

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 21<sup>st</sup> NOVEMBER 2016 COMMENCING AT 7.15 PM**

<b>Item.</b>	<b>Members Present : Councillor Philip Reeve chaired the meeting together with Councillor Nicola Crouch, Maggie Dunn, Peter Fisk, Eddie Gibson, Matthew Parker and Kate Trevitt.</b> 3 members of the public were present.	
<b>1.0</b>	<b><u>Public Session</u></b>	
<b>1.1</b>	The Clerk will contact EDF and ask them to trim the trees hanging over the power lines on the A143.	LJH
<b>2.0</b>	<b><u>To receive County Councillor's report from Rebecca Hopfensperger</u></b>	
<b>2.1</b>	Councillor Rebecca Hopfensperger had sent her apologies.	
<b>3.0</b>	<b><u>To receive Borough Councillor's Report from Sarah Broughton</u></b>	
<b>3.1</b>	Councillor Sarah Broughton had sent her apologies.	
<b>4.0</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 were accepted from Councillor Michele Faiers.	
<b>5.0</b>	<b><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 &amp;, 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></b> There were no declarations of interest and no requests for dispensation.	
<b>6.0</b>	<b><u>To sign the minutes of the council meeting on 10<sup>th</sup> October 2016, the Finance Committee meeting on 6<sup>th</sup> October 2016 and the Iceptis Wood committee meeting on 17<sup>th</sup> October 2016, to stand as an accurate record.</u></b>	
<b>6.1</b>	The minutes of the Council meeting on 10 <sup>th</sup> October 2016 were signed to stand as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Kate Trevitt, unanimous decision .	
<b>6.2</b>	The minutes of the Finance Committee meeting on 6 <sup>th</sup> October were signed to stand as an accurate record of the meeting. Proposed Councillor Matthew Parker, seconded Councillor Maggie Dunn, unanimous decision from those present at the meeting.	
<b>6.3</b>	The minutes from the Iceptis Wood committee meeting will be signed at the December Council meeting.	LJH
<b>7.0</b>	<b><u>Items arising from October's Council meeting:</u></b>	
<b>7.1</b>	<b><u>(i) (18.4)</u></b> There was a discussion on the grass cutting of the playground and The Church. All Councillors were happy with the service being provided by Vertas.	
<b>7.2</b>	<b><u>(ii) (21.0)</u></b> The Clerk will remind Councillor Rebecca Hopfensperger to chase the trimming back of the vegetation encroaching onto the A143 footpath.	LJH
<b>8.0</b>	<b><u>Council to consider their budget and precept for 2017/18 along with any requests for grants, following recommendations from the finance committee including the grant request from the Scout Group</u></b> Councillors had been given the minutes and recommendations for the precept from the finance committee. A grant request had been received from the Scout Group. There was a discussion on funding for the Neighbourhood Planning Clerk if her contract needs to be extended past September 2017. There will be enough funds in the reserve to cover this. The precept will be ratified in December once any further grant requests have been considered.	
<b>9.0</b>	<b><u>Council to consider the pedestrian crossing point on Mill Road following the guide quote of £4,500 to £5,500.</u></b>	
<b>9.1</b>	Councillor Philip Reeve gave the background information. All Councillors agreed that the crossing should be future proofed by making it wide enough to be converted into a full crossing at a later date if needed. Funds of £4,500 have been allocated for this project. The Freedom Church will be asked if they are able to increase their contribution by £500 to cover half the cost of the extra £1,000 which may be needed. . The Parish Council will discuss their contribution once a response has been received.	LJH LJH
	Councillors discussed whether they should pursue a quote from another company, bearing in mind the upkeep of the crossing will then rest with the Parish Council. Councillor Philip Reeve will look	PR

	into this.	
<b><u>10.0</u></b>	<b><u>Council to consider updated costs for the sale of the carpark on School Road, how these will be funded and how to progress the sale</u></b>	
<b><u>10.1</u></b>	Councillors were advised the Holy Innocents Church wished to buy the car park and had confirmed this in writing. Future plans for the Church Institute include closing the current entrance onto the A143 and adding a new entrance at the rear of the building, opening onto the car park. Costs involved are £5,500 for the purchase of the car park plus £500 legal fees from Havebury Housing (capped), disbursements and the Parish Council's legal fees. The total cost is estimated at £7-8,000. The Council is happy to facilitate a simultaneous purchase of the carpark from Havebury and the transfer to Holy Innocents Church, who have agreed to cover all costs.	
<b><u>10.2</u></b>	The Council resolved to facilitate the purchase of the School Road car park, from Havebury Housing, by the Parish Council who will then transfer the ownership to the Holy Innocents Church, to remain for community use in perpetuity, subject to an undertaking that there will be a reimbursement of full costs to the Parish Council. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.	
<b><u>11.0</u></b>	<b><u>Maintaining/cutting the roadside verges in the village – Council to review Suffolk County Council's specification</u></b> This will be discussed at December's meeting.	LJH
<b><u>12.0</u></b>	<b><u>Updates on village projects/matters:</u></b>	
<b><u>12.1</u></b>	I. <b><u>Update on the proposed transfer of land between the Gt Barton Village Hall and the Scout Group</u></b> - An update will be received in January.	
<b><u>12.2</u></b>	II. <b><u>Nicky Crouch - Update on the submission of the planning application for the pump track in Icepits Wood</u></b> - The documentation has been started for the planning application which will then go to the Icepits Wood committee for approval in January.	
<b><u>12.3</u></b>	III. <b><u>Matthew Parker - update on the life of the batteries for the VAS</u></b> – Councillor Matthew Parker has been unable to progress this item. The VAS has been damaged and Councillor Philip Reeve is going to try and repair it.	
<b><u>12.4</u></b>	IV. <b><u>Progressing the School Lane/Downing Drive link footpath</u></b> – Councillor Philip Reeve is collating the information to be passed to a resident to review.	
<b><u>12.5</u></b>	V. <b><u>Update on the Neighbourhood Plan</u></b> – There will be twice monthly meetings before the drop-in session on Saturday 21 <sup>st</sup> January 2016.	
<b><u>12.6</u></b>	VI. <b><u>Pot holes on School Lane</u></b> – Suffolk County Council have refused to fill the potholes on School Lane as they are not yet the recommended size for inspection. It was felt that they are discouraging parents from walking/cycling to school. Councillor Philip Reeve will raise this item with County Councillor Rebecca Hopfensperger.	PR
<b><u>12.7</u></b>	VII. <b><u>Leave extension for the allotments</u></b> - A letter had been circulated from Suffolk County Council, offering in principle, an extension of the allotment lease. Details to be discussed in Spring 2017. The Allotment Association will be asked to confirm the details requested in Suffolk County Council's letter, "that they are a successful and going concern and that there is going to be a demand for allotments beyond 2017." The Parish Council would also like to know the Allotments Association's aspirations, if they are happy with the amount of land and the length of the proposed new lease.	LJH
<b><u>13.0</u></b>	<b><u>Councillors Reports</u></b> Councillors Maggie Dunn and Kate Trevitt had attended the Police Crime Commissioner's meeting where there was a debate on hare coursing and the helicopter at Wattisham, which is being withdrawn. Councillor Nicola Crouch reported that a group of volunteers had cleared the leaves along the School Road footpath. The Clerk will send a letter of thanks.	LJH
<b><u>14.0</u></b>	<b><u>Clerk's Report</u></b>	
<b><u>14.1</u></b>	Written consent had been received from a resident of Cox Lane who is happy to have the VAS mounting post on the verge outside his garden.	
<b><u>14.2</u></b>	The rubber buffer on the self closing gate is missing. Councillor Philip Reeve will look into replacing it.	PR

**15.0****Finance****15.1**

a) **Payment of Accounts** – The Council resolved to pay the following accounts. Proposed Councillor Philip Reeve, seconded Councillor Matthew Parker, unanimous decision.

Details	Chq no	TOTAL INVOICE	VAT
SCC Allotment Rent	D/D	£ 50.00	
BT-village hall emergency line	D/D	£ 56.97	£9.49
SEBC-bin emptying	D/D	£ 218.40	
L J Harley - Clerk's salary & expenses	1892	£ 944.44	
J Batram – petrol expenses for grass cutting Conyers Green	1893	£ 25.00	
S Deare-NP Clerk	1894	£ 146.73	
SALC-Clerk information event	1895	£ 19.20	£ 3.20
Gt Barton Thanksgiving Fund – hall hire	1896	£ 27.50	
J Roe-Emergency plan stationery	1897	£ 22.49	
Suffolk Cloud-website hosting for 3 years	1898	£ 300.00	
Suffolk Cloud – website transfer fee	1899	£100	
Total		£ 1,910.73	£ 12.69

**15.2**

b) **To receive a financial report from the Responsible Financial Officer including details of reserve budgets and spending against them**

The clerk reported the bank balances at 28<sup>th</sup> October 2016 as:

Current A/C	£51,328.66
Bus Reserve	£40,376.98
TOTAL	£91,705.64

All payments had been received for newsletter advertising in the Autumn edition.

Other Credits received	£100 Allotment association rent £100 Twinn Accountants, £50 Dawn Canham, £150 Bear Inn Beyton and £80 John Nicholson for advertising newsletter VAT refund £858.86
Business reserve account interest	£6.80

RESERVES	BALANCE
Small Projects	£10,587 – (Items paid this month: £300 Suffolk Cloud website hosting for 3 years) <b>earmarked</b> : £3,000 School Lane footpath, Mill Rd crossing from PC £2,250 & from Freedom Church £1,250 = £4,087)
Neighbourhood Plan	£5,639– Items paid this month : S Deare NP Clerk salary £147, Hall Hire £10, Extra hours L Harley £23 ( <b>earmarked</b> : S Deare salary £2,053 and L J Harley extra hours £95 = £3,491)
Youth Project	£1,038

	General	£25,595	
	Allotments	£ 377 (Paid this month: £50 rent to SCC, received £100 from Allotment Association for rent for year)	
	Asset maintenance	£ 4,425	
	Asset acquisition	£5,956	
	Village Sign	£444 balance earmarked for restoring the old sign.	
	Icepits Wood	£16,443 ( <b>earmarked</b> : £15,000 pump track)	
	Total reserves	£70,504	
	Amounts to nearest '£'		
	Gt Barton Parish Council has set up an account with NEST and a letter has been sent to employee Linda Harley so that GBPC meets its legal duty to tell their workers about the workplace pension arrangements that will affect them. The letter has been checked by Councillors Philip Reeve, Eddie Gibson and Kate Trevitt, as the responsibility rests with the council to ensure the statements and dates are correct and the notices are sent to the right people. Statutory information needs to be sent to an eligible jobholder no later than six weeks after their auto enrolment date. This notice is only relevant if NEST is your sole scheme, which it is for GBPC.		
	Our payroll obligations and auto enrolment duties are being met. Unfortunately HMRC's Basic PAYE calculator is not compatible with NEST's data format so the details will be entered manually. A copy of the Cert of Insurance for Gt Barton Allotment Association for Oct 16 – 17 had been received.		
<u>15.3</u>	c) <b>Consideration of bank reconciliation for September and October 2016</b>		
	Councillor Maggie Dunn had checked the bank reconciliations and everything was in order.		
<u>15.4</u>	d) <b>Consideration of risk assessments including confirmation of which assessments have been carried out</b> – There was nothing new to report from the risk assessments. Weekly inspections of the playground are carried out along with monthly inspections of the pocket park at the playing field.		
<u>15.5</u>	e) <b>Consideration of payment to Clerk for work carried out for Neighbourhood Plan</b>		
	The council resolved to pay the Clerk 2 extra hours this month for work on the Neighbourhood Plan. Proposed Councillor Kate Trevitt, seconded Councillor Maggie Dunn, unanimous decision.		
<u>15.6</u>	f) <b>Consider working hours of Neighbourhood Plan Clerk and possible increase from 4 per week.</b>		
	The Council resolved to increase the hours for the Neighbourhood Plan Clerk from 4 to 6 per week, back dated to 31/10/16. Proposed Councillor Philip Reeve, seconded councillor Kate Trevitt, unanimous decision.		
<u>15.7</u>	g) <b>Consider expenditure for Neighbourhood Plan drop-in session</b>		
	The council resolved to allocate £400 for the cost of the drop-in session from the reserve for hall hire/refreshments/printing etc. The Council were happy for the Clerk to help at the drop-in event on Saturday 21 <sup>st</sup> January. Proposed Councillor Kate Trevitt, seconded Councillor Maggie Dunn, unanimous decision.		
<u>15.8</u>	h) <b>Consider using the NEST pension scheme</b>		
	The Council resolved to enrol with NEST, the National Employment Savings Trust, as their pension provider and pay their instalments by direct debit. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.		
<u>15.9</u>	i) <b>Consider interest rates on notice savings accounts</b>		
	The Clerk provided the best savings interest rates for 120 days and 200 days notice accounts. She will look into whether there is a charge for certifying identification.		
<u>15.10</u>	j) <b>Consider supplying team leaders of the 5 Neighbourhood Plan groups with ink cartridges and a ream of paper</b>		
	The Council resolved to supply the 5 Neighbourhood Plan team leaders with a black and a set of		

LJH

LJH

	<p>colour ink cartridges and a ream of paper, if required. Proposed Councillor Philip Reeve, seconded Councillor Kate Trevitt, unanimous decision.</p>				
<p><b>15.11</b></p>	<p>k) <b>Following confirmation from Suffolk Cloud, consider joining for 3 years for a cost of £300</b> The Council resolved to transfer their website to Suffolk Cloud and pay £300 costs for the first 3 years. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision. The Council also agreed in principle to pay the transfer fee of £100 and for the Clerk to attend a website training course costing £25. These items will be ratified at December's meeting. The new website is now up and running.</p>	<p>LJH</p>			
<p><b>15.12</b></p>	<p>l) <b>Confirm arrangements for paying a resident to cut the grass at Conyers Green</b> The resident who had been cutting the grass at Conyers Green had sadly passed away. The Council agreed to reimburse his costs for the last year, as normal . Mrs Batram had arranged to cut the small triangle of land, closest to Livermere Road. The Council resolved to pay Mrs Batram £25 to cover her petrol costs. Proposed Councillor Kate Trevitt, seconded Councillor Eddie Gibson, unanimous decision. Councillor Kate Trevitt will check if she is happy to continue with this arrangement and if she would be prepared to cut the green at the Mill Road end too.</p>	<p>KT</p>			
<p><b>15.13</b></p>	<p>m) <b>Consider allocating an additional £1,000 for the mill Road pedestrian crossing point</b> This item had already been discussed under 9.0</p>				
<p><b>15.14</b></p>	<p>n) <b>Consider purchasing a second VAS from Westcotec following a quote from Philip Reeve</b> Councillor Philip Reeve had a quote of £3,000 for the machine, with data collection of £250 and an extra bracket of £80. Councillor Nicky Crouch proposed purchasing a second VAS as speeding is the number one issue raised by residents and this is the only thing we can do to assist their concerns. Before the vote could be taken the issue of what other models Suffolk County Council would sanction was raised. The Clerk will look into this and it will be discussed again in December.</p>	<p>LJH</p>			
<p><b>16.0</b></p>	<p><b>Planning</b> <b>(i) Council to sign the committee meeting minutes from 14<sup>th</sup> November 2016 to stand as an accurate record of the meeting.</b> The council signed the minutes from the planning committee meeting of 14<sup>th</sup> November 2016 as an accurate record of the meeting. Proposed Councillor Nicola Crouch , seconded Councillor Maggie Dunn , unanimous decision from those present at the meeting. The Council supported the following applications:</p>				
<p><b>16.1</b></p>	<table border="1" data-bbox="352 1263 1437 1332"> <tr> <td data-bbox="352 1263 619 1332">35 Conyers Way</td> <td data-bbox="619 1263 847 1332">DC/16/2419/HH</td> <td data-bbox="847 1263 1437 1332">(i) Porch to front elevation (ii) replacement Dormer window</td> </tr> </table>	35 Conyers Way	DC/16/2419/HH	(i) Porch to front elevation (ii) replacement Dormer window	
35 Conyers Way	DC/16/2419/HH	(i) Porch to front elevation (ii) replacement Dormer window			
<p><b>16.2</b></p>	<table border="1" data-bbox="352 1332 1437 1429"> <tr> <td data-bbox="352 1332 619 1429">Oakampton House, East Road</td> <td data-bbox="619 1332 847 1429">DC/16/2059/TPO</td> <td data-bbox="847 1332 1437 1429">(i) 2 Yew trees – side back into a hedge by 0.5 metres (ii) 1 Sycamore – fell (iii) 1 Oak - reduce height by up to 2 metres</td> </tr> </table>	Oakampton House, East Road	DC/16/2059/TPO	(i) 2 Yew trees – side back into a hedge by 0.5 metres (ii) 1 Sycamore – fell (iii) 1 Oak - reduce height by up to 2 metres	
Oakampton House, East Road	DC/16/2059/TPO	(i) 2 Yew trees – side back into a hedge by 0.5 metres (ii) 1 Sycamore – fell (iii) 1 Oak - reduce height by up to 2 metres			
<p><b>16.3</b></p>	<p>The following comments were made for Oakhampton House - There are 3 parts to this application and follows a discussion with the Mr Leon Brown of Arb-Agri Contracting. (a) The Yews application is for the side to become a hedge by trimming back 0.5m. The 2 Yew trees provide a visual screen and additionally filter noise and may be any physical particulate from traffic being adjacent to the A143. Any trimming needs to be light to not reduce green coverage significantly. (b) There is no objection to the felling of the Sycamore tree (3) The reduction in the evergreen oak is to balance this species in its circumference by up to 2 metres especially on the side nearest Oakampton Lodge. The wording states a reduction in height which Mr Brown will assess once the sycamore is removed. The Parish Council supported the following application and commented:</p>				
	<table border="1" data-bbox="352 1787 1437 1854"> <tr> <td data-bbox="352 1787 619 1854">Oak Apples, 9 The Coppice</td> <td data-bbox="619 1787 847 1854">DC/16/2287/HH</td> <td data-bbox="847 1787 1437 1854">(i) Single storey side extension (ii) Single storey rear extension</td> </tr> </table> <p>Councillor Nicky Crouch had declared an interest in this application and left the room during discussions, after providing advice to both the committee and the neighbours regarding the issue of building in close proximity of the boundary and the hedge and explaining that there was not a planning reason to prevent building in close proximity of the boundary in isolation, that building within the root protection area was a relevant issue if it were considered that the hedge would die</p>	Oak Apples, 9 The Coppice	DC/16/2287/HH	(i) Single storey side extension (ii) Single storey rear extension	
Oak Apples, 9 The Coppice	DC/16/2287/HH	(i) Single storey side extension (ii) Single storey rear extension			

as a result of the development. Councillor Nicky Crouch did not vote on this application. The Parish Council supported this application with comment that the established hedge between numbers 9 and 11 The Coppice should not be undermined by the side extension and that the roots of that hedge need careful consideration.

The Council objected to the following applications

**16.4**

<b>Treetops, Livermere Road</b>	<b>DC/16/2340/TPO</b>	<b>Fell 1 Ash</b>
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The property owner advised that she had had advice to say that the tree was diseased and potentially dangerous in strong winds.

The tree warden confirmed that he had not seen sufficient evidence to suggest that the tree was dangerous and it was noted that the tree was still of amenity value and therefore worthy of retention. The owner remains concerned and intends to discuss further with the planning department.

A site visit was carried out by Councillors Philip Reeve and Peter Fisk. The Ash tree is on the extremity of their property and was in full leaf. The visual symptoms was of a very healthy tree and the concern raised by the applicant was the very occasional collapse of a branch.

The evidence shown on a broken branch was similar to heart rot but on examination of the tree no bracket fungi was observed. No doubt the ash tree will be continually monitored and on this occasion the observations conclude this application should be objected.

**16.5**

**(ii) Council to consider the completed planning applications from St Edmundsbury Borough Council for November 2016.**

Councillors considered the following applications which had been approved:

DC/16/1611/HH	4 Mere Farm Cottages	Single storey rear extension
DC/16/1650/HH	38 Conyers Way	(i) Two storey rear and side extension and (ii) Juliet balcony on first floor rear elevation (following demolition of existing single storey extension)
DC/16/1850/HH	Landair, Thurston Road	Flat roof cabin – agreed with conditions

The following application had been approved subject to officers securing a 50cm set back from the edge of the highway.

DC/16/1388/HH	Greenacres, Fornham Road	Fencing to front of property adjacent to road following removal of existing hedge
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The following application had been refused by St Edmundsbury Borough Council:

DC/16/1654/TPO	Hundred Acre Wood, The Park	Fell Yew tree
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The subject tree is in good condition and has a long predicted safe useful life expectancy and a high amenity and landscape value. The tree is typical for the species and context and at this time the asymmetrical crown is not considered to impact the structural integrity of the tree. Whilst previous limb removals to crown raise the tree have left a number of dead stubs (where the limb removals have not been to the branch collar), these are not structurally or functionally impacting the tree in a negative way, and these stubs can be pruned back to the main stem which would visually improve this aspect of the tree. The slight decrease in visual form is not significant enough to justify removal of the tree, particularly as the works consented under DC/16/0757/TPO would address these concerns.

**17.0**

**Correspondence**

**17.1**

No items of correspondence had been received.

**18.0**

**Urgent Business**

**18.1**

Councillor Philip Reeve gave an update from the Parish Council conference he had attended with The Clerk.

**18.2**

A resident had asked if the letter box on Diomed Drive could be re-painted. It is on Royal Mail's schedule. The safety of the crossroads at Livermere Road and Fornham Road was discussed. The brightness of the street lighting on Thurston Road was discussed. The Clerk will check where the street lights are in relation to the footpath.

LJH



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