

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 19<sup>th</sup> SEPTEMBER 2016 COMMENCING AT 7.15 PM**

<b><u>Item.</u></b>	<p><b>Members Present :</b> Councillor Philip Reeve chaired the meeting together with Councillors Matthew Parker, Nicola Crouch, Maggie Dunn, Peter Fisk, Eddie Gibson and Kate Trevitt. 4 members of the public were present.</p>	
<b><u>1.0</u></b>	<b><u>Public Session</u></b>	
<b><u>1.1</u></b>	Item 12(9) was dealt with first on the agenda regarding problems with tenants of Havebury Housing. Councillor Sarah Broughton offered to liaise with Havebury. Residents will keep a diary of events. Item 8 was covered next:	SB
<b><u>1.2</u></b>	<p><b><u>Council to consider the initial design for the pedestrian crossing point on Mill Road</u></b></p> <p>A representative from the Freedom Church gave back ground information on how they became involved with this project, following the Parish Plan raising the issue of car parking at the School. The Freedom Church offered the use of their carpark for a 'park and walk to school' scheme. There was a discussion on the design for the proposed crossing point including how the surface would adhere to the current surface which has loose chippings, the crossing is a 'shared space' scheme and not urbanised with flashing lights, it could act as a natural traffic calming measure, concerns were raised as to whether children and the elderly would assume they could safely cross there without checking and whether cars would respect the crossing and slow down. Councillor Rebecca Hopfensperger explained that the crossing must be looked at in conjunction with all the other proposed signage leading up to it. The Freedom Church are happy with the design of the scheme in principle .</p> <p>Councillor Eddie Gibson proposed that the Parish Council go ahead with the scheme for a pedestrian crossing point on Mill Road, in principle, if the new quote is acceptable. Seconded Councillor Nicky Crouch, unanimous decision.</p>	
<b><u>2.0</u></b>	<b><u>To receive County Councillor's report from Rebecca Hopfensperger</u></b>	
<b><u>2.1</u></b>	Councillor Rebecca Hopfensperger reported that our requests for footpath clearance in the village have been referred to a County wide programme. No date has been given as to when the work may be carried out.	
<b><u>2.2</u></b>	Councillor Hopfensperger confirmed the County Council are discussing whether they are willing to pass hedge and verge cutting to Parish Council's, under the devolution programme. The A143 would not be included.	
<b><u>2.3</u></b>	Councillor Hopfensperger is arranging a meeting to have a pro-active discussion on the impact of development and the West Suffolk Operational Hub (WSOH) on infrastructure. The WSOH has to go through a full planning application. The Community Liaison Group is involved in discussions and they will ensure St Edmundsbury Borough Council is aware that they are categorically not happy with the location of Hollow Farm Road.	
<b><u>2.4</u></b>	The executive summary will be sent to Jo Churchill MP to pass to the Secretary of State for Community and Local Government.	
<b><u>2.5</u></b>	The Devolution deal is still being considered and will be voted on. There must be a directly elected mayor.	
<b><u>2.6</u></b>	Councillor Hopfensperger was asked for the base line traffic data on Fornham Road and confirmation of the weight limit.	RH
<b><u>3.0</u></b>	<b><u>To receive Borough Councillor's Report from Sarah Broughton</u></b>	
<b><u>3.1</u></b>	Councillor Sarah Broughton had nothing further to report.	
<b><u>4.0</u></b>	<p><b><u>Chairman's welcome, reminder about the filming of meetings and to receive apologies for absence</u></b></p> <p>Councillor Philip Reeve welcomed everyone to the meeting. Apologies were accepted from Councillor Michele Faiers.</p>	
<b><u>5.0</u></b>	<p><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></p> <p>There were no declarations of interest and no requests for dispensation.</p>	

<b>6.0</b>	<b><u>To sign the minutes of the council meeting on 18<sup>th</sup> July 2016 to stand as an accurate record.</u></b>	
<b>6.1</b>	An amendment was made to item 15.2 – The first issue is the transfer of a small area of land by the Gt Barton Parish Council “with the management under the trustees of the Gt Barton Thanksgiving Fund” was added.	
<b>6.2</b>	The minutes of the Council meeting on 18 <sup>th</sup> July 2016 were then signed to stand as an accurate record of the meeting. Proposed Councillor Kate Trevitt, seconded Councillor Maggie Dunn, unanimous decision.	
<b>7.0</b>	<b><u>Chairman’s Report</u></b>	
<b>7.1</b>	Councillor Philip Reeve asked the Councillors for their opinion on the removal of the telephone boxes on Thurston Road and Livermere Road. After a discussion on whether they would be suitable for village information, there was no objection to their removal. This will be discussed again at the planning meeting.	
<b>7.2</b>	The Police Chief Constable will be holding a meeting on 19/10/2016. Councillor Maggie Dunn offered to attend.	MD
<b>8.0</b>	Item 8 had been covered at the start of the meeting.	
<b>9.0</b>	<b><u>Council to consider Network Rail’s crossing consultation for Cattishall and respond by email</u></b>	
<b>9.1</b>	This is the second round of consultation on the Anglia Level crossing proposals by Network Rail, which aim to improve the safety of level crossing users, deliver a more efficient and reliable railway, reduce operating and maintenance costs, reduce delays and improve journey time and reliability. Confirmation had already been received that crossing no. S26 at Gt Barton, which was included in round 1 of the consultation, was concurrently being progressed under s.118A of the Highways Act 1980. Following confirmation of the Rail Crossing Extinguishment Order, the crossing is now legally closed and is therefore not included in this project.	
<b>9.2</b>	Cattishall crossing is described as a ‘stop look and listen’ public footpath level crossing. Network Rail’s preferred option is to close the level crossing to all users. Crossing infrastructure would be removed and fencing installed to prevent trespass onto the railway. Users would be diverted onto a new public track in farm fields on the North side of the railway, which would provide a link to Mount Road via an existing underpass and the shared cycle/footpath. The Councillors discussed the average usage and access to the new development by the underpass. Councillors expressed the wish that the 3 parties involved (i.e. Berkeley Homes, St Edmundsbury Borough Council and Network Rail) would work together so that the closure of the level crossing and the opening of the proposed new footbridge could coincide and residents can continue to use this route without interruption. A response to the consultation to this effect will be forwarded to Network Rail.	
<b>9.3</b>	Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, 6 Councillors voted for this decision. 1 Councillor voted against as the nearest and most affected residents at Cattishall, had not been directly consulted by the Parish Council.	
<b>10.0</b>	<b><u>Update on the draft Heads of Terms for the sale of the carpark on School Road following Councillors Philip Reeve and Kate Trevitt meeting with Havebury Housing</u></b>	
	Councillors discussed the length of the lease currently held by the Holy Innocents Church on the Church Institute, parking for the school on the triangle, terms of parking on the planning application for Forge bungalows, the cost of the land in relation to the number of spaces available for use by the rest of the village and access for services to the Church Institute. Councillors including Rebecca Hopfensperger agreed that enforcement of the 4 parking spaces reserved for Forge Bungalows would be difficult to manage. Councillor Philip Reeve will liaise with the Holy Innocents Church and report back at October’s meeting.	PR
<b>11.0</b>	<b><u>Council to consider the costs involved in maintaining/cutting the roadside verges in the village.</u></b>	
<b>11.1</b>	Information had already been given by Councillor Rebecca Hopfensperger under item 2.2. Figures had been provided on the costs involved in maintaining and cutting the roadside verges in the village at the last Council meeting. Councillor Philip Reeve has approached local farmers and there may be interest in helping the Parish Council provide a local service. Councillors will review which road verges will need cutting and estimate the expenditure involved. If this is a viable option the next step would be to approach Suffolk County Council for funds.	LJH
<b>11.2</b>	Concerns were raised that if the Parish Council were to take on this service from Suffolk County Council, the management would fall on Councillors, who are already very busy and 3 Councillors short. Councillors did feel that it was a very important issue for parishioners and want to provide a better service for them.	

<b><u>12.0</u></b>	<b><u>Updates on village projects/matters:</u></b>	
<b><u>12.1</u></b>	I. Clearing footpaths – This was covered under item 2.1	
<b><u>12.2</u></b>	II. No update was given on the proposed transfer of land between the Gt Barton Village Hall and the Scout Group. This item is being progress by the Village Hall Management Committee.	
<b><u>12.3</u></b>	III. Councillor Nicky Crouch gave an update that the revised Icepits Wood Ecology Report had been received and she is in the process of drafting the planning application.	
<b><u>12.4</u></b>	IV. Councillor Matthew Parker is waiting for the terms and conditions of the VAS before looking into the battery life. A resident had kindly collated the VAS figures which showed that Thurston Road, over a period of 20 days in January/February 2016 had an average of 745 vehicles per day of which 60% were travelling between the speed limit of 30mph and 40mph and 12% speeding at over 40mph. Mill Road, over a period of 20 days, in March April, had an average of 950 vehicles per day with 58% travelling between the limit of 30mph and 40mph and 12% speeding at over 40 mph. Fornham Road, over a period of 15 days in May, had an average of 896 vehicles per day, with 70% of vehicles travelling between the speed limit of 30mph and 40mph and 15% speeding at over 40mph.	
<b><u>12.5</u></b>	V. Progressing the School Lane/Downing Drive link footpath is still being reviewed by Councillor Philip Reeve.	PR PR/ PF
<b><u>12.6</u></b>	VI. Councillors Philip Reeve and Peter Fisk will look at installing a VAS mounting post on Cox Lane.	
<b><u>12.7</u></b>	VII. Councillors Philip Reeve and Nicola Crouch gave an update on the Neighbourhood Plan – 5 group leaders have been appointed to lead the following topics : Housing (Nicola Crouch), Business and Employment (Eddie Gibson), Community Facilities (Jamie Gilmour), Character and Environment (Andrew Garnham) and Transport (temporarily being led by Vivien Bodnar). They are pulling together the base data and considering how best to use it. Drop-in sessions are being considered for residents to review the data and give their feedback. Councillors agreed to change the ‘Vision 2031’ tab on the website to ‘Neighbourhood Plan’ and that the Clerk will train the Neighbourhood Plan Clerk on how to load items onto the website.	
<b><u>12.8</u></b>	VIII. Councillor Michele Faiers raised the issue of the overgrown hedge on The Park, opposite the storage area for Turners Coaches, which is making the narrow lane even thinner and restricting visibility. The Parish Council will contact the resident and ask him to trim it back.	
<b><u>12.9</u></b>	IX. Issues with tenants of Havebury Housing – This item had already been raised in the public session.	
<b><u>13.0</u></b>	<b><u>Council to review their 3 year objectives (2015-2018) to aid with precept planning in September</u></b> Councillor resolved to make the following changes to their objectives:	
<b><u>13.1</u></b>	<b><u>Protecting and Developing our Community</u></b> Item 1 (iii) will read ‘Actively represent the community in negotiations with St Edmundsbury Borough Council and Berkeley Homes to ensure the best possible outcome for Barton Severalls, now a ward of the Parish.’ Item 1 (iv) will read ‘Oppose the proposal to create a West Suffolk Operational Hub (WSOH) on land at Hollow Road Farm and continue liaising with St Edmundsbury Borough Council and developers regarding the WSOH through the Community Liaison Group.’	
<b><u>13.2</u></b>	<b><u>Improving our Local Infrastructure</u></b> Item 2 (vii) will read ‘Work with the local primary Academy to widen the footpath along the frontage of the school and lengthen the paved area of the footpath – not going ahead at present time due to the cost – July 2016.’	
<b><u>13.3</u></b>	<b><u>Creating and developing Local Facilities</u></b> Item 3 (iii) will read ‘Organise one community ‘litter pick’ when identified.’ Item 3 (iv) will read ‘Install one-way directional signage at the entrance to Elms Close to improve safe access to Gt Barton Village Hall – completed April 2016.’ Item 3 (v) will read ‘Install a joint Parish Council and Primary Academy notice board outside the school – completed July 2016.’ Item 3 (vii) will be added ‘Investigate the validity of a second Vehicle Activated Sign as 1 unit is too infrequent for the 7 sites around the village.’ Proposed Councillor Philip Reeve, seconded Councillor Kate Trevitt, unanimous decision.	

**14.0****Councillors Reports****14.1**

There were no further items to report.

**15.0****Clerk's Report**

The Clerk reported that Council's who have declared themselves eligible to use the General Power of Competence cannot make payments under Section 137.

A resident has asked Suffolk County Council to investigate the dead tree at the bottom of her garden, on the piece of no-man's land, next to Mill Road, as it poses a risk to pedestrian's and vehicles.

Councillors were reminded to review their Declarations of Interest forms and that they are aware of the conditions under the Data Protection Policy.

**16.0****Finance****16.1****(a) Payment of Accounts**

The Council resolved to pay the following accounts. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.

Details	Chq no	TOTAL INVOICE	VAT
St Edmundsbury Borough Council – rubbish and dog bin emptying	D/D	£ 218.40	
BT- Village Hall emergency line	D/D	£ 57.30	£ 9.55
M Dunn - Royal coffee morning expenses	1878	£ 125.61	
Information Commissioner's Office	D/D	£ 35.00	
L J Harley - Clerk's salary & expenses	1879	£ 1,064.72	£ 13.59
S Deare – Neighbourhood Plan Clerk	1880	£ 146.73	
HMRC	1881	£ 358.77	
J Ranson-maintenance	1882	£ 38.00	
Came & Co Insurance	1883	£ 1,032.72	
Gt Barton Thanksgiving Fund-Hall hire	1884	£ 40.00	
Gt Barton Thanksgiving Fund-Hall hire annual charge	1885	£ 240.00	
BDO LLP audit	1886	£ 360.00	£ 60.00
Total		£ 3,717.25	£ 83.14

**16.2****(b) To receive a financial report from the Responsible Financial Officer and to approve the 2015-16 Audit**

The Council resolved to approve the 2015/16 external audit certificate and report. No items of significance were raised. Proposed Councillor Philip Reeve, seconded Councillor Kate Trevitt, unanimous decision. The Notice of Conclusion of Audit will now be posted on the notice board and website along with and Sections 1-4 of the Annual Return.

The clerk reminded Councillors that in 2015 the insurance company had suggested putting up a notice board in Icepits Wood with contact names to report any problems too. This will be raised by the Icepits Wood committee at their next meeting.

Councillors were reminded to advise the Clerk of any requests for grants for the 2017/18 precept.

The information Commissioners Office subscription for Data Protection registration renewed automatically by direct debit.

The bank balances were reported as :

Current Account		£57,555.22
Business Reserve Account		£40,373.61
Total		£97,928.83
Items paid/owed from newsletter advertising	N/A	
Other credits received	£0	
Business Reserve Account interest	£3.43	
Suffolk County Council for work in Icepits Wood	£5,700 (added to Icepits Wood reserve)	

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16.3	Gadd Bros – sale of wood	£187.50 (added to Iceptis Wood reserve)																							
16.4	<p><b>(c) Reconciling cashbook to bank statements for July &amp; August 2016 and completing the bank reconciliation</b>  The bank reconciliation for July and August had been checked and signed by Councillor Maggie Dunn.</p>																								
16.5	<p><b>(d) Consideration of risk assessments including which assessments have been carried out</b>  Councillor Philip Reeve had examined the weld on the swing chain that had been raised by the playground inspector and was happy with it. It will continue to be monitored. New junior swing seats have been installed. The clerk reminded the Council that an insurance company condition for Iceptis Wood was to inspect it after periods of bad weather. This had not taken place after the high winds in August. The Iceptis Wood committee will put a procedure in place.</p>																								
16.5	<p><b>(e) Consider reserve budgets and review spending against them</b>  Councillors were provided with the following information. There were no questions.</p>																								
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	<p>Amounts to nearest pound</p>																								
16.6	<p><b>(f) Consideration of payment of extra hours to Clerk, for work carried out for Neighbourhood Plan</b>  The Council resolved to pay the Clerk 7 hours for covering a meeting while the NP planning Clerk was on holiday. Proposed councillor Nicola Crouch, seconded Councillor Philip Reeve, unanimous decision.</p>																								
16.7	<p><b>(g) Council to choose a pension provider</b>  No further progress had been made by the Parish Council. The Clerk advised the Council that advice from The Pensions Regulator states that once we have chosen and set up a pension scheme, the Parish Council should start their ‘declaration of compliance’ by 1<sup>st</sup> October 2016.</p>																								
16.8	<p><b>(h) Council to consider interest rates on savings accounts</b>  The Clerk had provided the council with rates for interest bearing accounts for them to review. This will be carried forward to the next meeting.</p>																								
16.9	<p><b>(i) Council to consider the list of aggregate receipts and payments for the quarter against budget along with any overspends</b>  The list of aggregate receipts and payments for the quarter against the budget and any overspends was provided by the Clerk. There were no questions.  The Clerk suggested the following :</p> <ol style="list-style-type: none"> <li>1. Add a mileage budget of £120;</li> <li>2. Increase the budget for hall hire from £450 to £640;</li> <li>3. Increase the budget for insurance from £990 to £1035</li> </ol> <p>The Council resolved to carry out the Clerk’s recommendations. Proposed Councillor Philip Reeve, seconded Councillor Eddie Gibson, unanimous decision. The amount of £355 will be taken from</p>																								

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small projects. All other items were within budget.

**16.10**

**(j) Council to consider the quote to replace the bearings on the spinning pole.**

The Council resolved that Councillor Philip Reeve can purchase a spare set of bearings for the spinning pole for £50.40 + VAT. Proposed Councillor Nicola Crouch, seconded Councillor Maggie Dunn, unanimous decision.

**16.11**

**(k) Council to consider the quote for the renewal insurance premium**

The insurance policy had been reviewed against the asset register by Councillor Philip Reeve and Eddie Gibson. The Council were happy that they were sufficiently and adequately insured. The assets are secured and properly maintained and efficiently managed with appropriate procedures for disposal and use of resulting capital receipt. The Council are fully aware of and compliant with the conditions outlined in the insurance policy. The council resolved to accept the quote of £1,032.72 from Came and Co Insurance Group for 2016-2017's insurance. Proposed Councillor Eddie Gibson, seconded Councillor Philip Reeve, unanimous decision.

**16.12**

**(l) Review the fees for newsletter advertising**

The Council resolved not to increase the cost of advertising in the newsletter, following a recommendation from the newsletter editor, Councillor Eddie Gibson, who confirmed that it is comparable to other villages. Proposed Councillor Eddie Gibson, seconded Councillor Philip Reeve, unanimous decision.

**17.0**

**Planning**

**17.1**

**(i) Council to sign the committee meeting minutes from 8<sup>th</sup> August and 12<sup>th</sup> September 2016 to stand as an accurate record of the meeting.**

The council signed the minutes from the planning committee meetings of 8<sup>th</sup> August and 12<sup>th</sup> September 2016 as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Nicola Crouch, unanimous decision.

The Council supported the following applications:

5 Conyers Green	DC/16/1513/HH	Single storey rear extension
32 Barton Hamlet	DC/16/1670/HH	Single storey rear extension
Hundred Acre Wood, The Park	DC/16/1564/TPO	Fell 1 Yew tree
4 Mere Farm Cottage, Mere Farm Lane	DC/16/1611/HH	Single storey rear extension

The Council objected to the following applications:

7 Diomed Drive	DC/16/1414/FUL	(i) 1 dwelling (following demolition of existing garage); (ii) 2 storey side extension to existing dwelling (iii) 2 bay detached garages (iv) associated vehicular access works
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This planning application lies within a primarily residential area characterised by a verdant setting of mature landscaping. The protection of the local distinctiveness of Hall Park/The Park is recognised in Rural Vision 2031. Forest Heath and SEBC Local Plan Jnt Dev. Management Policies Document DM2 seeks to ensure that development does not involve the loss of gardens that make a significant contribution to the character and appearance of a settlement - the Council are concerned that this application does not respect the special status of Hall Park. This planning application conflicts with Policy DM22 which states that all development should recognise and address the local distinctiveness and special qualities of the area. This application also conflicts with Core Strategy policy CS3 in relation to design and local distinctiveness.

38 Conyers Way	DC/16/1650/HH	(i) 2 storey rear and side extension and (ii) Juliet balcony on 1 <sup>st</sup> floor elevation (following demolition of single storey existing elevation)
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The proposed extension still does not accord with the adopted policy DM24 – regarding the extension to the existing dwelling and does not respect the scale and design of existing dwellings, being overdeveloped on the Northern side of the site. The proposal continues to erode the important gap between 38 and 40 Conyers Way, particularly at 1<sup>st</sup> floor level, to the detriment of the character of the area and contrary to policy DM24.

Greenacres, Fornham Road	DC/16/1388/HH	Fencing to front of property adjacent to road following removal of existing hedge
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This application is contrary to the rural character of the location and conflicts with policy DM24 with regard to urbanisation characteristics being introduced to areas whose open and attractive landscape qualities are highly valued.

**17.2**

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

Councillors considered the following applications which had been approved:

Berwyn, The Park	DC/16/1132/HH	- (i) 1 ½ storey side extension and raising the roof on existing front elevation to provide additional accommodation (ii) New entrance porch
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 2no garages)
46 Conyers Way	DC/16/1228/TPO	TPO 033 (1961) 7 - Tree Preservation Order - (i) 1no. Birch (1 on plan, within area A1 on order) fell (ii) 1no. Ash (2 on plan, within area A1 on order) lateral reduction of up to 2 metres to appropriate pruning points; (iii) 4no. Elm (3, 4, 5 and 7 on plan, within area A1 on order) and 1no. Ash (6 on plan, within area A1 on order) prune back by 3 metres

The following application had been refused:

38 Conyers Way	DC/16/0320/TPO	TPO 194(1972)2 - Tree Preservation Order- Oak (T2 on plan, T2 on Order) - Reduce height by up to 20% with thinning by up to 40% and cut back lower limbs to previous pruning point
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The following application had been approved following submission to the Secretary of State:

Site adjacent to Greenover, The Park	Appeal Ref: APP/E3525/W/15/3141032	Erection of a new residential dwelling
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**18.0**

**Correspondence**

The list of correspondence has been circulated.

**18.1**

**19.0**

**Urgent Business**

A vote of thanks was given to Maggie Redshaw who has been the coordinator for the delivery of the newsletter for many years. The Clerk will arrange for a letter to be sent.

Councillor Michele Faiers may resign from the Council or take a leave of absence for 6 months. This will be confirmed.

Councillor Peter Fisk offered to join the planning committee.

**Date of next meeting**

The next meeting will be on Monday 10<sup>th</sup> October 2016.

There being no further business the meeting finished at 10.05 pm.

.....Sign & Date

.....Print name.

CHAIRMAN

Signed as confirmation that they are a true record.

LJH

LJH

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