

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 15th JANUARY 2018 COMMENCING AT 7.15 PM**

<u>Item</u>	<p>Members Present : Councillor Philip Reeve chaired the meeting together with Councillors Peter Fisk, Kate Trevitt, Matthew Parker, Maggie Dunn, Nicola Crouch and Diana Boys.</p> <p>1 member of the public was present.</p>	
<u>1.0</u>	<p><u>Chairman’s welcome, reminder about the filming of meetings and to receive apologies for absence</u></p> <p>Councillor Philip Reeve welcomed everyone to the meeting. There were no apologies.</p>	
<u>2.0</u>	<p><u>Opening Public Session</u></p> <p>A resident raised the issue of the den which has been built in Iceptits Wood. The Council will remove it if it has not been taken down by 27/1/18.</p> <p>A date was made to cut the ivy growing on trees in the wood, close to properties, so that it will die back.</p> <p>A resident notified the Council of another accident at the junction of Fornham Road and The Avenue. Councillor Rebecca Hopfensperger has paid for a safety and speed review of the area which will review signage and lineage etc</p>	LJH
<u>3.0</u>	<p><u>Report from County Councillor</u></p>	
<u>3.1</u>	<p>Councillor Rebecca Hopfensperger has chased the figures for verge cutting in the village from Suffolk County Council. A quote of £6,493.55 has been received for the Mill Road pedestrian crossing point. The professional services which include site visits, drawings, construction cost estimates, utilities plans, overhead cable assessments, highway boundary checks, traffic management plans and diversion routes, checking vehicle turning movements from driveways for safety and hazard identification and risk assessments costs £1,370.57. This will be paid for from Councillor Rebecca Hopfensperger’s locality budget. A road safety audit has already been commissioned and is held on file by Suffolk County Council. The revised plans followed from this review. The Scheme is approved by Suffolk Highways. The construction estimate is £4031.72 which includes £1,500 for a road closure. The Council provisionally decided to go ahead with the professional services and review the plan before accepting the construction estimate. This will be ratified at February’s meeting. The Clerk will confirm with the Freedom Church that they are still happy to fund part of the costs.</p>	LJH
<u>3.2</u>	<p>The replacement white gates for East Barton Road are being chased.</p>	
<u>3.3</u>	<p>A brown sign indicating the site of the Montana chapel has to be paid for by them. Councillor Rebecca Hopfensperger will provide contact details to the Clerk.</p>	LJH
<u>3.4</u>	<p>The issue of the drains at the entrance to The Park is being looked into, to include them on the cleansing schedule.</p>	
<u>3.5</u>	<p>The Village Hall entrance is flooding again. Councillor Rebecca Hopfensperger will dig out the original report and forward it to Highways.</p>	
<u>3.6</u>	<p>St Edmundsbury Borough Council have not increased their precept this year to allow for Forest Heath District Council’s to equalise.</p>	
<u>3.7</u>	<p>Concerns about large pot holes in the village were raised.</p>	
<u>4.0</u>	<p><u>Report from Borough Councillor</u></p> <p>Councillor Sarah Broughton had sent her apologies.</p>	

<u>5.0</u>	<p><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 <i>no later than when that item is reached &, when appropriate, to leave the meeting prior to discussion and voting on the item.</i></u></p> <p><u>(ii) Council to consider any new written requests for dispensation and/or requests which have been received prior to the meeting</u></p> <p>There were no Declarations of Interest or requests for dispensation.</p>	
<u>6.0</u>	<p><u>To sign the minutes of the Council meeting on 11th December 2017 to stand as an accurate record of the meeting.</u></p>	
<u>6.1</u>	<p>The minutes of the council meeting on 11th December 2017 were signed as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Kate Trevitt, unanimous decision from those present.</p>	
<u>7.0</u>	<p><u>Chairman’s Report</u></p>	
<u>7.1</u>	<p>Councillor Philip Reeve confirmed that the Secretary of State has decided not to call in the application for the West Suffolk Operational Hub. He is content that the application should be decided by the Local Planning Authority.</p>	
<u>7.2</u>	<p>Details of the Neighbourhood Plan Facebook Page will be put in the newsletter.</p>	LJH
<u>7.3</u>	<p>A stake will be put on Conyers Green to show the proposed new site for the replacement Horse Chestnut Tree. Residents will be asked to comment on the position.</p>	LJH
<u>7.4</u>	<p>There will be a review of the litter and dog bins in the village in February.</p>	LJH
<u>7.5</u>	<p>The Council agreed in principle to order a replacement grit bin for the Livermere Road/Mill Road junction. The spare grit bin will be installed at the junction of East Barton Road and Bertuna Close.</p>	
<u>7.6</u>	<p>The issue of worn bearings on the Swinging Pole at the playground was raised again. This had been raised before but before the Council could react was not raised again by the independent inspector. The Council decided to wait to see if this is a reoccurring issue.</p>	
<u>7.7</u>	<p>The Clerk has contacted the company who originally installed the basketball surface for a quote to fill in the gap between the wooden edgings and surface.</p>	
<u>8.0</u>	<p><u>Items arising from December’s Council meeting:</u></p>	
<u>8.1</u>	<p>1. Update on the General Data Protection Regulations – The Clerk confirmed that the Clerk or Councillors cannot fulfil the role of the Data Protection Officer due to a conflict of interest.</p>	
<u>8.2</u>	<p>2. Icepits Wood updates – Councillor Philip Reeve will refer the draft Memorandum of Understanding to Councillor Peter Fisk and Councillor Matthew Parker. Separate Memorandum of Understanding’s for excluded areas of the wood will be considered. There was no update on who is now using the jumps. The annual budget to cover the maintenance of the site mentioned in the Memorandum of Understanding will be referred to the Icepits Wood Committee. The 3 yearly inspection of the trees should take place this year in May. The Clerk will contact 2 firms to quote.</p>	PR
<u>9.0</u>	<p><u>Update on the Neighbourhood Plan</u></p>	
<u>9.1</u>	<p>(a) A copy of the budget for the Neighbourhood Plan grant and reserves had been circulated and agreed by all Councillors.</p>	LJH

	Professional Fees	Consultants	Project Management - 2 days	850	
			Questionnaire - 2 days	825	
			Community Engagement - 3 days	1225	
			Drafting of NP - 6 days	2475	
				<u>£5,375</u>	
	Project Costs	Room Hire	8 meetings @£25 per meeting	200	
		Other	Questionnaire software from CAS	250	
		Printing costs	Printing questionnaires and HNS	1636	
		Publicity	Questionnaire and flyers etc	255	
		Other	Evaluation of HNS	945	
				<u>£3,286</u>	
	Total of Application				<u>£8661</u>
9.2	<p>(b) Councillor Philip Reeve confirmed that the grant had been extended to March 2018. Invoices will be chased to be presented within this timescale. Councillor Philip Reeve will complete the final monitoring report due 14 days after completion of the project. Copies of invoices over £1,000 will be sent to Councillor Nicky Crouch to send to Groundwork UK (grant provider). The clerk confirmed that payments are classed as made when money passes out of the Council's control e.g. when a letter is posted to a contractor containing a cheque.</p>				
	<u>Updates on village projects:</u>				
10.0	(a) A short term interim measure to improve the surface of the School Lane/Downing Drive link footpath had been agreed in principle. Councillor Philip Reeve will contact the residents.				
10.1					
10.2	(b) Havebury Housing confirmed that they are in the process of trying to clarify a number of issues including the implied right of way onto the School Road carpark, their gated access inlets. The concerns regarding the refuse bins and considerate usage of the site will also be raised.				
10.3	(c) There had been no volunteers for the role of Community Speed Watch coordinator. A request will be put on the Neighbourhood watch Facebook page.				
11.0	<u>Councillors Reports</u>				
	There were no reports.				
12.0	<u>Council to consider whether to challenge the decision on the planning application for the West Suffolk Operational Hub</u>				
	The Parish Council decided not to challenge this decision.				
13.0	<u>Suffolk County Council's School Transport Consultation</u>				
	Concerns were raised regarding the viability of local bus services if schools were not using them. Councillors will respond individually.				
14.0	<u>Litter Pick 2018</u>				
	A provisional date of Saturday 17 th March was set. The Clerk volunteered to organise the event. Councillor Maggie Dunn volunteered to cook the sausages.				

NC

15.0**Annual Parish Meeting 2018**

The Council would like updates on the following: Neighbourhood Plan, Mill Road crossing point (hopefully the plan will be available to view), Statistics relating to speeding and an update on the Vehicle Activated Sign. To be discussed again at February's meeting for inclusion in the Spring newsletter.

LJH

16.0**Confirming Printing Dates for newsletter**

Councillor Kate Trevitt asked if the printing dates for the newsletter could be changed slightly to ensure Christmas events were publicised. New dates will be provided for the next meeting.

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17.0**Finance****17.1****(a) Payment of Accounts**

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

Details	Chq no	TOTAL INVOICE	RECLAIMED VAT
NEST pension	D/D	£ 31.55	
SEBC - bin emptying	D/D	£ 218.40	
HMRC PAYE	D/D	£ 106.22	
L J Harley Clerks salary	1987	£ 919.64	
S Deare Neighbourhood Plan Clerk	1988	£ 216.00	
Kallkwik newsletter printing	1989	£ 514.80	
Gt Barton Thanksgiving fund – hall hire	1990	£ 16.00	
Total		£ 2,022.61	

(b) The Clerk reported the following items :

Bank balances at 31/12/17

17.2

Current A/C	£49,637.85
Bus Reserve	£40,384.30
TOTAL	£90,022.15

Other Credits received	£0
Business reserve account interest	£1.60

	RESERVES	BALANCE
17.3	Small Projects	£17,998 - Earmarked: £3,000 School Lane footpath, Mill Rd crossing from PC £2,750 & from Freedom Church £1,750, Replacement tree for Conyers Green £150 = £7,650) Total balance £10,348
	Neighbourhood Plan	£4665– Earmarked £72 extra hours Linda, £1,248 SD salary and a £150 for CAS technical help = £3,195
	Neighbourhood Plan Grant	£7665
	Youth Project	£1,038
	General	£20,463 -Earmarked: £3,300 VAS, £4,000 Housing Needs Survey, WSOH solicitors £7,300 Total balance £13,163
	Allotments	£ 264 - Earmarked : £50 rent April 2018 Total balance £214
	Asset maintenance	£ 4,482
	Asset acquisition	£7,556 (Earmarked : Community Speed Watch £1,007) Total balance £6,549
	Icepits Wood	£17,472 (earmarked : £15,000 pump track) Balance = £2,472
	Total reserves	£81,603
17.4	The following items were raised by the independent playground inspection: Rubber buffer missing from latch plate on gate, bearings worn and loose fixings on the spinning pole – these 2 items are being monitored. Basketball surface – gaps between the surfacing and the edging surround – The Clerk is obtaining a quote from the original supplier. Pension contributions will increase to 2% for employers and 4% for employees in April 2017 – GBPC are already paying these amounts. A tree fell across the bridle path during storm Eleanor, Councillor Peter Fisk has removed.	
17.5	c) Councillor Kate Trevitt will check the bank reconciliations. Risk assessments had been carried out including the weekly playground check and there was nothing new to report.	
17.6	d) The Council resolved to purchase a new dual dog and litter bin for the junction of Conyers Way and Livermere Road and to arrange for it to be emptied weekly by St Edmundsbury Borough Council. Proposed Councillor Kate Trevitt, seconded Councillor Nicky Crouch, unanimous decision.	
17.7	e) The Council resolved the grant application for Gt Barton Community Woodland group of £111.72 towards their public liability insurance. Proposed Councillor Philip Reeve, seconded Councillor Diana Boys, unanimous decision.	

18.0	Planning		
	The minutes from the planning meeting on Monday 8 th January 2018 were signed as an accurate record of the meeting. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision from those present.		
18.1	The council supported the following applications:		
	10 Downing Drive	DC/17/2536/HH	(i) Single storey rear extension (following demolition of existing conservatory) & (ii) 1 st floor side extension over garage
18.2	1 Anglesey Place	DC/17/2601/HH	(i) single storey front extension (ii) conversion of garage into habitable space (iii) single storey rear extensions (iv) double garage and (v) summer house
	The Parish Council commented that they would like to see a condition of trees or Hedging to screen the new double garage in front of the house. The Parish Council had no objections to the revised application for the cart lodge and agreed that a condition recommending additional hedging on the left hand side and front of the property proposed by St Edmundsbury Borough Council, should be put in place (as per policy DM22) . Their objection to the original application still stands.		
18.3	Riven Dell, Livermere Road – Amendment	DC/17/2460/HH	(i) Garage conversion with first floor extension above (ii) single storey rear extension (iii) detached cart lodge and store to front (iv) raising height of existing house by replacing the existing pitched roof (v) front porch and (vi) alteration to existing house walls to part render / part boarding finish
18.4	The following applications had been approved by St Edmundsbury Borough Council :		
	DC17/1934/FUL	Offices Mere Farm Lane	Replace all existing windows and doors
	DC/17/1919/TP O	4 Tewkesbury Place	1no. Oak (T1 on order) (i) Reduce lateral crown spread by 1.5 metres to north, north-east, east, south-east and south, to appropriate pruning points. (ii) Reduce crown height by 1.5 metres, to appropriate pruning points. (iii) Reduce primary ascending stem with tear out wound to west of crown, 1.5 metres all round, to appropriate pruning points.
	DC/17/2238/HH	4 Tewkesbury Place	Single storey side extension
	DC/17/2460/HH	Riven Dell, Livermere Road	(i) Garage conversion with first floor extension above (ii) single storey rear extension (iii) detached cart lodge to front (iv) raising height of existing house by replacing the existing pitched roof (v) front porch and (vi) alteration to existing house walls to part render / part boarding finish
	DC/17/2420/TPO	Barton Grange, Mount Road	TPO 102 (1985) Tree Preservation Order - G1 (G2 on order) 23 no. Limes. Crown raise to 4 metres above ground, including removing epicormic growth. Reduce crown height by up to 4 metres, and lateral crown spread by up to 2 metres. H1 (G1 on order) various hawthorn. Crown reduce by up to 30%. T1 (G2 on order) 1 no. Oak. Reduce remaining live crown by up to 1.5 metres all round. T2 (G2

			<p>on order) 1 no. Horse Chestnut. Reduce crown height by up to 3 metres, reduce lateral crown spread to west by up to 4 metres, reduce remaining lateral crown spread by up to 3 metres. Crown raise to 3 metres above ground level. T3 (T3 on order) 1 no. Walnut. Crown raise to 3 metres above ground level.</p>	
18.5	<u>The following application had been refused by St Edmundsbury Borough Council:</u>			
	DC/17/2038/OUT	The Mill House, Mill Road	Outline Planning Application 1 dwelling and garage	
	<p>The Clerk advised the Council of the reasons this had been refused : Contra to National Planning Policy Framework to promote sustainable development in rural areas by locating housing where it will enhance or maintain the vitality of rural communities; outside the settlement boundary and not classed as an infill plot within a cluster.</p>			
19.0	<u>Correspondence</u>			
	There was no correspondence.			
20.0	<u>Urgent Business</u>			
	The Council agreed in principle to provide a black ink cartridge for Cedric Pettitt.			LJH
	The Council agreed in principle to provide a replacement bulb for Councillor Philip Reeve's projector, which is used by the Parish Council.			LJH
	Councillor Matthew Parker offered to decorate a tree for the Church's Festival of Christmas tree's in December.			LJH
21.0	<u>Closing public session</u>			
	No items were raised.			
22.0	<u>Date of next meeting</u>			
	The next Council meeting will be on Monday 19 th February 2018.			
	There being no further business the meeting finished at 9.40pm.			
	CHAIRMAN			
	Signed as confirmation that they are a true record.			

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