

LJH

LJH

MP

17.15	<p>Michele Faiers, unanimous decision.</p> <p>(p) The Council resolved to pay the invoice from John Roe for spare keys for the new notice Board. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.</p>	
18.0	<p>Planning</p>	
18.1	<p>(i) Council to sign the committee meeting minutes from 13th June 2016 to stand as an accurate record of the meeting.</p>	
	<p>The council signed the minutes from the planning committee meeting of 13th June 2016 as an accurate record of the meeting. Proposed Councillor Philip Reeve , seconded Councillor Maggie Dunn, unanimous decision.</p>	
	<p>The Council supported the following applications:</p>	
7 Anglesey Place	DC/16/0881/TPO	(i) 1 Leyland Cypress fell (ii) 1 Hornbeam and Beech lift to a height of 2.5 metres and (iii) Area of Portugal Laurel, coppice 3 stools on east side and reduce height of remaining trees to produce a hedge.
1 New Cottages, Cattishall	DC/16/0895/HH	Detached single storey double garage to front of property
Oakwood House, Livermere Road	DC/16/0962/HH	Reposition of proposed garage building - revised scheme of DC/15/0166/HH
The Cubs, 7 Woodland Place	DC/16/1139/HH	(i) single storey rear and side extension (ii) single garage and link extension to dwelling (following demolition of existing 2 garages)
Roundstone House, Livermere Road	DC/16/1003/TPO	Crown lift limbs on West side by 1 metre
	<p>Gt Barton Parish Council supported the following planning application subject to a suitable replacement tree being planted :</p>	
Hundred Acre Wood, The Park	DC/16/0757/TPO	(i) Reduce crown from 10.6 metres to approximately 8 metres for 1no. Yew (T3 on plan), (ii) fell 1no. Lime (T4 on plan) (both within area A5 on order
18.2	<p>(ii) Council to consider the completed planning applications from St Edmundsbury Borough Council for June 2016.</p>	
	<p>Councillors considered the following applications:</p>	
DC/16/0521/HH	Pheasant House, Mill Road	Two storey side extension (ii) single storey extension to front with terrace above (iii) new front porch (iv) two storey glazed extension to front (v) new dormer window to front elevation and (vi) single storey extension to rear as amended by plans received on the 15th April changing the roof form of the two-storey side extension
SCC/008316SE	Sybil Andrews Academy, Rougham Tower Avenue, Bury St. Edmunds,	Variation of Condition 17 (community use agreement) of Planning Permission SE/15/0617.
DC/16/2561/HH	The Hollies, The Park	- single storey side extension
DC/16/0517/FUL DC/16/0518/LB	1-4 Forge Bungalows, The Street	Single storey rear extensions including associated alterations (resubmission of application DC/15/1789/FUL) & Listed Building Application - Single storey rear extensions including associated alterations (resubmission of application DC/15/1790/LB)
	<p>Correspondence</p>	

<p>19.0</p> <p>20.0</p> <p>21.0</p>	<p>The list of correspondence has been circulated.</p> <p><u>Urgent Business</u></p> <p>The matter of furniture being sold from outside a house on Mill Road was discussed.</p> <p><u>Date of next meeting</u></p> <p>The next meeting will be on Monday 18th July 2016.</p> <p>There being no further business the meeting finished at 10.25 pm.</p> <p>.....Sign & Date</p> <p>.....Print name.</p> <p>CHAIRMAN Signed as confirmation that they are a true record.</p>	
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