

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 7th OCTOBER 2019 COMMENCING AT 7.15 PM**

Item.	<p>Councillor Maggie Dunn chaired the meeting along with Councillors Kate Trevitt, Peter Fisk, Philip Reeve and Diana Boys.</p> <p>5 members of the public were present.</p>
1.0	<p><u>Chairman's welcome, reminder about the filming of meetings and to receive apologies for absence</u></p> <p>Councillor Maggie Dunn welcomed everyone to the meeting. Apologies for absence were accepted from Councillors Matthew Parker and Stephen Haynes.</p> <p>Councillor Maggie Dunn advised everyone that Councillor Nick Ellis has resigned.</p>	
2.0	<p><u>Open public session – 10 minutes</u></p> <p>Members of the public attended the meeting for item 17 relating to Parish Council owned land at Conyers Green, so this item was brought forward.</p> <p>Land Registry had confirmed that although the 2 parcels of land at Conyers Green are owned by the Parish Council, they are not registered.</p> <p>The Council resolved to agree in principle to register the ownership of the 2 pieces of land at Conyers Green, subject to cost. Proposed Councillor Kate Trevitt, seconded Councillor Maggie Dunn, unanimous decision.</p> <p>The Council resolved to investigate the costs for registering ownership of the 2 pieces of land at Church Road and the 1 piece of land at School Lane. Proposed Councillor Kate Trevitt, seconded Councillor Maggie Dunn, unanimous decision.</p> <p>The clerk will investigate costs involved. The cost of registering Travellers Rest in 2014 was £30 for Land Registry and £502 for legal fees. There was a discussion on whether the footpath was a right of way and who owned the pond next to Stepping Stones.</p> <p>The roadworks for the new pedestrian crossing are causing traffic queues on the A143. The work is due to be completed in 5 weeks.</p> <p>Councillor Rebecca Hopfensperger has asked if Gt Barton school can be considered for an anti-idling and inconsiderate parking campaign, where the air quality outside the school will be monitored.</p>	LJH
3.0	<p><u>To receive County Councillor's report from Rebecca Hopfensperger</u></p> <p>Suffolk County Council are working with British Telecom to resolve the issue of the cables in the location of the new pedestrian crossing which are too close to the surface.</p> <p>The business case for the Western Way development has been approved. The safety check for Fornham Road/The Avenue junction has been ordered. Councillor Rebecca Hopfensperger will ask if the junction with Livermere Road can be checked at the same time. Update from the West Suffolk Operational Hub liaison meeting – a safety audit on the chicane on Fornham Road raised corrections that need to be made. It was confirmed that the new footpath has not narrowed the road, causing 2 lanes to become 1. It was suggested that this is reinforced with new white lines. The speed limit on Fornham Road will also be reviewed. As this takes some time, it has been requested that the road corrections are completed first.</p> <p>West Suffolk Council are introducing changes to bin collection days and times and residents will be advised. The Waste Transfer Station will open on 11th November, followed by the Re-cycling centre on 28th November. The re-usable shop opening date will be advised.</p>	
4.0	<p><u>To receive Borough Councillor's report from Sarah Broughton and Rebecca Hopfensperger</u></p> <p>Apologies had been received from Councillor Sarah Broughton.</p>	
5.0	<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 no later than when that item is reached &, 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></p> <p>No Declarations of Interest or requests for dispensation had been received.</p>	
6.0	<p><u>To sign the minutes of the Council meeting on Monday 16th September 2019, the meeting to discuss Maple Green on 1/10/19 and Icepits Committee on 2/9/19 to stand as an accurate record of the meeting.</u></p> <p>The minutes of the Council meeting on Monday 16th September 2019 were signed as an accurate record of the meeting. Proposed Councillor Kate Trevitt, seconded Councillor Peter Fisk, unanimous decision.</p>	

7.0	<p>The minutes from the Council meeting to discuss Maple Green on 1/10/19 were signed as an accurate record of the meeting. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision from those present.</p> <p>The minutes from the Icepits Wood committee meeting were accepted by the Council. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn.</p> <p>Planning</p> <p>The Council supported the following planning application:</p> <table border="1" data-bbox="368 421 1453 495"> <tr> <td data-bbox="368 421 730 495">Barton House, The Park</td> <td data-bbox="730 421 979 495">DC/19/1535/TPO</td> <td data-bbox="979 421 1453 495">Works to trees within Area A7 and A8 of Order as per specification of works</td> </tr> </table>	Barton House, The Park	DC/19/1535/TPO	Works to trees within Area A7 and A8 of Order as per specification of works																																																													
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8.0	<p>FINANCE: Council to consider -</p> <p>(a) The Council resolved to pay the following accounts: Proposed Councillor Diana Boys, seconded Councillor Philip Reeve, unanimous decision.</p> <table border="1" data-bbox="368 651 1453 1697"> <thead> <tr> <th data-bbox="368 651 564 725">PAYEE</th> <th data-bbox="564 651 730 725">DETAILS</th> <th data-bbox="730 651 831 725">CHQ NO.</th> <th data-bbox="831 651 979 725">INVOICE</th> <th data-bbox="979 651 1096 725">VAT</th> <th data-bbox="1096 651 1453 725">POWER TO PAY</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 725 564 799">HMRC</td> <td data-bbox="564 725 730 799">PAYE and NICS</td> <td data-bbox="730 725 831 799">D/D</td> <td data-bbox="831 725 979 799">£124.68</td> <td data-bbox="979 725 1096 799"></td> <td data-bbox="1096 725 1453 799">LGA* 1972 s.112</td> </tr> <tr> <td data-bbox="368 799 564 837">NEST</td> <td data-bbox="564 799 730 837">Pension</td> <td data-bbox="730 799 831 837">D/D</td> <td data-bbox="831 799 979 837">£33.63</td> <td data-bbox="979 799 1096 837"></td> <td data-bbox="1096 799 1453 837">LGA 1972 s.112</td> </tr> <tr> <td data-bbox="368 837 564 911">L J Harley</td> <td data-bbox="564 837 730 911">Clerk's salary</td> <td data-bbox="730 837 831 911">S/O</td> <td data-bbox="831 837 979 911">£947.15</td> <td data-bbox="979 837 1096 911"></td> <td data-bbox="1096 837 1453 911">LGA 1972 s.112</td> </tr> <tr> <td data-bbox="368 911 564 1099">S Deare</td> <td data-bbox="564 911 730 1099">Neighbourhood Plan Clerk's salary</td> <td data-bbox="730 911 831 1099">2112</td> <td data-bbox="831 911 979 1099">£ 216.00</td> <td data-bbox="979 911 1096 1099"></td> <td data-bbox="1096 911 1453 1099">Localism Act 2011, Sch9; Town & Country Planning Act 1990 s.61f(1) & and Planning & Compulsory Purchase Act 2004 s.38C(2)</td> </tr> <tr> <td data-bbox="368 1099 564 1211">Suffolk Preservation Society</td> <td data-bbox="564 1099 730 1211">Subscription</td> <td data-bbox="730 1099 831 1211">2113</td> <td data-bbox="831 1099 979 1211">£ 30.00</td> <td data-bbox="979 1099 1096 1211"></td> <td data-bbox="1096 1099 1453 1211">LGA 1972 s.111</td> </tr> <tr> <td data-bbox="368 1211 564 1323">Thurston Building Supplies</td> <td data-bbox="564 1211 730 1323">Mower hire</td> <td data-bbox="730 1211 831 1323">2114</td> <td data-bbox="831 1211 979 1323">£ 67.20</td> <td data-bbox="979 1211 1096 1323">£ 11.20</td> <td data-bbox="1096 1211 1453 1323">Public Health Act 1875 s.164</td> </tr> <tr> <td data-bbox="368 1323 564 1397">West Suffolk Council</td> <td data-bbox="564 1323 730 1397">Election expenses</td> <td data-bbox="730 1323 831 1397">2115</td> <td data-bbox="831 1323 979 1397">£21.34</td> <td data-bbox="979 1323 1096 1397"></td> <td data-bbox="1096 1323 1453 1397">LGA 1972 s.111</td> </tr> <tr> <td data-bbox="368 1397 564 1570">Gt Barton Thanksgiving Fund</td> <td data-bbox="564 1397 730 1570">Annual Hall Hire charge + 1 meeting</td> <td data-bbox="730 1397 831 1570">2116</td> <td data-bbox="831 1397 979 1570">£247.50</td> <td data-bbox="979 1397 1096 1570"></td> <td data-bbox="1096 1397 1453 1570">LGA 1972 s.111</td> </tr> <tr> <td data-bbox="368 1570 564 1697">Total payments October</td> <td data-bbox="564 1570 730 1697"></td> <td data-bbox="730 1570 831 1697"></td> <td data-bbox="831 1570 979 1697">£1687.50</td> <td data-bbox="979 1570 1096 1697">£11.20</td> <td data-bbox="1096 1570 1453 1697"></td> </tr> </tbody> </table> <p data-bbox="368 1697 624 1727">*Local Government Act</p> <p data-bbox="368 1771 1422 1883">(b) Councillors had received the financial report from the Responsible Financial Officer including details of bank balances, receipts, reserve budgets and spending against them. There were no questions and no new items arising from risk assessments.</p> <p data-bbox="368 1895 683 1928">Bank balances at 31/8/19:</p> <table border="1" data-bbox="368 1935 1453 2018"> <tr> <td data-bbox="368 1935 911 1973">Current A/C</td> <td data-bbox="911 1935 1453 1973">£39,934.64</td> </tr> <tr> <td data-bbox="368 1973 911 2018">Bus Reserve</td> <td data-bbox="911 1973 1453 2018">£60,495.79</td> </tr> </table>	PAYEE	DETAILS	CHQ NO.	INVOICE	VAT	POWER TO PAY	HMRC	PAYE and NICS	D/D	£124.68		LGA* 1972 s.112	NEST	Pension	D/D	£33.63		LGA 1972 s.112	L J Harley	Clerk's salary	S/O	£947.15		LGA 1972 s.112	S Deare	Neighbourhood Plan Clerk's salary	2112	£ 216.00		Localism Act 2011, Sch9; Town & Country Planning Act 1990 s.61f(1) & and Planning & Compulsory Purchase Act 2004 s.38C(2)	Suffolk Preservation Society	Subscription	2113	£ 30.00		LGA 1972 s.111	Thurston Building Supplies	Mower hire	2114	£ 67.20	£ 11.20	Public Health Act 1875 s.164	West Suffolk Council	Election expenses	2115	£21.34		LGA 1972 s.111	Gt Barton Thanksgiving Fund	Annual Hall Hire charge + 1 meeting	2116	£247.50		LGA 1972 s.111	Total payments October			£1687.50	£11.20		Current A/C	£39,934.64	Bus Reserve	£60,495.79
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TOTAL	£100,430.43
Items paid/owed from newsletter	£0
Other Credits received	£0
Business reserve account interest	£0
Payments made under S137	£0
Reserves:	
RESERVES	BALANCE
Small Projects	£19,532 Earmarked: £3,000 School Lane footpath, , Replacement tree for Conyers Green £150
Neighbourhood Plan	£6,445 – Earmarked: £150 for CAS technical help & £624 SD salary to Jan 2020
Neighbourhood Plan Grant	£0
Youth Project	£938
General	£20,563
Allotments	£10
Asset maintenance	£ 6,464
Asset acquisition	£9,160(Earmarked : Community Speed Watch £1,007)
Icepits Wood	£19,004 (earmarked : £15,000 S106 funds)
Total reserves	£82,116
<p>West Suffolk's playground report had been circulated to all Councillors and there were no questions raised.</p> <p>A new business account has been set up with Amazon, with no credit limit but it allows orders to be filtered to companies that provide a VAT receipt.</p> <p>ICO subscription has been renewed.</p> <p>The invoice for allotment rent has been sent to GB Allotment Association.</p> <p>Due to an issue with the bank not changing a standing order payment, the Clerk's salary is currently being paid £8.40 per month less than it should be, since July 2019. Hopefully the payment will be amended by October when correcting entries will be passed.</p> <p>Councillors agreed that the £14,676 from Bertuna Close S106 funds, will be moved to a separate reserve until it is decided how they will be spent. They are currently held in the Icepits Wood reserve as the funds were originally designated for a pump track. Proposed Councillor Maggie Dunn, seconded Councillor Diana Boys, unanimous decision.</p> <p>(c) Take your litter home' signs designed by the children at the school were given to Councillor Diana Boys to mount and put up on School Road and at the Village Hall playing field.</p>	

LJH

	<p>(d) The Council resolved to purchase replacement ground anchors for Little Hampton at a cost of £186.40. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision. Councillor Philip Reeve agreed to fit the ground anchors.</p> <p>(e) Arranging new grass cutting schedule for 2020 onwards – An advert inviting companies to tender will be put in the newsletter. The specification for the Holy Innocents Church will be confirmed by 31/12/19. It was confirmed that the grass cutting contract can include the church who will then reimburse the Parish Council. Tender specifications will be sent out by mid January to be returned within 3 weeks. Councillors Philip Reeve and Peter Fisk will review the tenders and make their recommendations to the Council.</p> <p>(f) Funds covered under the Financial Services Compensation Scheme – The clerk is researching savings accounts and will contact the Village Hall treasurer.</p> <p>(g) The Legal requirements for completion of re-enrolment & re-declaration of compliance for the pension scheme had been completed.</p> <p>(h) Council resolved to increase the budget for their insurance to £1190. Proposed Councillor Maggie Dunn, seconded Councillor Peter Fisk, unanimous decision.</p> <p>(i) Council resolved to renew their membership for the Suffolk Preservation Society. Proposed Councillor Kate Trevitt, seconded Councillor Maggie Dunn, unanimous decision.</p> <p>(j) Council agreed the quote for maintenance of the edges of the basketball surface. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision. The work will be requested for Spring 2020.</p> <p><u>Adoption of SALC new Internal Control Document and appoint non-signatory Councillors to check finances on a quarterly basis</u></p> <p>Council decided not to adopt the new internal control document as they have robust risk assessments in place. They will include the following in their risk assessments: annual review of contractors, annual reminder for Councillors to declare gifts and hospitality over £25. It was felt that a quarterly review of finances by a non-signatory would be too onerous for new Councillors.</p> <p><u>Review of risk assessments documents</u></p> <p>This item was carried forward to November's meeting.</p> <p><u>Adoption of Suffolk Code of Conduct</u></p> <p>Council resolved to adopt the Suffolk Code of Conduct 2014. Proposed Councillor Maggie Dunn, seconded Councillor Kate Trevitt, unanimous decision.</p> <p><u>Suffolk County Council's new guidance for grit bins</u></p> <p>Following an in-depth discussion on the amount of work involved in implementing the new guidelines, Council decided to review once all Councillor vacancies are filled.</p> <p><u>Chair's and Councillor's reports</u></p> <p>Councillor Philip Reeve reported that the Community Liaison Group will attend a West Suffolk Operational Hub open morning in November.</p> <p><u>Icepits Wood</u></p> <p>A new dog bin will be installed at the junction of the bridleway and Green Lane. Footpaths have been widened. The Scout group will appoint a member to the Icepits Wood committee and have shared their ideas on how they would like to use the wood in the future.</p> <p><u>Consider the piece of land adjacent to the A143/Icepits Wood</u></p> <p>Suffolk County Council will review the cost of the lease, whether the land has to be returned to its original condition at the end of the lease and if they would be prepared to level the land before the lease starts.</p> <p><u>Update on Village projects: (i) Neighbourhood Plan – Philip Reeve</u> has secured another grant of £8190 bringing the total grant contributions to £19012. There were discussions on the design for the triangle, green spaces and special interest/local asset houses with distinctive characteristics. A draft plan is expected by early January. (ii) School</p>	LJH
<u>9.0</u>		LJH
<u>10.0</u>		LJH
<u>11.0</u>		
<u>12.0</u>		
<u>13.0</u>		
<u>14.0</u>		
<u>15.0</u>		
<u>16.0</u>		

	<p>Lane/Downing Drive link footpath – Matthew Parker – no update (iii) Volunteer for monthly playground check to replace Diana Boys – Councillor Maggie Dunn volunteered. (iv) Update following Maple Green meeting – A letter is awaited from the Maple Green Residents Association. Councillor Sarah Broughton and Councillor Rebecca Hopfensperger will be asked to apply pressure to West Suffolk Council to continue maintaining the land. Councillor Philip Reeve will contact Jo Churchill MP to find out if they will waive the cost of the land, if it is kept for community use. (v) Cleaning the village sign – Councillor Diana Boys volunteered to clean the sign. (vi) Playing field benches – Councillor Peter Fisk will obtain a quote for refurbishing the concrete benches. Council resolved to accept the quote to maintain the benches in the playground. Proposed Councillor Peter Fisk, seconded Councillor Philip Reeve, unanimous decision. This will be carried out in the spring.</p> <p><u>Consider ownership of Parish Council land in village at Conyers Green, Church Road and Land adj to School Lane</u></p>	DB PF									
17.0	<p>This item had already been covered.</p>										
	<p><u>Council meeting and planning meeting dates for 2020</u></p>										
	<p>Councillors agreed the meeting and planning meeting dates for 2020.</p>										
18.0	<p><u>Christmas tree festival 2019</u></p>										
	<p>This item will be carried forward to November’s meeting.</p>										
19.0	<p><u>Planning – Council to consider the completed planning applications from West Suffolk Council</u></p>										
	<p>The following applications had been agreed by West Suffolk Council:</p>										
20.0	<table border="1"> <tr> <td data-bbox="360 925 600 963">Byways, Livermere Road</td> <td data-bbox="600 925 847 963">DC/19/1679/HH</td> <td data-bbox="847 925 1461 963">Single storey open fronted double bay garage with attached Gym</td> </tr> <tr> <td data-bbox="360 963 600 1115">Icepits Farm, Ixworth Road</td> <td data-bbox="600 963 847 1115">DC/19/1573/VAR</td> <td data-bbox="847 963 1461 1115">Variation of condition 3 of E/78/2841/P to remove restriction of land use for continued use of land and building to accommodate haulage vehicle use</td> </tr> <tr> <td data-bbox="360 1115 600 1263">Icepits Farm, Ixworth Road</td> <td data-bbox="600 1115 847 1263">DC/19/1574/VAR</td> <td data-bbox="847 1115 1461 1263">Removal condition 9 of planning permission E/83/1996/P to allow dwelling to be occupied independently of the adjacent agricultural haulage business</td> </tr> </table>	Byways, Livermere Road	DC/19/1679/HH	Single storey open fronted double bay garage with attached Gym	Icepits Farm, Ixworth Road	DC/19/1573/VAR	Variation of condition 3 of E/78/2841/P to remove restriction of land use for continued use of land and building to accommodate haulage vehicle use	Icepits Farm, Ixworth Road	DC/19/1574/VAR	Removal condition 9 of planning permission E/83/1996/P to allow dwelling to be occupied independently of the adjacent agricultural haulage business	
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	<p><u>Correspondence</u></p>										
	<p>There were no items of correspondence.</p>										
21.0	<p><u>Items to be carried forward to next meeting</u></p>										
	<p>A 4th bench will be installed on Hall Park Green at Bunbury Avenue, donated by Councillor Sarah Broughton.</p>										
22.0	<p>Councillor Kate Trevitt will write to West Suffolk Council to ask them to improve the grass surface between Bunbury Avenue and The Park.</p>										
	<p>Councillors resolved to pay the hall hire for the articular fibrillation event. This will be ratified at November’s meeting.</p>										
	<p>A letter of thanks will be sent to the Group Scout Leader who has moved onto a new role.</p>										
	<p>The hedge on Fornham road needs cutting back.</p>	LJH									
	<p>An advert will be placed in the newsletter for volunteers to join the newsletter working group.</p>	LJH									
	<p><u>Closing public session</u></p>	LJH									
	<p>No further items were raised.</p>	LJH									
23.0											
	<p><u>Date of next meeting – Full Council - Monday 18th November 2019 at 7.15pm and Finance Committee Meeting 26th November 2019 7.30pm</u></p>										

<p>24.0</p>	<p>The next meeting will be on Monday 18th November followed by a Finance Committee meeting on 26th November 2019.</p> <p>There being no further business the meeting finished at 10.15pm.</p> <p>.</p> <p>.....Sign & Date</p> <p>.....Print name.</p> <p>CHAIRMAN</p> <p>Signed as confirmation that they are a true record.</p>
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