

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 9th DECEMBER 2019 COMMENCING AT 7.15 PM**

<u>Item</u>	<p>Councillor Maggie Dunn chaired the meeting along with Councillors Kate Trevitt, Peter Fisk, Philip Reeve and Diana Boys. 3 members of the public were present.</p>	
<u>1.0</u>	<p><u>Chairman’s welcome, reminder about the filming of meetings and to receive apologies for absence</u> Councillor Maggie Dunn welcomed everyone to the meeting. Apologies for absence were accepted from Councillors Stephen Haynes and Matthew Parker.</p>	
<u>2.0</u>	<p><u>Open public session – 10 minutes</u> No items were raised in the public session.</p>	
<u>3.0</u>	<p><u>To receive Borough Councillor’s report from Sarah Broughton and Rebecca Hopfensperger</u> Councillor Sarah Broughton will look into the date for the opening of the West Suffolk Operational Hub household recycling centre, which has been postponed until the changes to the road system, for safety reasons, have been made. The waste transfer station is open.</p>	
<u>4.0</u>	<p><u>To receive County Councillor’s report from Rebecca Hopfensperger</u> Councillor Rebecca Hopfensperger raised the following items : She had attended a meeting with Berkeley Homes, where there were discussions on the new A143/Fornham Road roundabout; Highways could explore the possibility of putting a weight limit on Fornham Road. This would involve a traffic regulation order and would cost in the region of £7,000. Blue advisory signs ‘not suitable for HGVs’ could be put up; the number of HGVs using Mill Road and Fornham Road appears to have increased, after a diversion closed the A143; the safety audit on Fornham Road/The Avenue junction has been carried out and she will forward the results. A second audit has been requested for the A143/Fornham Road junction. Highways have advised that no maintenance work is needed on the A14 junction 44. As this junction will reach capacity by 2020 a review of this decision has been requested. Councillor Philip Reeve requested a meeting with Berkeley Homes to discuss the new transport figures and the suitability of the ‘pavilion style’ community building on The Severalls development and whether it is suitable for a community of 3000+ residents. Councillor Rebecca Hopfensperger will arrange this. Opening the underpass from Cattishall to Mount Road is a priority. Permission has been received from network rail to install a footbridge over the railway line. This should be completed as stage 1 of the development. Matthew Lee, Suffolk County Council, will be chased for his response to questions raised about the piece of land at Icepits Wood, which has been offered to the Parish Council. The trees hanging over the A143 footpath will be reported to Suffolk County Council. Options and costings for the Bunbury Avenue/The Park grassed link improvements will be sought.</p>	RH RH RH RH RH RH RH
<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 no later than when that item is reached &</u></p>	RH

<p>6.0</p> <p>7.0</p> <p>8.0</p>	<p><u>when appropriate, to leave the meeting prior to discussion and voting on the item.</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>No Declarations of Interest or requests for dispensation had been received.</p> <p><u>Approval of the draft Neighbourhood Plan for the Public Consultation</u></p> <p>Councillors had been provided with a copy of the draft Neighbourhood Plan to review. The consultation procedure was explained. This will take approximately 6-9 months. The increase in the number of houses on The Severalls Development to 1370 has not been included, as they have not been approved. Thanks were given to the Neighbourhood Plan Working Group who have been working on the plan since June 2016. It was confirmed that the specific areas map on page 46 of the plan reflects the historic areas and the character of buildings and their environment. The Council resolved to approve the draft Neighbourhood Plan for public consultation. Proposed Councillor Maggie Dunn, seconded Councillor Diana Boys, unanimous decision. The public consultation will start on 18th January 2020 with a drop-in session at the Village Hall, for residents. The Council confirmed they wish the Neighbourhood Plan Working Group to continue working on the plan.</p>		
	<p><u>To sign the minutes of the Council meeting on 11th November 2019 and the finance Committee meeting on 26th November 2019 and the Icepits Wood committee meeting on 5th December 2019 to stand as an accurate record of the meeting.</u></p> <p>The minutes of the Council meeting on Monday 11th November 2019 were signed as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Peter Fisk, unanimous decision.</p> <p>The minutes of the Finance Meeting on 26th November 2019 were signed as an accurate record of the meeting. Proposed Councillor Philip Reeve, seconded Councillor Kate Trevitt.</p> <p>The minutes of the Icepits Wood Committee meeting on 5th December 2019 were signed as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Peter Fisk, unanimous decision.</p> <p>The school and Scout Group have expressed an interest in having a shelter and a toilet in the wood. This is just in the early stages of discussion.</p>		
	<p><u>Planning – (i) To sign planning meeting minutes from 18th November and 2nd December 2019 as an accurate record of the meeting (ii) Council to consider the completed planning applications from West Suffolk Council</u></p> <p>The planning committee signed the planning meeting minutes from 18th November and 2nd December 2019 as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Peter Fisk, unanimous decision.</p> <p>The Council supported the following applications:</p> <table border="1" data-bbox="363 1753 1458 2031"> <tr> <td data-bbox="363 1753 619 2031"> <p>Woodview, Thurston Road</p> </td> <td data-bbox="619 1753 874 2031"> <p>DC/19/2114/HH</p> </td> <td data-bbox="874 1753 1458 2031"> <p>(i) Two bay carport (ii) covered barbecue area with cellar</p> <p>Gt Barton Parish Council support this application but have concerns regarding the potential damage to the root system of adjacent trees in Icepits Wood, from the covered bbq area cellar.</p> </td> </tr> </table>		<p>Woodview, Thurston Road</p>
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3 Conyers Way	DC/19/1970/HH	Installation of 1.50 metre high fence to northern and western boundary (following removal of existing conifer hedge)
Trevone, Fornham Road	DC/19/2141/HH	(i) Two storey rear extension (following demolition of existing rear extension) (ii) single storey side extension (following demolition of existing garage) (Previous Application DC/19/1320/HH) Gt Barton Parish Council supported this application but wished to reiterate the comments made for the previous application – A neighbour would be grateful if the side windows were glazed with opaque glass as these windows look into his lounge.
*Cotswold, Livermere Road	DC/19/2303/HH	- (i) Single storey front extensions (ii) loft conversion to include 2no. roof lights and 1no. juliet balcony to rear elevation - Revised Scheme of DC/19/0590/HH
*3 Dunwich Place	DC/19/2309/HH	Single storey side and rear extensions with pitched roof attached to main dwelling to form Granny annexe
High Trees, The Park	DC/19/1993/TP O	(i) 1no. Ash (T1 on plan, A2 on order) - Reduce crown by up to 2 metres to appropriate pruning points, in line with BS3998:2010 (ii) 1no. Sycamore (T2 on plan, A2 on order) - Coppice (iii) 1no. Sycamore (T5 on plan, A2 on order) - Coppice (iv) 2no. Hawthorn, 1no. Sycamore (G1 on plan, A2 on order) - Coppice.
<p>The Council responded to West Suffolk's Strategic Housing and Economic Land Availability Assessment consultation and their full response is included in the planning meeting minutes for 18/11/19.</p> <p>* It was noted that the description for the application for 3 Dunwich Place should read 'Single storey side and front extensions....'</p> <p>* The case officer confirmed the amendments to Cotswold as 'small changes to the materials, windows (different locations and fewer and reason for re-submission) a slightly enlarged extension to the front and a slightly wider balcony to the rear. It is noted that the room above the garage has also been removed from this submission as well as the Juliet balconies removed from the front elevation.'</p> <p>(ii) The following planning applications had been approved by West Suffolk Council:</p>		

<u>Property</u>	<u>Reference number</u>	<u>Details</u>
Trevone Fornham Road	DC/19/2141/HH	(i) Two storey rear extension (following demolition of existing rear extension) (ii) single storey side extension (following demolition of existing garage) (Previous Application DC/19/1320/HH)
Cotswold, Livermere Road	NMA(A)/19/0590	Non-material amendment to DC/19/0590/HH - (i) Revise size, format and position of doors and windows (ii) amend external finishes (iii) increase width of ground floor extension to bedroom
Tradewinds, 1 Eleanor Place	DC/19/2025/HH	(i) Single storey extension on western elevation to form new entrance (following removal of existing conservatory) (ii) first floor extension on western elevation over existing garage

9.0**FINANCE: Council to consider -****9.1**

(a) The Council resolved to pay the following accounts: Proposed Councillor Maggie Dunn, seconded Councillor Diana Boys, unanimous decision.

PAYEE	DETAILS	CHQ NO.	INVOICE	VAT	POWER TO PAY
HMRC	PAYE and NICS	D/D	£ 124.68		LGA 1972 s.112
NEST	Clerk's Pension	D/D	£ 33.63		LGA 1972 s.112
L J Harley	Clerk's salary	S/O	£ 947.15		LGA 1972 s.112
West Suffolk Council	New dog/litter bin	D/D	£ 437.99	£ 73.00	LGA 1972 s.111
S Deare	Neighbourhood Plan Clerk	2127	£ 216.00		Localism Act 2011, Sch9; Town & Country Planning Act 1990 s.61f(1) & and Planning & Compulsory Purchase Act 2004 s.38C(2)
Kallkwik	Newsletter printing	2128	£ 480.00		LGA 1972 s.142
D Boys	Refund waterproofing no litter signs	2129	£ 12.00		LGA 1972 s.111
J Roe	Refund Emergency	2130	£ 5.99		LGA 1972 s.111

	Plan stationery				
A Graves	Refund cement for VAS pole	2131	£ 8.64		LGA 1972 s.111
Playdale Playgrounds Ltd	VAT element of bill for £186.40 paid 11/11/19	2132	£ 37.28	£ 37.28	PH Act 1875 s.164
L J Harley	Adjustment to salary	2133	£ 47.93		LGA 1972 s.112
L J Harley	Expenses October - December 2019	2134	£ 126.17	£ 5.99	LGA 1972 s.111
P Reeve	Expenses Feb- December 2019	2135	£ 427.55	£ 45.84	LGA 1972 s.111
TOTAL PAYMENTS DECEMBER			£ 2,905.01	£ 162.11	

*LGA - Local Government Act
*PHA – Public Health Act

9.2 (b) Councillors had received the financial report from the Responsible Financial Officer including details of bank balances, receipts, reserve budgets and spending against them.
Bank balances at 31/10/19: (Statements for November had not been received)

Current A/C	£42,887.27
Bus Reserve	£60,526.96
TOTAL	£103,414.23

Items paid/owed from newsletter	£0
Other Credits received	£0
Business reserve account interest	£0
Payments made under S137	£0

Reserves:

RESERVES	BALANCE	NET AMOUNT SPENT YTD
Small Projects	£18,905 Earmarked: £3,000 School Lane footpath, , Replacement tree for Conyers Green £150	£3889
Neighbourhood Plan	£6,022– Earmarked: £150 for CAS technical help & £208 SD salary to Jan 2020	£2023
Neighbourhood Plan Grant	£8190	£3252
Youth Project	£938	£0
General	£20,563	£0
Allotments	£60	£120
Asset maintenance	£ 5295	£1187
Asset acquisition	£9,160(Earmarked : Community Speed Watch £1,007)	£0
Icepits Wood	£4329	£4569
S106 Funds	£14,676	£0
Total reserves	£88,138	£15,040

Councillors were reminded to update their register of interest forms and members with responsibility for money to keep themselves informed of known risks and threats and new legislation,

Section 137 limit for 2020-21 - **This week the Ministry of Housing, Communities and Local Government (MHCLG) notified us that the appropriate sum for Section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2020-21 is £8.32 per elector**

9.3 (c) The Council resolved to increase the 'home' working' allowance paid to the Clerk from £36 to £41 per month. Proposed Councillor Kate Trevitt, seconded Councillor Maggie Dunn, unanimous decision.

9.4 (d) The Council resolved to pay the costs of room hire and refreshments for the Neighbourhood Plan public consultation event on 18/1/2020. Proposed Councillor Maggie Dunn, seconded Councillor Peter Fisk, unanimous decision.

9.5 (e) The Council resolved to pay the additional costs for waterproofing the 'No Litter signs' of £12. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.

9.6 (f) The Council resolved to pay the maintenance costs for the Village of the Year award sign of £40. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.

9.7	(g) The Council resolved to order 4 new mounting sets for the vehicle activated sign from Westcotec at a cost of £50 each. Proposed Councillor Kate Trevitt, seconded Councillor Peter Fisk, unanimous decision.	LJH																																																																		
9.8	(h) The contribution to the Holy Innocent's Church 'Tommy' statue will be carried forward to January.	LJH																																																																		
9.9	(i) The Council resolved to contribute to the costs of the Holy Innocent's Church insurance for 2020. Proposed Councillor Philip Reeve, seconded Councillor Kate Trevitt, unanimous decision. This decision was made as the Council are no longer able to pay for the Church's grass cutting. This will be reviewed annually. The clerk will contact the Church to confirm details of their specification for grass cutting, which the Parish Council are organising the quotes for.	LJH																																																																		
9.10	(j) The Council resolved to refund the cost of the cement to straighten the vehicle activated sign post on Fornham Road. Proposed Councillor Maggie Dunn, seconded Councillor Peter Fisk, unanimous decision.																																																																			
9.11	(k) The Council resolved to cover the insurance for 2020 for the Gt Barton Community Woodland Group. Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision. This will be presented at the Annual Parish Meeting.																																																																			
9.12	(l) Grant requests had been received from the Freedom Church and the Parents Teachers and Friends Association of the Primary School. They will be invited to the Council meeting in January to give details.																																																																			
10.0	<p>Council to discuss the budget for 2020/21 and approve the amount of the precept</p> <p>The Council resolved to request a precept from West Suffolk Council of £33,587.00. Proposed Councillor Peter Fisk, seconded Councillor Diana Boys, unanimous decision.</p> <table border="1"> <thead> <tr> <th>ITEM</th> <th colspan="2">Amount '£'</th> </tr> </thead> <tbody> <tr> <td>CLERKS NET SALARY (- NI & tax & pension)</td> <td>£</td> <td>10,995.00</td> </tr> <tr> <td>CLERKS NI & TAX SD and LJH</td> <td>£</td> <td>580.00</td> </tr> <tr> <td>EMPLOYERS NI (from 2015)</td> <td>£</td> <td>480.00</td> </tr> <tr> <td>PENSION CONTRIBUTION Parish Council</td> <td>£</td> <td>180.00</td> </tr> <tr> <td>MILEAGE</td> <td>£</td> <td>250.00</td> </tr> <tr> <td>HALL HIRE</td> <td>£</td> <td>350.00</td> </tr> <tr> <td>SUBSCRIPTIONS</td> <td>£</td> <td>1,080.00</td> </tr> <tr> <td>HOME OFFICE EXPENSES</td> <td>£</td> <td>532.00</td> </tr> <tr> <td>STATIONERY</td> <td>£</td> <td>350.00</td> </tr> <tr> <td>TRAINING</td> <td>£</td> <td>600.00</td> </tr> <tr> <td>AUDIT</td> <td>£</td> <td>425.00</td> </tr> <tr> <td>INSURANCE</td> <td>£</td> <td>1,190.00</td> </tr> <tr> <td>CHAIRS EXPENSES</td> <td>£</td> <td>200.00</td> </tr> <tr> <td>ADMIN</td> <td>£</td> <td>17,212.00</td> </tr> <tr> <td>EMERGENCY PLAN</td> <td>£</td> <td>260.00</td> </tr> <tr> <td>NEWSLETTER PRINTING</td> <td>£</td> <td>2,000.00</td> </tr> <tr> <td>CHURCH (previously grass cutting)</td> <td>£</td> <td>2,710.00</td> </tr> <tr> <td>MISC GRASS CUTTING</td> <td>£</td> <td>150.00</td> </tr> <tr> <td>GRASS CUTTING PLAYING FIELD</td> <td>£</td> <td>2,565.00</td> </tr> <tr> <td>SEBC BIN EMPTYING</td> <td>£</td> <td>1,250.00</td> </tr> <tr> <td>Sub-total</td> <td>£</td> <td>8,935.00</td> </tr> </tbody> </table>	ITEM	Amount '£'		CLERKS NET SALARY (- NI & tax & pension)	£	10,995.00	CLERKS NI & TAX SD and LJH	£	580.00	EMPLOYERS NI (from 2015)	£	480.00	PENSION CONTRIBUTION Parish Council	£	180.00	MILEAGE	£	250.00	HALL HIRE	£	350.00	SUBSCRIPTIONS	£	1,080.00	HOME OFFICE EXPENSES	£	532.00	STATIONERY	£	350.00	TRAINING	£	600.00	AUDIT	£	425.00	INSURANCE	£	1,190.00	CHAIRS EXPENSES	£	200.00	ADMIN	£	17,212.00	EMERGENCY PLAN	£	260.00	NEWSLETTER PRINTING	£	2,000.00	CHURCH (previously grass cutting)	£	2,710.00	MISC GRASS CUTTING	£	150.00	GRASS CUTTING PLAYING FIELD	£	2,565.00	SEBC BIN EMPTYING	£	1,250.00	Sub-total	£	8,935.00	
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	NEWSLETTER INCOME	£	300.00		
	SERVICES/ACTIVITES	£	8,635.00		
	CHARITIES	£	240.00		
	GRANTS	£	0		
	DONATIONS	£	240.00		
	ASSET MAINTENANCE RESERVE	£	2,000.00		
	NEIGHBOURHOOD PLAN RESERVE	£	0		
	ASSET AQUISITION RESERVE	£	2,000.00		
	ICEPITS WOOD RESERVE	£	3,500.00		
	CONTRIBUTION TO GENERAL RESERVE	£	0		
	TOTAL TRANSFER TO RESERVES	£	7,500.00		
	PRECEPT	£	33,587.00		
11.0	<u>Council to consider registering the small pieces of land adjacent to School Lane, Conyers Green and Church Lane</u>				
	<p>Quotes had been received for the legal fees to register pieces of land in Gt Barton, of between £500 and £1000 per piece plus disbursements. The Council resolved to start the process to register the following pieces of land (of which items 1-3 are currently owned by the Parish Council):</p> <ol style="list-style-type: none"> 1. Land adjacent to Romana Conyers Green 2. Land opposite Grey Flints Conyers Green 3. Triangle of land East of Holy Innocents Church and Church Cottages 4. Land adjacent to School Lane 5. Land adjacent to Holy Innocents Church and East of Church Cottages <p>Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.</p> <p>The Council decided not to register the triangle of land owned by the Parish Council North West of The Vicarage.</p>				
12.0	<u>Primary School Park and Stride Scheme</u>				
	This item will be deferred until after the Village Hall committee meeting on 10/12/19.				
13.0	<u>Chair and Councillors reports</u>				
	Councillor Philip Reeve had attended a Shaping Suffolk Course and gave details.				
14.0	<u>Correspondence</u>				
	There were no items of correspondence.				
15.0	<u>Items to be carried forward to next meeting</u>				
	Refreshments for the Neighbourhood Plan drop-in session have been arranged. Councillor Peter Fisk will liaise with a friend regarding the village walk guide.				
16.0	<u>Closing public session</u>				
	No further items were raised.				
17.0	<u>Date of next meeting</u>				
	The next Parish Council meeting will be on Monday 20 th January 2020.				
18.0	There being no further business the meeting finished at 9.35pm.				

LJH

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	<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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