

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON MONDAY 20th
SEPTEMBER 2021 COMMENCING AT 7.15 PM**

<u>Item</u>	<p>Councillor Maggie Dunn chaired the Council meeting along with Councillors Matthew Parker, Peter Fisk, Gwyn James, Andy Baker, David Clarke and Steve Todd.</p>	
<u>1.0</u>	<p>3 members of the public were present.</p> <p><u>Chairman’s welcome, reminder about the filming of meetings & to receive apologies for absence</u></p> <p>Councillor Maggie Dunn welcomed everyone to the meeting and reminded everyone present that the meeting may be recorded.</p>	
<u>2.0</u>	<p><u>To receive members declarations of interest</u></p> <p>There were no declarations of interest or requests for dispensation.</p>	
<u>3.0</u>	<p><u>Open public session</u></p> <p>No items were raised by members of the public.</p>	
<u>4.0</u>	<p><u>To receive County Councillors report</u></p> <p>Councillor Rebecca Hopfensperger had sent her apologies and the following updates:</p> <p>(a) A date will be arranged for the work to repair the cracked water/drainage pipe on Livermere Road.</p> <p>(b) The work on the trees along Mill Road is due to be carried out in September. The appropriate traffic management and road space is being arranged.</p> <p>(c) A request has been made to replace the existing broken white gates on East Barton Road, with taller gates;</p> <p>(d) Councillor Rebecca Hopfensperger will check if the bus shelter on Livermere Road will be replaced by Suffolk County Council.</p>	
<u>5.0</u>	<p><u>To received Borough Councillors Report</u></p> <p>Councillor Sarah Broughton will liaise with Councillor Rebecca Hopfensperger regarding the drainage situation outside the Post Office, which has been flooded. The camber of the road will also be discussed. West Suffolk Council is unable to disclose the purchase price of the development land at The Triangle, in Gt Barton, as it is commercially sensitive.</p>	
<u>6.0</u>	<p><u>To sign the minutes of the meeting on 14th July and 16th August 2021 to stand as an accurate record</u></p> <p>The Council resolved to sign the minutes of their meetings on 14th July and 16th August 2021 as an accurate record. Proposed Councillor Maggie Dunn, seconded Councillor Gwyn James, unanimous decision.</p>	
<u>7.0</u>	<p><u>To review the actions list from July and August meetings.</u></p> <p>(a) Council will review how to proceed with powering the vehicle activated sign with a leisure battery, at the next meeting;</p> <p>(b) The Christmas lunch for vulnerable residents will be held at the Bunbury Arms on Monday 14th December. A working party will arrange this and liaise with the School.</p> <p>(c) Councillor Maggie Dunn will liaise with the Holy Innocents Church to discuss The Messenger magazine.</p> <p>(d) Councillor Maggie Dunn will forward details of the grant request from the School to the Clerk;</p> <p>(e) Councillors Maggie Dunn and Steve Todd will discuss applying for a grant to repair/resurface the playground and whether any new equipment is needed.</p>	LJH MD MD MD MD ST
<u>8.0</u>	<p><u>Council to sign the planning committee meeting minutes of 13th September 2021 and to consider the completed planning applications from West Suffolk Council</u></p> <p>Council resolved to accept the planning meeting minutes of 13th September 2021 as an accurate record of the meetings. Proposed Councillor Maggie Dunn, seconded Councillor Andy Baker, unanimous decision.</p>	

The following applications had been approved by West Suffolk Council:

Property	Reference number	Details
Land adjacent to Primary School, School Road	DC/21/0971/RM	Reserved matters application - a. submission of details under DC/20/1719/OUT - means of access, appearance, landscaping, layout and scale for plot one b. discharge of conditions 5 (access condition), 7 (written scheme of investigation), 8 (site investigation), 9 (tree protection) and 11 (boundary treatments)
19 Anglesey Place	DC/21/1490/HH	a.single storey front extension b. first floor extension over existing garage c.raising of roof to create increased first floor space and second floor attic d. cladding to external elevations

The following applications were refused by West Suffolk Council:

Land at Winslade, The Park	DC/21/0916/OUT	Outline planning application (means of access to be considered) - two dwellings (following demolition of existing dwelling)
Dwelling adjacent to Flint House, The Park	DC/21/1241/FUL	(a) 1 dwelling with attached garage (b) vehicular access

9.0

West Suffolk Council Sustainable Settlements Review

The information in the revised matrix for the sustainability criteria for Gt Barton is correct and has not changed.

10.0

FINANCE: Council to consider –

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

PAYEE	DETAILS	CHQ NO.	INVOICE	VAT	*POWER TO PAY
Payments from August					
L J Harley	Clerk's salary	S/0	£ 988.35		1
HMRC	PAYE and NICS payments	D/D	£ 62.70		1
NEST	Clerk's pension payments	D/D	£ 35.49		1
BT	Village Hall emergency telephone line	D/D	£82.08	£13.68	2
	Total payments August		£1168.62	£13.68	
Payments from September					
L J Harley	Clerk's salary	S/0	£ 988.35		1
HMRC	PAYE and NICS payments	D/D	£ 62.70		1
NEST	Clerk's pension payments	D/D	£ 35.49		1

L J Harley	Clerk's expenses and mileage	2226	£ 96.53	£ 13.62	
Gt Barton Thanksgiving Fund	Hall hire	2227	£ 48.00		2
PKF Littlejohn LLP	External Auditor	2228	£ 240.00	£ 40.00	2
M J Nunn Surfacing	Works to School Lane/Downing Drive link footpath	2229	£ 295.20	£ 49.20	Highways Act 1980 ss. 43, 50
G James	Laurel bush and compost for Conyers Green	2230	£ 58.00		2
	Total payments September		£ 1,824.27	£ 102.82	
*Power to pay:					
1 Local Government Act 1972 S.112					
2 Local Government Act 1972 s.137					
3 Local Government Act 1972 S.111					
4 Small Holdings and Allotments Act 1908 ss.23,25					
5 Public Health Act 1875 s.164					
6 Public Health Act 1980 ss.43, 50					
b) Financial report from the Responsible Financial Officer including details of reserve budgets and spending against them had been circulated. There were no items arising from risk assessments and there were no questions.					
Bank balances as at 30/8/21:					
Current A/C		£52,209.77			
Bus Reserve		£45,623.73			
Total		£97,833.50			
Items paid/owed from newsletter		£0			
Other Credits received		£0			
Business reserve account interest		£0			
Payments made under S137		£0			
Transfers between accounts		£0			
Reserves:					
RESERVES	BALANCE	NET AMOUNT SPENT YTD 2021- 22 Financial year			
Small Projects	£14,770 Earmarked: £300 School Lane footpath re-planting, £1000 towards cleaning war memorial, £55 maintenance of garden under village sign Dog/waste bins £850	£9,936 (credit £3736 from Neighbourhood Plan reserve)			

	Total earmarks £2,205	
Neighbourhood Plan	Closed	£122
Youth Project	£938	£0
General	£20,563	£0
Allotments	NIL	£60
Asset maintenance	£ 8041 (Earmarked £1092 basket ball surface maintenance)	£0
Asset acquisition	£13,160 (Earmarked : Community Speed Watch £1,007)	£0
Icepits Wood	£10,791	£0
S106 Funds	£14,676	£0
Total reserves	£82,939	£10,118 (Amount spent from reserves in financial year 2021/22)

Councillors were reminded to update their register of interest forms.

10.3 (c) Councillors reviewed the quarterly list of receipts and payments as per their Standing Orders. There were no questions.

10.4 (d) Council agreed to increase the budget for the defensive planting on Conyers Green to £58.00. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.

10.5 (e) The Council reviewed the external auditors review of the annual return which did not raise any matters. There were no questions. In accordance with the Accounts and Audit Regulations, this will now be published on the Council's website.

1.06 (f) Council resolved to increase their contribution towards the cleaning of the war memorial by £200 to £1200.00. Proposed Councillor Maggie Dunn, seconded Councillor Gwyn James, unanimous decision.

10.7 (g) Council resolved to order a replacement anchor cover for the Little Hamlet play equipment on the playground. Proposed Councillor Maggie Dunn, seconded Councillor Andy Baker, unanimous decision.

10.8 (h) Council resolved to amend Financial Regulation 2.2 from 'On a regular basis, at least once a quarter, and at each financial year end, a member other than the chairman or a cheque signatory shall be appointed to verify the bank statement.' Once the Council's bank account is transferred to Unity Trust, most Councillors will be bank signatories. Therefore the Council resolved to change the wording to: '**On a regular basis, at least once a quarter, and at each financial year end, a member, other than the chair, shall be**

	appointed to verify bank reconciliations for all accounts prepared by the RFO’. Proposed Councillor Maggie Dunn, seconded Councillor David Clark, unanimous decision. Councillors David Clarke and Gwyn James offered to be the verifiers.	
<u>10.9</u>	(i) Council resolved to accept the internet banking risk assessments. Proposed Councillor Maggie Dunn, seconded Councillor David Clarke, unanimous decision. Councillors David Clarke and Maggie Dunn will be the main Councillors to verify and release the payments, inputted by the Clerk.	
<u>10.10</u>	(j) The Council resolved to purchase a plastic box to store books for the telephone box library. Proposed Councillor Maggie Dunn, seconded Councillor Andy Baker, unanimous decision.	
<u>10.11</u>	(k) Councillors Maggie Dunn and Matthew Parker undertook a full review of the Council’s asset register against the new insurance quote for 2021-22. A request for an alternative quote has been made and will be reviewed if it is received before 24/9/21. If not, the Council resolved to accept the quote from their current insurers. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision. The red telephone box will be added to the insurance.	
<u>11.0</u>	<u>Chairman and Councillors reports</u> The issue of speeding tractors in the village was discussed.	
<u>12.0</u>	<u>Improvements to the playground</u> This item has already been discussed.	
<u>13.0</u>	<u>Update on Village projects</u> : (i) Work to the School Lane/Downing Drive link footpath has now been completed and thanks were given to Councillor Matthew Parker. Councillors will forward ideas for the planning scheme to Councillor Maggie Dunn (ii) The Clerk will continue to chase Flagship and West Suffolk Council for information relating to residents of Bertuna Close’s links to the village (iii) The Livermere Road telephone box library will be re-opened in September (iv) The commemorative plaque on Conyers Green will be presented this week (v) The clerk will contact West Suffolk Council to suggest a meeting with the land owners connected with the re-routing of the Green Lane footpath (vi) The edging around the basket ball surface will be repaired (viii) Councillors will review the power for the Radarlux speed sign (ix) The Clerk will contact Suffolk County Council County Farms to see if a bench can be installed by the allotments.	LJH
<u>14.0</u>	<u>Updating Council’s 3 year objectives</u> This will be carried forward to October’s meeting.	LJH
<u>15.0</u>	<u>West Suffolk Council’s new Local Plan</u> A meeting will be held in September to discuss the new Local Plan with West Suffolk Council.	
<u>16.0</u>	<u>Maple Green</u> The Council had already resolved not to purchase the green. Unless there is a significant change in circumstances their position remains the same.	
<u>17.0</u>	<u>Consider Council’s General Data Protection Policies</u> This item will be carried forward to October’s meeting.	LJH
<u>18.0</u>	<u>Holy Innocents church Christmas tree festival</u> Councillors will discuss and review in October.	LJH
<u>19.0</u>	<u>Suffolk County Council’s footpath cutting schedule</u> Maps of the footpaths included in the schedule have been requested and will be discussed at October’s meeting.	LJH

<p><u>20.0</u></p>	<p><u>Access to bus shelter on A143</u> Following a resident raising the issue of the step into the bus shelter on the A143, Suffolk County Council confirmed that the shelter does not have to be made accessible. The Parish Council will however look at a rough design to estimate the cost of installing a ramp.</p>	<p>LH</p>
<p><u>21.0</u></p>	<p><u>Update on Ixworth Traffic Task Force – Councillor Andy Baker</u> This will be carried forward to October’s meeting.</p>	<p>LH</p>
<p><u>22.0</u></p>	<p><u>Update from newsletter working group</u> A very productive meeting was held with lots of new ideas shared. It is hoped to produce the first full newsletter since winter 2019 in October/November.</p>	<p>LH</p>
<p><u>23.0</u></p>	<p><u>Update on the Calthorpe and Edwards Educational Trust meeting</u> Councillor Gwyn James had attended the meeting. Information will be published in the spring newsletter.</p>	<p>LH</p>
<p><u>24.0</u></p>	<p><u>Correspondence received</u> A letter received from a resident relating to the presentation of the plaque on Conyers Green and the replacement bus shelter on Livermere Road was discussed. A memorial for Kate Trevitt will be discussed at October’s meeting. Councillor Maggie Dunn will raise this with the Village Hall committee.</p>	<p>MD</p>
<p><u>25.0</u></p>	<p><u>Items to be carried forward to next meeting</u> No items were raised.</p>	<p>LH</p>
<p><u>26.0</u></p>	<p><u>Closing public session</u> Parking on the Village Hall Playing Field verge adjacent to Cox Lane was raised. This is a Village Hall matter. The barrier will be opened for extended parking at the Village Hall. Councillors using designated Parish Council emails, will be investigated. Concerns were raised about the width of the footpath along the School walking route from the Village Hall to the crossing – Councillor Rebecca Hopfensperger will be advised.</p>	<p>LH RH</p>
<p><u>27.0</u></p>	<p><u>Date of next meeting</u> The next meeting will be held on Monday 11th October 2021. It was agreed that, in line with planning meetings, Council meetings will now start at 7.30pm. There being no further business the meeting finished at 9.40 pm. Sign & Date Print name CHAIRMAN Signed as confirmation that they are a true record.</p>	<p>LH RH</p>

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