

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 13th MAY 2019 COMMENCING AT 7.15 PM**

1.0	<p>Members present : Councillor Maggie Dunn chaired the Meeting with Councillors Matthew Parker, Peter Fisk, Diana Boys, and Kate Trevitt.</p> <p>3 Members of the public were present</p> <p><u>PROCEDURAL INFORMATION FOR THE COUNCIL'S ANNUAL MEETING</u></p> <p>Councillor Philip Reeve the retiring Chairman started the meeting with item 1(a):</p> <p>(a) To elect a Chairman - Councillor Peter Fisk proposed Councillor Maggie Dunn as Chairman. There were no further proposers for Chairman. This was seconded by Councillor Kate Trevitt, and voted on unanimously. Councillor Diana Boys joined the meeting at this point.</p> <p>(b) To receive the Chairman's acceptance of office and updated register of members interest form – Councillor Maggie Dunn completed the acceptance of office form and will update her register of interest form.</p> <p>(c) To elect a Vice-Chair – There were no proposers for this item so the role of Vice-Chair was not filled.</p> <p>(d) Councillors to sign acceptance of office forms – Councillors signed their acceptance of office forms.</p> <p>(e) To receive any updates to Councillors registers of members interest's forms – this was completed.</p> <p>(f) To appoint a responsible financial officer and internal auditor – Councillor Kate Trevitt proposed The Clerk as the responsible financial officer and the internal auditor to continue as Trevor Brown. This was seconded by Councillor Maggie Dunn, unanimous decision.</p>
2.0	<p><u>Chairman's Welcome and to receive apologies for absence</u></p> <p>Councillor Maggie Dunn welcomed everyone to the meeting, reminded that the meeting may be filmed and accepted apologies from Nick Ellis.</p>
3.0	<p><u>To receive members Declarations of Interest and any written requests for dispensation</u></p>
4.0	<p>There were no declarations of interest or request for dispensations.</p> <p><u>Council to consider co-opting John Pritchard and Philip Reeve onto the Council</u></p> <p>Councillor Diana Boys proposed Philip Reeve be co-opted onto the Council, seconded Councillor Kate Trevitt, 4 votes for and 1 against. Councillor Diana Boys proposed co-opting John Pritchard onto the Council, seconded Councillor Kate Trevitt, unanimous decision.</p>
5.0	<p><u>Open Public Session</u></p>
6.0	<p>No items were raised in the public session.</p>
6.1	<p><u>To receive County Councillors Report</u></p> <p>Councillor Rebecca Hopfensperger was not present at the meeting. The Clerk will chase the East Barton Road safety review.</p>
7.0	<p><u>To receive Borough Councillor Reports from Sarah Broughton and Rebecca Hopfensperger</u></p> <p>With the Fornham's and Gt Barton now being looked after jointly by Sarah and Rebecca, Sarah explained that in real terms she will continue to look after Gt Barton with Beccy concentrating on Fornham. Sarah was pleased to be representing Gt Barton for a further 4 years. Councillor Sarah Broughton has arranged for the brambles encroaching onto Livermere Road to be cut back.</p>

8.0	<p><u>To sign the minutes of the council meeting on Monday 29th April 2019 to stand as an accurate record and to review the draft minutes of the Annual Parish Meeting 2019</u></p> <p>The minutes of the Council meeting on 29th April were signed as an accurate record of the meeting. Proposed Councillor Matthew Parker, seconded Councillor Maggie Dunn, unanimous decision.</p> <p>The minutes from the Annual Parish Meeting will be reviewed.</p>																																																																	
9.0	<p><u>Financial – Council to consider</u></p>																																																																	
9.1	<p>a) Payment of Accounts – The Council resolved to pay the following accounts. Proposed by Councillor Diana Boys, seconded by Councillor Matthew Parker, unanimous decision.</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Details</th> <th>Total</th> <th>Vat Reclaimed</th> <th>Power to pay</th> </tr> </thead> <tbody> <tr> <td>BT</td> <td>Village Hall telephone line</td> <td>£ 59.97</td> <td>£9.99</td> <td>*LGA 1972 s.111</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NICS</td> <td>£ 120.48</td> <td></td> <td>LGA 1972 s.112</td> </tr> <tr> <td>NEST</td> <td>Clerk's pension</td> <td>£ 33.63</td> <td></td> <td>LGA 1972 s.112</td> </tr> <tr> <td>L J Harley</td> <td>Clerk's salary</td> <td>£ 951.35</td> <td></td> <td>LGA 1972 s.112</td> </tr> <tr> <td>L J Harley</td> <td>Increase in Clerk's salary for April</td> <td>£ 26.93</td> <td></td> <td>LGA 1972 s.112</td> </tr> <tr> <td>S Deare</td> <td>Neighbourhood Plan Clerk salary</td> <td>£ 216.00</td> <td></td> <td>Localism Act 2011 Sch.9; Town and Country planning Act 190 s.61(F1)</td> </tr> <tr> <td>L J Harley</td> <td>Expenses February-May 2019</td> <td>£ 727.36</td> <td>£ 108.35</td> <td>LGA 1972 s.111</td> </tr> <tr> <td>M Dunn</td> <td>Expenses litter pick</td> <td>£ 10.53</td> <td></td> <td>LGA 1972 s.111</td> </tr> <tr> <td>Earthwood Tree Co</td> <td>Maintenance work in Icepits Wood</td> <td>£ 1,550.00</td> <td></td> <td>Public Health Act 1875 s.164</td> </tr> <tr> <td>GeoXphere Ltd</td> <td>Parish on-line mapping system</td> <td>£ 180.00</td> <td>£ 30.00</td> <td>LGA 1972 s.111</td> </tr> <tr> <td>Gt Barton Thanksgiving Fund</td> <td>Hall hire</td> <td>£ 42.00</td> <td></td> <td>LGA 1972 s.111</td> </tr> <tr> <td>Total payments May</td> <td></td> <td>£ 3,918.25</td> <td>£ 148.34</td> <td></td> </tr> </tbody> </table>	Payee	Details	Total	Vat Reclaimed	Power to pay	BT	Village Hall telephone line	£ 59.97	£9.99	*LGA 1972 s.111	HMRC	PAYE/NICS	£ 120.48		LGA 1972 s.112	NEST	Clerk's pension	£ 33.63		LGA 1972 s.112	L J Harley	Clerk's salary	£ 951.35		LGA 1972 s.112	L J Harley	Increase in Clerk's salary for April	£ 26.93		LGA 1972 s.112	S Deare	Neighbourhood Plan Clerk salary	£ 216.00		Localism Act 2011 Sch.9; Town and Country planning Act 190 s.61(F1)	L J Harley	Expenses February-May 2019	£ 727.36	£ 108.35	LGA 1972 s.111	M Dunn	Expenses litter pick	£ 10.53		LGA 1972 s.111	Earthwood Tree Co	Maintenance work in Icepits Wood	£ 1,550.00		Public Health Act 1875 s.164	GeoXphere Ltd	Parish on-line mapping system	£ 180.00	£ 30.00	LGA 1972 s.111	Gt Barton Thanksgiving Fund	Hall hire	£ 42.00		LGA 1972 s.111	Total payments May		£ 3,918.25	£ 148.34	
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9.2	<p>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 had been circulated. There were no questions.</p>																																																																	

9.3	c) Bank balances at 30/4/19:		LJH
	Current A/C	£58,441.16	
	Bus Reserve	£60,465.64	
	Total	£118,906.80	
	Items paid/owed from newsletter	Received: £150 Leon Brown for advertising in newsletter for 1 year.	
	Other Credits received	£37,288.00 precept	
	Business reserve account interest	None	
	Payments made under S137	None	
	RESERVES	BALANCE	
	Small Projects	£21,708 - Earmarked: £3,000 School Lane footpath, , Replacement tree for Conyers Green £150	
	Neighbourhood Plan	£4,129 – Earmarked: £150 for CAS technical help & £208 SD salary to June 2019	
	Neighbourhood Plan Grant	£0	
	Youth Project	£938	
	General	£20,563	
	Allotments	£10	
	Asset maintenance	£ 4,482	
	Asset acquisition	£7,160(Earmarked : Community Speed Watch £1,007)	
	Icepits Wood	£17,022 (earmarked : £15,000 pump track)	
	Total reserves	£76, 012	
	P60's have been issued to all staff.		
	As the Council has not met the criteria to use the General Power of Competence (they did not have 8 Councillors elected in May 2019), all payments must now state the legal power by which they are made.		
9.4	d) The Grant request from the Community Woodland Group to cover their insurance premium of £176.51 was proposed by Councillor Matthew Parker, seconded by Councillor Kate Trevitt, unanimous decision.		
9.5	e) Cost and location of 'Take your litter home' signs designed by the children at the school – Councillor Diana Boys reported that some of the designs on the posters designed by the children, are too small to be transferred onto a sign. The locations for the signs are being decided.		
9.6	f) The Radarlux Vehicle Activated Sign – Councillor Philip Reeve reported that replacement batteries for this sign would only last 14 days in standby mode and much less on the busy roads in Gt Barton . The Council felt that this was too short a time and decided to look at alternatives. Councillor Kate Trevitt proposed that a trial is set up with a caravan battery in a steel box at a cost of up to £350. This was seconded by Councillor Diana Boys, unanimous decision.		

	<u>To review the following planning applications:</u>			P R
<p><u>10.0</u> <u>10.1</u></p>	Green Gables, The Park	DC/19,0690/HH	(i) Construction of single storey side extension and cart lodge with accommodation above (Demolition of garage)	
The meeting was closed to allow the applicant, the neighbours and the Borough Councillor to comment and ask questions. A site visit will be arranged for tomorrow.				
<u>10.2</u>	8 Barton Hamlet	DC/19/0696/HH	(i) Proposed side extension (ii) Proposed front porch	
Councillors had no objections to this application.				
<u>10.3</u>	The Arboretum, The Park	DC/19/0536/TPO	Beech – Remove 3 branches back to trunk	
Councillors had no objections to this application.				
<u>11.0</u>	<u>Chairman and Councillor’s reports</u>			
Councillor Philip Reeve reported that works on Fornham Road by the West Suffolk Operational Hub are on track. The Neighbourhood Plan working group will give a presentation to the Council at the July meeting.				
<u>12.0</u>	<u>Council to consider extending the contract for the Neighbourhood Plan Clerk</u>			
Councillor Maggie Dunn proposed extending the contract for the Neighbourhood Planning Clerk, which is due to expire in June, to 7/1/2020. This was seconded by Councillor Kate Trevitt, unanimous decision. Payments to be taken from the Neighbourhood Plan reserve and the Clerk will earmark the salary payment.				
<u>13.0</u>	<u>Setting up a working party to look into Maple Green</u>			LJH
It was noted that the Borough Council are still cutting the grass. A meeting will be organised and residents will be invited. A representative from the Borough will be invited to attend.				
<u>14.0</u>	<u>Update on Village projects :</u>			
<p><u>14.1</u></p> <p><u>14.2</u></p> <p><u>14.3</u></p> <p><u>14.4</u></p>	<p>(i) Neighbourhood Plan – The Neighbourhood Plan working group are identifying heritage assets and will be looking at design codes for the village. A meeting had taken place between the working group and Berkeley Homes but further information is still required. A planning application is expected for The Severalls by summer/autumn 2019. The traffic assessment is still outstanding. Councillor Matthew Parker asked if Berkeley Homes will have consultations with the whole village regarding traffic. At present they are still reviewing the scoping report, the traffic assessment will come at a later stage. The principle planning authority are aware of the village’s concerns regarding the traffic and the Parish Council are keen that Berkeley Homes understand all traffic movements around the village.</p> <p>(ii) School Lane/Downing Drive link footpath – Matthew Parker is arranging a meeting with the residents</p> <p>(iii) Grant update for cleaning the war memorial – Councillor Philip Reeve has applied for the grant.</p> <p>(iv) Progressing the ‘Pump Track’ or using funds for a different purpose? This item will be discussed once a meeting of the Icepits Wood committee has been arranged.</p> <p>At 9.45pm John Pritchard left the meeting and apologised that he could not take on the role of Councillor.</p> <p>At 9.46 Councillor Diana Boys also left the meeting.</p>			

15.0	Good Governance – CONTINUING PROCEDURAL ITEMS FOR THE COUNCIL’S ANNUAL MEETING:																														
15.1	<p>A) Review of nominations to existing committees, appointment of Chairman, their terms of reference, determine if the public can participate, whether Chair and Vice-Chair are ex-officio members & whether they have voting rights, notice requirements and quorum (no less than 3) and their delegated arrangements:</p>																														
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15.2	<p>There were no changes to the terms and conditions of the committees. Proposed Councillor Kate Trevitt, seconded Councillor Peter Fisk, unanimous decision.</p> <p>B) Appointment of any new committees – no new committees were appointed.</p> <p>C) Review of the council’s and employees memberships of other bodies – Suffolk Association of Local Council’s, Community Action Suffolk and Society of Local Council</p>																														

	<p>Clerks – Councillor Maggie Dunn proposed continuing membership of these organisations, seconded Councillor Kate Trevitt, unanimous decision.</p> <p><u>15.3</u> D) Councillor Maggie Dunn proposed renewing by resolution the approval of the use of a variable direct debit to pay the emergency telephone line at the Village Hall, St Edmundsbury Borough Council bin emptying, NEST pension scheme, HMRC PAYE and the lease of land on Green Lane for allotments and the use of a fixed Standing Order to pay the Clerk’s salary. Seconded Councillor Philip Reeve, unanimous decision.</p> <p><u>15.4</u> <u>Volunteers for the playground inspection rota</u> The playground is inspected weekly and the Clerk, Councillor Kate Trevitt, and Councillor Philip Reeve will carry this out. St Edmundsbury Borough Council inspect the playground on a monthly basis.</p> <p><u>16.0</u> <u>Planning – (i) Council to sign the planning committee meeting minutes of 8th April as an accurate record of the meeting (ii) Council to consider the completed planning applications from St Edmundsbury Borough Council</u> The planning committee minutes from 8th April were signed as an accurate record of the meeting. Proposed Councillor Matthew Parker, seconded Councillor Kate Trevitt, unanimous decision from those present. The completed applications list was considered.</p> <p><u>17.0</u> <u>Correspondence</u> There were no items of correspondence.</p> <p><u>18.0</u> <u>Items for next meeting</u> Councillor Philip Reeve has reviewed the work carried out so far in Icepits Wood and everything is satisfactory. The date for the meeting in July will be discussed at June’s meeting. The Council meeting in June will take place on 10th June . The planning meeting will take place on 17th June if a Chair is appointed as Councillor Maggie Dunn is away. Councillor Matthew Parker offered to review the asset register and the insurance documents.</p> <p><u>19.0</u> <u>Closing public session</u> No members of the public were present.</p> <p><u>20.0</u> <u>Date of the next Meeting</u> The next Parish Council Meeting is on Monday 10th June 2019 at 7.15pm.</p> <p>There being no further business the meeting closed at 10.15 pm.</p> <p>CHAIRMAN</p> <p>Sign and print name</p> <p>Signed as confirmation that these minutes are a true record.</p>	
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