

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ANNUAL GENERAL MEETING  
ON MONDAY 22<sup>ND</sup> MAY 2023 COMMENCING AT 7.30PM

Item	<p>Councillor Maggie Dunn chaired the Council meeting along with Councillors Peter Fisk, Matthew Parker, Andy Baker and David Clarke. 5 members of the public were present.</p>	
1.	<p><u>PROCEDURAL INFORMATION FOR THE COUNCIL'S ANNUAL GENERAL MEETING</u></p> <p>a) To elect a Chair – Councillor Peter Fisk proposed Maggie Dunn for the position of Chair of Great Barton Parish Council. This was seconded by Councillor Matthew Parker, unanimous decision. There were no further proposals. Maggie Dunn accepted the role.</p> <p>b) The Chair's acceptance of office form was completed. There were no changes to the register of interest form.</p> <p>c) There were no nominations for Vice Chair.</p> <p>d) All Councillors were reminded to update their register of interest forms.</p> <p>e) Councillor Maggie Dunn proposed the Locum Clerk Linda Harley as the Financial Officer, seconded by Councillor Matthew Parker, unanimous decision. SALC was appointed as the internal auditor.</p>	
2.	<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 and reminded everyone present that the meeting may be recorded. Councillor Gwyn James apologies were received and accepted.</p>	
3.	<p><u>To receive members declarations of interest</u> There were no declarations of interest or requests for dispensation.</p>	
4.	<p><u>Open public session</u> Completion date for the permissive footpath between Cox Lane and Icepits Wood is still October 2023, Councillor Maggie Dunn will liaise with Councillor Rebecca Hopfensperger to confirm the specification of the footpath. The Clerk will organise the removal of the dead Cherry tree and an additional dying tree on Conyers Green. Councillor Maggie Dunn will liaise with Councillor Rebecca Hopfensperger to chase the skirting back of the verge by the ditch on Mill Road.</p>	MD AJ
5.	<p><u>To receive a report from County Councillor Rebecca Hopfensperger</u> Councillor Rebecca Hopfensperger had sent her apologies.</p>	
6.	<p><u>To receive a report from Borough Councillor Sarah Broughton</u> West Suffolk Council is holding their AGM on 23<sup>rd</sup> May 2023.</p>	
7.	<p><u>To sign the minutes of the Council meeting on Monday 17<sup>th</sup> April 2023 to stand as an accurate record of the meeting</u> Councillor Peter Fisk proposed acceptance of the minutes of the Council meeting on 17<sup>th</sup> April 2023 to stand as an accurate record of the meeting. Seconded by Councillor Andy Baker, unanimous decision from those present at the meeting.</p>	
8.	<p><u>To sign the planning meeting minutes of 24<sup>th</sup> April 2023 and 15<sup>th</sup> May 2023 to stand as an accurate record of the meeting and consider the completed planning applications from West Suffolk Council</u> Councillor Andy Baker proposed acceptance of the minutes of the planning meeting on 24<sup>th</sup> April 2023 and 15<sup>th</sup> May 2023 to stand as an accurate record of the meeting. Seconded by Councillor Maggie Dunn, unanimous decision from those present at the meeting.</p>	
9.	<p><u>To consider Clerks probation period</u> The Clerk has completed her probationary period and in line with her contract is now a permanent member of staff. Proposed Councillor Maggie Dunn, seconded Councillor Matthew Parker, unanimous decision.</p>	
10.	<p><u>Council to agree to amendments to Unity Trust signatories and change the correspondence address</u> The Council agreed to the following resolutions; following Unity Trust Guidelines, to add the new Clerk A Jackson as a bank signatory to view and add payments, to remove S Todd as a bank signatory and to update the address for bank correspondence. Council resolved to complete these changes and</p>	LH MD

that they have read and acknowledged the terms and conditions for the bank accounts, agreed to the telephone and internet banking declaration and have agreed to the declaration on the summary of Changes form. Councillor Maggie Dunn signed relevant form. Councillor Matthew Parker proposed, seconded Councillor Peter Fisk resolved. Unanimous decision

11. FINANCE:

a) Payment of Accounts and Outstanding invoices

Approval of Payments schedule Resolved. The Council resolve to pay the following accounts;

Proposed Councillor Maggie Dunn, seconded Councillor Andy Baker, unanimous decision.

Internet banking. Transactions entered by: Locum Financial Officer, verified by: Councillor David Clarke, verified and released by: Councillor Maggie Dunn.

Invoice No.	Payee	Details	Total	Reclaimable Vat	Power to pay*
11	Propel Finance	Clerk's telephone	£8.40	£1.40	1
12	O2	Clerk's mobile telephone	£13.20	TBA	1
13	BT	Village Hall Emergency Telephone Line	£100.92	£16.82	3
14	Suffolk County Council	Land to North of Icepits Wood rent	£50.00		5
15	Suffolk County Council	Allotments rent	£60.00		4
16	West Suffolk Council	Bin emptying	£1,098.24		3
17	West Suffolk Council	Bin emptying	£366.08		3
18	L J Harley	Locum Financial Officer + expenses	£492.90	£2.15	3
19	A Jackson	Clerk + expenses	£1,084.33	£90.75	3
20	RL and J Stone	Refund expenses WI Coronation Coffee Morning	£279.21		9
21	P Turner	Refund expenses for Coronation events	£376.34		9
22	L R Scoles	Refund expenses Coronation events	£102.40		9
	Total payments for June		£4032.02	£111.12	

\*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
7.	Local Government Act 1972 S.142
8.	Litter Act 1983 ss. 5,6

9. Local Government Act 1975 s.144 – Contribute to organisations encouraging people to visit the area.

b) The Financial report from the Locum Responsible Financial Officer, details of reserve budgets and spending against them, checking of monthly bank reconciliations and any items arising from risk assessments had been circulated, including Bank balances as at 30/04/2023. There were no items arising from the report and no questions.

Bank balances at 30/04/2023

Unity trust Current Account	£47,910.08
Unity Trust Savings Account	£65,689.87
Total balances	£113,599.95
Credits – newsletter advertising	£0
Other Credits received	£1936.86 VAT refund £33,570 precept from West Suffolk Council
Payments made under S137*	None

RESERVES	BALANCE '£'	NET AMOUNT SPENT YTD '£'
Small Projects	£11298 Earmarked: £220 School Lane footpath re-planting, £27.50 maintenance of garden under village sign, Anchor cover for Little Hamlet £200, K Trevitt memorial £700, Legal fees to extend Green Lane footpath £1000, Total earmarks £2148	£2435
Coronation	£942 Earmarks: tree for school £100;	£757
Legal	£11,500 Earmarks: Advice triangle development £2000	£0
Youth Project	£938	
General	£10,563	
Allotments	£0	£60
Asset maintenance	£ 11,674	
Asset acquisition	£11,841 (Earmarked : Community Speed Watch £500)	
Icepits Wood	£13,682	
S106 Funds	£14,676	
Total reserves	£87,115	£3252

<p>c) Council considered the amendment to the Annual Governance and Accountability Return 2022/3 Section 2 The Accounting Statement . Payments to the Locum Clerk should be included in box 6 'all other payments' and not box 4 'staff costs'. These boxes on the AGAR have been changed to reflect this. Councillor Maggie Dunn signed the relevant form. Councillor Maggie Dunn proposed, seconded Councillor David Clarke, unanimous decision.</p>	
<p>d) The Council reviewed the monthly work carried out by the Locum Financial Officer; Councillor David Clarke questioned an item on the list. Councillor Maggie Dunn to check.</p>	MD
<p>e) Councillors completed the annual review of reserves and earmarks, and were happy with the current figures.</p>	
<p>f) The Council agreed to continue with the Parish On-line subscription at £180 per annum.</p>	
<p>g) The Locum Clerk has spoken to Suffolk County Council on many occasions to obtain a resolution for their mistake relating to the overpayment for grass cutting. She will continue to chase them.</p>	LH
<p>h) Councillor Maggie Dunn will approach both Havebury Housing and Flagship Homes about grants for new playground equipment.</p>	MD
<p>i) The Council agreed to purchase 1 x free standing and 1 x Wall mounted noticeboard in recycled plastic at a cost of £2600. The Clerk will obtain feedback about this type of material and its longevity from a customer of Greenbarns before placing the order. Councillor Maggie Dunn proposed, seconded Councillor Andy Baker, unanimous decision.</p>	AJ
<p>j) Councillor Gwyn James was absent so an update on quotes for village gates will be carried forward to the next meeting.</p>	GJ
<p>k) No response from Councillor Rebecca Hopfensperger or West Suffolk Council about clearing the ditch in Mill Road. Counsellor Maggie Dunn will chase again.</p>	MD
<p>l) The Council agreed to order 2 patio Braeburn apple trees for the School Coronation Garden at a cost of £24.99 each with free delivery. Councillor Andy Baker proposed, seconded Councillor Peter Fisk, unanimous decision.</p>	AJ
<p>m) Refund of office allowance from previous Clerk; Councillor Dunn seeking advice from SALC.</p>	MD
<p>n) The Council reviewed the cost of plaques for the Millennium, Jubilee and Coronation trees and agreed to proceed with the stainless-steel option for durability at a cost of £91 each plus £5.00 delivery. The Clerk to organise. Councillor David Clarke proposed, seconded Councillor Matthew Parker, unanimous decision.</p>	AJ
<p>o) Councillor Maggie Dunn asked that all Councillors consider which charity the Council could support in accordance with S137 of the Local Government Act, following provision being made in the precept of £240 at the next meeting.</p>	All
<p>p) The Council confirmed the total cost for equipment for the new Clerk is £544.48 payment to be made from Asset Acquisition reserve.</p>	LH
<p>q) The council considered the services (both written and in person) of Bailey Venning Associates, on viability of the Triangle Development in Gt Barton. The Council agreed a figure of £1100 which would be paid from the Legal reserve. Councillor Maggie Dunn proposed, seconded Councillor Matthew Parker, unanimous decision.</p>	LH
<p>r) To increase the annual cost for bin emptying from £1100 to £1500 and agree to pay the additional payment to West Suffolk Council for the 2 new bins. Councillor Maggie Dunn proposed, seconded by Councillor David Clarke, unanimous decision.</p>	LH
<p>s) The council confirmed the power to pay for the defibrillator is from the Public Health Act 1936s.234 and not under s.137.</p>	LH
<p>t) Consideration was given to the purchase of Microsoft Word for the Clerk at a cost of £39.99 and £5 delivery, funded from the small projects reserve. Councillor Maggie Dunn proposed, seconded by Councillor David Clarke, unanimous decision.</p>	AJ
<p>u) The recommendations of the internal auditor were noted, the Council agreed to progress further the .gov email address. Councillor Maggie Dunn to investigate storage capacity.</p>	MD
<p>v) The Council had no questions relating to the reclaimed VAT for the audit year 2022-23 of £1936.86.</p>	

	w) The Council agreed to 2 hours of website training for the Clerk and a Councillor supplied by Suffolk cloud at a cost of £75.00, funded from the Small Projects reserve. Proposed Councillor Maggie Dunn, seconded by Councillor Andy Baker, unanimous decision.	AJ				
	x) The Council considered and agreed a request to contribute £225 towards 2 benches for the Coronation Garden at the school from the PTFA, Primary School, the remaining cost to be met by Councillor Sarah Broughton and Councillor Rebecca Hopfensperger. Funded from the Small Projects Reserve. Councillor Maggie Dunn Proposed, seconded Councillor David Clarke.	MD				
	y) It was discussed and agreed that revised quotes were required for a single drawer fire proof filing cabinet.	AJ				
12.	Non financial items carried forward from April's meeting:					
	i) No progress to report on the cul-de-sac footpath on Green Lane.					
13.	• Basic training for the Clerk to start on 20 <sup>th</sup> June 2023, 6 modules at a cost of £30 per module plus VAT. Funded from the Small Projects Reserve. Councillor Maggie Dunn proposed,	AJ				
14.	seconded Councillor Peter Fisk, unanimous decision.					
	How to progress the following items raised under the risk assessment check of land and assets:					
	• Village Hall playing field dog bin, pedal not lifting lid; This item will be carried forward to the next meeting.					
	• Grit bins : Green Lane/ East Barton Road full of water; Livermere Road/Mill Road overgrown; The Clerk has a contact to tackle these free of charge.	AJ				
	• Book exchange – update contact details on the notice; This item will be carried forward to the next meeting.					
	• Wooden bus shelter A143 – gutters need clearing; Councillor Gwyn James was absent so this item will be carried forward to the next meeting.	GJ				
	• The Council agreed to proceed at a cost of £530 to repair and treat 5 benches, located at the Village Hall Playing Field and Bunbury Avenue/The Park. Funded from the Asset Maintenance Reserve. Proposed Councillor Andy Baker, seconded Councillor Matthew Parker, unanimous decision.	PF				
	• Inspection of land and trees on Parish Council land – overdue; The Clerk will obtain survey quotes for the June meeting. It was noted that the land by the Vicarage has not been cut yet this year.	AJ				
	• Inspection of trees in Icepits Wood – Quotes had been obtained for a tree survey in Icepits Wood. The Council decided to accept the quote from Hayden's Arboricultural Consultants at a cost of £1479.80 to be paid from the Icepits Wood Reserve. Proposed Councillor Andy Baker, seconded Councillor Maggie Dunn, unanimous decision.	DC				
15.	Councillor Maggie Dunn advised her meeting to review the Allotments tenancy agreement has been postponed until 9 <sup>th</sup> June 2023.	MD				
16.	The Council agreed to supply data which Councillor Gwyn James and the speed watch team had gathered from the VAS on Cox Lane and liaise with Havebury Housing Partnership.	GJ				
17.	The cost of a new combined litter and dog bin for School Road was discussed. The Clerk is to get a quote for removing/moving the bin on Mill Road.	AJ				
18.	<u>Chairman's and Councillor's Reports</u> Councillor Maggie Dunn reported that a resident had complained they had fallen on the blossom from trees near their house. Councillor Maggie Dunn had reported this to the Village Hall as they own the trees.					
19.	<u>Good Governance – Continuing procedural items for the Council's AGM</u> a) The Council reviewed their nominations to existing Committees, the terms of reference for those committees, determine if the public can participate, whether Chair is ex-officio member and whether they have a voting right, notice requirements and quorum (no less than 3) and their delegated arrangements. The following members of committees were approved. Proposed Councillor Maggie Dunn, seconded Councillor Peter Fisk, unanimous decision.					
	<table border="1"> <thead> <tr> <th>Committee</th> <th>Members</th> </tr> </thead> <tbody> <tr> <td>Planning</td> <td>Maggie Dunn (Chair)</td> </tr> </tbody> </table>	Committee	Members	Planning	Maggie Dunn (Chair)	
Committee	Members					
Planning	Maggie Dunn (Chair)					

	Matthew Parker David Clarke Peter Fisk – Tree Protection Orders Andy Baker
Village Hall Representatives	Peter Fisk Gwyn James Maggie Dunn
Tree Preservation Specialist	Peter Fisk
Bank signatories	Maggie Dunn Andy Baker Peter Fisk Gwyn James David Clarke Matthew Parker
Personnel	Maggie Dunn (Chair) David Clarke Andy Baker
Emergency Plan Committee Rep	Maggie Dunn
Icepits Wood	Matthew Parker (Chair) Maggie Dunn (Vice-Chair) Peter Fisk Andy Baker 1 Member of the Gt Barton Community Woodland Group
Finance	Maggie Dunn (Chair) Gwyn James David Clarke Peter Fisk
Edwards and Calthorpe Educational Trust	Gwyn James
Safeguarding Officer	No representative
<b>Working Groups</b>	
Footpaths	Matthew Parker David Clarke Andy Baker Andrew Fisk
Youth Development	Gwyn James
Newsletter	Maggie Dunn Gwyn James Jan Butler Linda Harley
Triangle Task Force	Philip Reeve Vivien Bodnar David Clark Gwyn James
<p>A safeguarding Officer has not been appointed. The following items were proposed by Councillor Maggie Dunn, seconded by Councillor David Clarke, unanimous decision.</p> <ul style="list-style-type: none"> <li>b) The Council did not appoint any new Committees.</li> <li>c) The Council resolved to renew their membership of the following bodies; Suffolk Association of local Councils, Community Action Suffolk and Society of Local Council Clerks.</li> </ul>	

	<p>d) The Council renewed by resolution the following payments by variable direct debit and standing order; the emergency telephone line at the Village Hall, St Edmundsbury Borough Council bin emptying, information Commissioners Office (Data Protection), NEST pension scheme, HMRC PAYE, County Farms for the lease of land on Green Lane for allotments and lease of the land north of Icepits wood. The use of a fixed standing order to pay the Clerk's Salary.</p> <p>e) The Council had completed a full review of their Standing Orders and Financial Standing Orders.</p> <p>f) A full review of the asset register - This item will be carried forward to the next meeting.</p> <p>g) A full review of insurance cover and comparison against the asset register to confirm Council are adequately insured – This item will be carried forward to the next meeting.</p> <p>h) A full review of Council's policies (including GDPR) – This item will be carried forward to the next meeting.</p> <p>i) A full review of Councils risk assessment procedures has been carried out.</p> <p>j) The Council reviewed the effectiveness and scope of the internal audit and internal control. There were no amendments.</p> <p>k) Review of the Terms of Reference of the internal auditor – This item will be carried forward to the next meeting.</p> <p>l) The Council reviewed the newsletter advertising fees and did not wish to change them.</p> <p>m) Review of the website accessibility statement – This item will be carried forward to the next meeting.</p> <p>n) The Council reviewed its pension provision, there are no requirements at present. In line with their pension responsibilities a re-declaration of compliance has been completed with the Pensions Regulator.</p> <p>o) Review NALC joint Practitioners Guide Accountability and Governance updates for 2023; This item will be carried forward to the next meeting.</p> <p>p) The Council confirmed the readoption of the Suffolk Code of Conduct.</p>	
20.	<p><u>Triangle Development update</u> Philip Reeve advised a face-to-face meeting with all parties including Councillor Rebecca Hopfensperger via teams will take place on 25<sup>th</sup> May 2023. Philip Reeve confirmed he will circulate the viability study and associated reports to Councillors soon after the meeting. Following an article in the newsletter providing updated information on the Triangle development, the Council has not received any feedback.</p>	PR
21.	<p><u>Correspondence</u> The Clerk will send letters to properties where hedges are encroaching onto the footpath in School Road. The Clerk after receiving website training will update the website. The website requires a security certificate, the Clerk will organise with onesuffolk.</p>	AJ
22.	<p><u>Items to be carried forward to the next meeting</u> There were no further items to be carried forward to the next meeting.</p>	
23.	<p><u>Closing Public Session</u> The Council will review the maintenance of Conyers Green and other assets.</p>	
24.	<p><u>Date of the next meeting</u> The next meeting will be held on Monday 19<sup>th</sup> June 2023, 7.30pm in the Community Room.</p> <p>There being no further business the meeting finished at 10pm.</p> <p>..... Sign and Date</p> <p>..... Print name</p> <p>CHAIRMAN</p> <p>Signed as confirmation that they are a true record.</p>	