

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 19th NOVEMBER 2018 COMMENCING AT 7.30 PM**

Item.	Members present: Councillor Philip Reeve chaired the meeting with Councillors Maggie Dunn, Nicky Crouch, Kate Trevitt and Peter Fisk. 2 members of the public were present.																																						
1.0	<u>Chairman's welcome and to receive apologies for absence</u> Councillor Philip Reeve welcomed everyone to the meeting. Apologies for absence were accepted from Councillor Matthew Parker.																																						
2.0	<u>Open Public Session</u> Residents raised the issue of speeding on East Barton Road. The Clerk will confirm the cost of Suffolk County Council reviewing the speed limit and signage.																																						
3.0	<u>Report from Councillor Rebecca Hopfensperger</u> Councillor Rebecca Hopfensperger was not at the meeting but sent a report: Elms Close drains – Highways have jetted 3 gullies and will be returning to carry out a CCTV investigation into the other blocked ones; A site visit will be arranged to the Rougham Depot; Fornham Road traffic survey will be completed in the new year; Seven gullies have been jetted in Livermere Road and Councillor Rebecca Hopfensperger is awaiting a report to see if further work is needed.																																						
4.0	<u>Report from Sarah Broughton</u> Councillor Sarah Broughton reported that St Edmundsbury Borough Council has published its annual 'Call for Sites' for the West Suffolk Strategic Housing and Economic Land Availability Assessment; A decision will be made in the next few days as to whether West Suffolk is a Borough or District Council and if they have a mayor; The nettles have been flailed on Hall Park and a gift of 2 benches is being offered to the Hall Park Committee. St Edmundsbury Borough Council are looking into the ownership of Maple Green; Rubbish left by travellers will be cleaned up by St Edmundsbury Borough Council; St Edmundsbury Borough Council are applying for a grant for a new pedestrian crossing on the A143 with the Air Quality Monitoring committee. Suffolk County Council have advised of their 2 preferred locations; Results from the Boundary Committee for the allocation of Borough Councillors confirmed that The Fornhams and Gt Barton will share 2 Borough Councillors. Elections are being held in 2019.																																						
5.0	<u>Declarations of Interest and requests for dispensations.</u> There were no declarations of interest or request for dispensations.																																						
6.0	<u>Financial – Council to consider:</u>																																						
6.1	a) Payment of Accounts – Council resolved to pay the following accounts. Proposed Councillor Philip Reeve, seconded Councillor Nicky Crouch, unanimous decision.																																						
6.2	<table border="1"> <thead> <tr> <th>Payee</th> <th>Details</th> <th>VAT reclaimed</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>BT</td> <td>Telephone line Village Hall</td> <td>£9.99</td> <td>£59.97</td> </tr> <tr> <td>Suffolk County Council</td> <td>Allotment Rent</td> <td></td> <td>£50.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE and NICS</td> <td></td> <td>£117.21</td> </tr> <tr> <td>NEST</td> <td>Pension contributions</td> <td></td> <td>£31.55</td> </tr> <tr> <td>Gt Barton Thanksgiving Fund</td> <td>Hall Hire</td> <td></td> <td>£10.00</td> </tr> <tr> <td>John Roe</td> <td>Emergency Plan expenses</td> <td></td> <td>£33.90</td> </tr> <tr> <td>Sheila Deare</td> <td>Clerks salary/expenses</td> <td></td> <td>£216.00</td> </tr> <tr> <td>Linda Harley</td> <td>Clerks salary</td> <td></td> <td>£924.42</td> </tr> </tbody> </table>			Payee	Details	VAT reclaimed	Total	BT	Telephone line Village Hall	£9.99	£59.97	Suffolk County Council	Allotment Rent		£50.00	HMRC	PAYE and NICS		£117.21	NEST	Pension contributions		£31.55	Gt Barton Thanksgiving Fund	Hall Hire		£10.00	John Roe	Emergency Plan expenses		£33.90	Sheila Deare	Clerks salary/expenses		£216.00	Linda Harley	Clerks salary		£924.42
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Kalkwik	Newsletter printing	£528.00
M Dunn	Travelling expenses for leadership course & to Haughley Park	£68.40
	Total Spend November	£2,039.45

b) **Financial report from the Responsible Financial Officer including details of reserve budgets and spending against them, the bank reconciliations and any items arising from risk assessments**
Councillor Philip Reeve had checked the bank reconciliations which had been circulated to Councillors. There were no questions.

The Clerk reported the following bank balances at 31/10/18:

Current A/C	£27,848.31
Bus Reserve	£60,406.12
TOTAL	£88,254.43

Reserves :

RESERVES	BALANCE
Small Projects	£15,797 - Earmarked: £3,000 School Lane footpath, , Replacement tree for Conyers Green £150 Total balance £12,647 (Freedom Church owes £1,750 for Mill Road crossing)
Neighbourhood Plan	£5,427– Earmarked £30 extra hours Linda, £150 for CAS technical help & £208 SD salary to Dec 2018 & £1248 SD salary to June 2019 = Total balance £3791
Neighbourhood Plan Grant	£0
Youth Project	£1,038
General	£20,563
Allotments	£70
Asset maintenance	£ 4,482
Asset acquisition	£7,160(Earmarked : Community Speed Watch £1,007) Total balance £6,153
Icepits Wood	£18,572 (earmarked : £15,000 pump track) Balance = £3,572
Total reserves	£73,109

The clerk had received insurance documents from the Allotment Association.

c) Councillor Philip Reeve is looking into extending the consultants appointment for the Neighbourhood Plan. There was a discussion on the eligibility of further funding and if funds should be used for 2019/20.

d) The Council resolved to extend the contract for the Neighbourhood Plan Clerk to June 2019. Proposed Councillor Maggie Dunn, seconded Councillor Kate Trevitt, unanimous decision.

e) Councillors Philip Reeve and Peter Fisk will review the proposed work in Icepits Wood and make suggestions to Council in December.

f) The Council resolved to apply to St Edmundsbury Borough Council for a precept of £37,288 for the financial year 2019/20. Proposed Councillor Kate Trevitt, seconded

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Councillor Nicky Crouch, unanimous decision, following recommendations from the Finance Committee.

The precept was made up of the following budgets:

CLERKS NET SALARY (- NI & tax & pension)	£10,900
CLERKS NI & TAX (Parish Council Clerk and Neighbourhood Plan Clerk)	£ 1,000.00
EMPLOYERS NI	£ 440.00
PENSION CONTRIBUTION Parish Council	£ 165.00
MILEAGE	£ 200.00
HALL HIRE	£ 350.00
SUBSCRIPTIONS	£ 950.00
HOME OFFICE EXPENSES	£ 530.00
STATIONERY	£ 500.00
TRAINING	£ 600.00
AUDIT	£ 550.00
INSURANCE	£ 1,133.00
CHAIRS EXPENSES	£ 200.00
ADMIN	£ 17,518.00
EMERGENCY PLAN	£ 250.00
NEWSLETTER PRINTING	£ 2,000.00
NEWSLETTER INCOME	£ 300.00
CHURCH GRASS CUT	£ 2,710.00
MISC GRASS CUTTING	£ 150.00
GRASS CUTTING PLAYING FIELD	£ 2,500.00
SEBC BIN EMPTYING	£1,220
SERVICES/ACTIVITES	£ 8,530.00
CHARITIES	£ 240.00
GRANTS	£ -
DONATIONS	£ 240.00
ASSET MAINTENANCE RESERVE	£ 2,000.00
NEIGHBOURHOOD PLAN RESERVE	£ 3,500.00
ASSET AQUISION RESERVE	£ 2,000.00
ICEPITS WOOD RESERVE	£ 3,500.00
CONTRIBUTION TO GENERAL RESERVE	£ -
Total transfer to reserves	£ 11,000.00
PRECEPT	£ 37,288.00

Full details are included in the minutes from the Finance Committee meeting on 15/11/18.

- g) The Council compared the quotes for cleaning the war memorial and following discussions on the suggested methods and liaison with the Holy Innocents Church, accepted the quote from Hanchets in Bury St Edmunds. Councillor Philip Reeve will apply for a grant.
- h) No request had been received for a budget for the Christmas tree festival in the church.

	<p>i) The Council resolved to increase the budget for National Insurance and PAYE from £680 to £1,000.00 following the extension of the Neighbourhood Plan Clerk's contract. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.</p> <p>j) The Council resolved to increase the budget for newsletter printing from £1800 to £2,100 following an increase in the number of newsletters printed. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.</p> <p>k) The Council considered the request for funds from Ixworth Patients association but have already decided on their contributions to charities for the next 3 years, so were unable to help.</p> <p>l) Councillors resolved to send the Clerk on the General Data Protection Regulations course being run by SALC. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision. The clerk will then feedback to the Council.</p>	LJH
7.0	<p><u>To sign the minutes of the Council meeting on 8th October 2018 as an accurate record of the meeting</u></p> <p>The minutes of the Council meeting on 8th October 2018 were signed as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Kate Trevitt, unanimous decision.</p>	
8.0	<p><u>Chairman's Report</u></p> <p>Councillor Philip Reeve paid respects to a resident who had helped the Council with the Parish Plan in 2008-2010 and who had sadly passed away.</p>	
9.0	<p><u>Council to consider if they are willing to further explore through discussions the possibility of owning and/or managing a new community facility on the Bury North East Development</u></p> <p>Councillors would actively like to consider future discussions. The clerk will advise St Edmundsbury Borough Council.</p>	LJH
10.0	<p><u>Replacement editor for the newsletter</u></p> <p>Thanks were given to Eddie Gibson who has edited the newsletter for the last 10 years. The editor role will be advertised. The clerk will look at arrangements for newsletters for surrounding villages and the costs involved.</p>	LJH
11.0	<p><u>Hall Park Green</u></p> <p>This has already been covered under item 4.</p>	
12.0	<p><u>Updates on village projects/matters:</u></p> <p>a) Neighbourhood Plan – Following completion of the background work for the plan, the working party are applying for grant funds to pay for the consultant.</p> <p>b) Replacement batteries or alternative power for the Radarlux Vehicle Activated Sign – Councillor Philip Reeve will investigate the cost of providing a car battery and a case and circulate the figures from the Vehicle Activated Sign at Fornham Road. The new sign is currently situated on the A143 and has been there for 2 weeks with the battery still working.</p> <p>c) Commemorating the end of WW1 – Councillor M Dunn gave feed back on the successful trail of poppies that stretched from the primary school to the Church and the display at the war memorial and on Elms Close green. A church</p>	

	<p>service had taken place with the school children and a special assembly. A wreath made by the school will be taken to France to the Menim Gate. A link will be added to the school’s website from the village website. Councillor Maggie Dunn will confirm where the ‘There but not There’ statue will be stored.</p> <p>d) Icepits Wood update on Memorandum of Understanding and footpath maintenance – Councillor Philip Reeve will try again to contact the Chair of the Woodland Group. There is a need to understand how all groups using the wood will come together. Councillors Councillor Peter Fisk and Philip Reeve will review the suggested work plans, made by the tree surgeons.</p> <p>e) Following the removal of the litter bin on School Road, the dog waste bin which is now dual purpose was monitored and had enough capacity for litter as well as dog waste.</p> <p>13.0 Councillors Reports There were no reports</p> <p>14.0 Council to sign the minutes of the planning meeting on Monday 1^{2th} November 2018 as an accurate record of the meeting and review the completed planning applications from St Edmundsbury Borough Council The minutes of the planning meeting on 12th November 2018 were signed as an accurate record of the meetings. Proposed Councillor Peter Fisk , seconded Councillor Maggie Dunn unanimous decision.</p> <p>15.0 Correspondence There were no items of correspondence.</p> <p>16.0 Urgent Business Thank you letters will be sent to residents who organised a Countryside Ramble to raise funds for Children in Need and to the resident who made the wooden ‘100’ signs, for the WW1 celebrations. Councillor Philip Reeve will contact the residents regarding the School Lane/Downing Drive footpath. If a working group is organised to tidy up Hall Park a co-ordinator will need to be appointed and a risk assessment undertaken. The Council updated their list of outstanding projects.</p> <p>There being no further business the meeting finished at 9.30 pm.</p> <p>CHAIRMAN</p> <p>Sign and print name</p> <p>Signed as confirmation that these minutes are a true record.</p>	<p>LJH MD LJH LJH LJH PR</p>
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