

## MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON MONDAY 16TH OCTOBER 2023 COMMENCING AT 7.30PM

Item		Action
	<p>Councillor Maggie Dunn chaired the meeting along with Councillors Peter Fisk, Andy Baker, David Clarke and Matthew Parker.</p> <p>2 members of the public, Councillors Sarah Broughton and Rebecca Hopfensperger and the Parish Clerk were also present.</p>	
1.	<p><u>Chairmans welcome, reminder about the filming of meetings and to receive apologies for absence</u></p> <p>Councillor Maggie Dunn welcomed everyone to the meeting and reminded everybody present that the meeting maybe recorded. Apologies were received and accepted from Councillor Gwyn James.</p>	
2.	<p><u>To receive members declarations of interest</u></p> <p>There were no declarations of interest or requests for dispensation.</p>	
3.	<p><u>Open public session</u></p> <p>The Council were advised that Havebury Housing Partnership recently held a site visit and walk about with residents. Councillor Maggie Dunn advised that only Havebury Housing Partnership are able to put any restrictions on Cox Lane. She confirmed that data from the speed camera placed in Cox Lane earlier in the year had already been sent to Havebury Housing Partnership for their information.</p>	
4.	<p><u>To receive County Councillors report from Councillor Rebecca Hopfensperger</u></p> <p>Councillor Hopfensperger advised that the new highways contractor Milestone has started and a programme to prioritise work is in progress, she will report once an update on the clearance of the Mill Road ditch is available. Councillor Maggie Dunn asked when the remainder of the skirting back would be scheduled and what is happening with the drain repairs on A143 as residents have called to complain.</p> <p>The flooding at the junction of Mill Road and A143 was discussed and Councillor Maggie Dunn will report.</p>	MD
5.	<p><u>To receive District Councillors report from Councillor Sarah Broughton</u></p> <p>Councillor Broughton advised there was no news on the Triangle development and it was agreed that she would request an update.</p>	
6.	<p><u>Update on The Triangle Development</u></p> <p>There were no updates on the Triangle Development</p>	
7.	<p><u>To sign the minutes of the Council meeting on Monday 18<sup>th</sup> September 2023 to stand as an accurate record of the meeting</u></p> <p>Councillor Andy Baker proposed acceptance of the minutes of the Council meeting on Monday 18<sup>th</sup> September 2023 to stand as an accurate record of the meeting. Seconded by Councillor Matthew Parker, unanimous decision from those present at the meeting. The minutes were then signed as a true record.</p>	
8.	<p><u>To sign the planning meeting minutes on 9<sup>th</sup> October 2023 to stand as an accurate record of the meeting</u></p> <p>Councillor Matthew Parker proposed acceptance of the minutes of the planning meeting on 9<sup>th</sup> October 2023 to stand as an accurate record of the meeting. Seconded by Councillor David Clarke, unanimous decision from those present at the meetings. The minutes were then signed as a true record.</p>	

**Completed and approved planning application for July/August 2023 by West Suffolk Council**

ADDRESS	APPLICATION NUMBER	DETAILS	DECISION
Barton House The Park Great Barton Suffolk IP31 2SU	DC/23/1135/TPO	TPO 370 (1974) tree preservation order - a. one Oak (T1 on plan within A7 on order) remove split damaged limb and reduce canopy by three metres b. one Oak (T2 on plan within A7 on order) reduce overextending limb by three metres c. two Oak (T3 and T4 on plan within A7 on order) reduce overhanging branches to neighbouring property by up to four metres d. one Ash and One Elm (T5 on plan within A7 on order T9 on plan within A6 on order ) fell e. one Oak (T10 on plan within A7 on order) split damaged limb to be removed and reduce overextending branches back to the boundary line	Approved
1 Derby Place Great Barton Suffolk IP31 2TE	DC/23/0951/HH	a. first floor side extension b. flat rooves replaced with pitched rooves c. replacement cladding to all elevations d. insert window to rear elevation first floor	Approved
Land Off, Compiegne Way, Bury St Edmunds, Suffolk,	DC/22/1294/FUL	animal feed mill and associated development including ancillary offices, silos, warehouse, improved access route and parking	Approved

9.

**FINANCE**

a) Payment of accounts and outstanding invoices

Approval of Payments schedule for October 2023 resolved. The Council resolved to pay the following accounts.

Proposed Councillor Matthew Parker, Seconded Councillor Andy Baker, unanimous decision.

Internet banking. Transactions entered by the Clerk verified by Councillor David Clarke, verified and released by Councillor Maggie Dunn.

**October 2023 Payment Schedule**

Inv ref	Payee	Details	Power to pay	Total Invoice	VAT Reclaim
69	Information Commissioners Office	Subscription - GDPR certificate	3	£ 35.00	£ -
70	Unity Trust Bank	Service Charge	1	£ 18.00	£ -
71	Suffolk County Council	1/2 yearly rent allotments	3	£ 60.00	£ -
72	Suffolk County Council	1/2 yearly rent land north of Icepits Wood	3	£ 60.00	£ -
73	Propel Finance	Clerks telephone handset October rental	3	£ 8.40	£ 1.40
74	O2	Clerks mobile provider	3	£ 13.68	£ 2.28
75	Linda Harley	Locum Clerk invoice	3	£ 600.00	£ -
76	A Jackson	Salary - October	1	£ 517.87	£ -
77	A Jackson	Expenses - ink cartridge	3	£ 26.94	£ 4.49
78	Holy Innocents Church	Insurance	2	£3,099.72	£ -
79	NBB Recycled Furniture	2 x King Charles Coronation bench	5	£ 888.00	£148.00
80	Great Barton Thanksgiving fund	September Room hire	3	£ 25.00	£ -
81	John Roe	Gt Barton Emergency Response Team	3	£ 54.80	£ -
82	Community Action Suffolk	Parish Council Insurance	3	£1,054.17	£ -

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 Responsible Financial Officer including details of bank balances as at 30/09/2023, reserve budgets and spending against them, checking of monthly bank reconciliations for September 2023 and any items arising from risk assessments which had been circulated.

**Bank balances at 30/09/2023**

Unity trust Current Account	£31,140.13
Unity Trust Savings Account	£66,508.46
<b>Total balances</b>	<b>£97,648.59</b>
Credits – newsletter advertising	£0
Other Credits received – interest Savings Acct	£448.66
Payments made under S137*	None

RESERVE	AS @ 1/4/2023	SPENT TO DATE	EARMARKED PROJECTS TOTAL	CURRENT BALANCE	AVAILABLE TO SPEND
Small Projects	£13734	£3435	£2675	£10299	£7624
Coronation	£1699	£1692		£7	
Legal	11500	0	£3100	£11500	£8400
Youth project	£938	0		£938	
General	£10563			£10563	
Allotments	£60	£120		-£60	
Asset Maintenance	£11674	£530		£11144	
Asset Acquisition	£11840	£3569	£500	£8271	£7772
Icepits Wood	£13682	£2079		£11603	
S106 funds	£14676	0		£14676	
<b>TOTAL RESERVES</b>	<b>£90,366</b>	<b>£11425</b>	<b>£6274</b>	<b>£78941</b>	

- c) There were no questions about the list of Councils aggregate receipts and payments for the quarter.
- d) The Council agreed the payment to West Suffolk Council for £163.82 for election expenses paid on 2/10/2023. Proposed Councillor Andy Baker, Seconded Councillor David Clarke, unanimous decision. To be paid from the general reserve.
- e) The Council considered and agreed to contribute £245 to purchase 2 Coronation benches for Great Barton Primary Academy. Councillors Sarah Broughton and Rebecca Hopfensperger to fund the remaining costs. Councillor Maggie Dunn proposed. Seconded by Councillor Andy Baker, unanimous decision. To be paid from the Coronation reserve.
- f) The Clerk will research further an additional savings account.
- g) The Council reviewed the work carried out by the locum Financial Officer and had no questions.
- h) Councillor Maggie Dunn will progress grants with Havebury Partnership and Flagship housing associations later this year.

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10.	<ul style="list-style-type: none"> <li>i) Village gates, Councillor Gwyn James will update the Council at our next meeting as he was not at the meeting.</li> <li>j) The Council agreed to pay the Icepits Wood land rental from the Icepits Wood reserve. Proposed by Councillor Maggie Dunn, seconded by Councillor Andy Baker, unanimous decision.</li> <li>k) The Council unanimously agreed to run a free thermal imaging survey run by volunteers from the village in February 2024. Camera supplied by Suffolk County Council. An article will appear in the winter newsletter The Clerk will co-ordinate.</li> <li>l) The Clerk reported on the action taken after the data breach which occurred between 23/09/23 and 25/09/23. Completed reports were submitted to Information Commissioners Office, Action Fraud, National Cyber Security Centre, Salc and Suffolk Cloud.</li> <li>m) The Council considered and unanimously agreed to the installation of the free standing and wall mounted noticeboards at a cost of £130.00 by Jays Garden Services. Paid from the small projects reserve. Councillor David Clarke proposed, seconded Councillor Andy Baker.</li> <li>n) The Council considered and unanimously agreed to the Clerk attending the SALC Local Council Conference on 29/11/23 at a cost of £15 paid from the general reserve. Councillor Maggie Dunn proposed, seconded Councillor Matthew Parker.</li> <li>o) The Council reviewed the latest playground inspection report and agreed unanimously to source quotes to repair the gate and add another piece of equipment.</li> </ul>	AJ
11.	<p><u>Procedural items</u></p> <ul style="list-style-type: none"> <li>a) The Council will conduct a full review of all its policies by the end of the year.</li> <li>b) The Council will conduct a review of all risk assessment documents by the end of the year.</li> <li>c) The council will conduct a review of the Terms of Reference of the internal audit by the end of the year</li> <li>d) The Council will review the website accessibility statement by the end of the year.</li> <li>e) The Council will update the Playground Accident Policy by the end of the year.</li> </ul>	AJ
12.	<p><u>Progressing the outstanding comments from the Internal Audit report</u></p> <ul style="list-style-type: none"> <li>a) The Clerk will publish a link on the Parish Council website to the Councillors Register of Interest forms.</li> <li>b) The Clerk will review all the links to documents on the Parish Council website over the next couple of months to ensure they work.</li> <li>c) The .gov.uk emails are set up and ready to use. The Clerk will supply details to Councillors and update email addresses on the website and in the newsletter. It was agreed to redirect the old website address to the new website address for 6 months at a cost of £20.00 to be paid from the general reserve. Councillor Maggie Dunn proposed, seconded Councillor Matthew Parker, unanimously agreed.</li> </ul>	AJ AJ AJ
13.	<p><u>Non financial items carried forward from previous meetings</u></p> <ul style="list-style-type: none"> <li>a) Cul-de-sac footpath in Green Lane – it was reported that the field has been ploughed next to the cul-de-sac footpath on Green Lane, the footpath is not useable, the Clerk will contact the Rights of Way Officer.</li> <li>b) Cox Lane to Icepits Wood footpath – still waiting for Havebury to respond to Suffolk County Council.</li> <li>c) It was noted that parts of the planted area of land between School Lane and Downing Wood have died. Councillor Gwyn James to investigate.</li> <li>d) An update on clearing the ditch on Mill Road will be chased by Councillor Hopfensperger now that Milestone the new contractor has started.</li> <li>e) The Council decided to postpone the discussion about a dedicated page on the Parish website for the Triangle development to a later meeting.</li> </ul>	AJ GJ

<p>14.</p> <p>15.</p> <p>16.</p> <p>17.</p> <p>18.</p> <p>19.</p> <p>20.</p> <p>21.</p> <p>22.</p>	<p><u>Statutory Review of Polling Districts Consultation</u></p> <p>The Council discussed responding to the statutory review of polling districts and polling places from West Suffolk Council and agreed that Councillor Maggie Dunn would find out more information.</p> <p><u>Change of number for the emergency telephone line at the village hall</u></p> <p>The Clerk will research the most economical way to move the line into the village hall and report at the next meeting.</p> <p><u>Maintenance and replenishment of grit bins</u></p> <p>The Clerk will find out the process to replenish and report at the next meeting</p> <p><u>Christmas lunch</u></p> <p>An advert has been produced to appear in the newsletter, Councillor Maggie Dunn will confirm that insurance for the event is either in place already or secure.</p> <p><u>Winter Newsletter</u></p> <p>The Clerk updated that some wintery photographs had been received from residents and the editor was designing ready for production at the end of the month. Councillor Maggie Dunn advised she would include in Maggie moans for people to park in the car park rather than on Cox Lane when using the children's playground as they verge is rather damaged.</p> <p><u>Chairman and Councillors Report</u></p> <p>There was nothing to report.</p> <p><u>Correspondence not covered elsewhere on the agenda</u></p> <p>A resident reported that some of the hedges in School Road need cutting back, Councillor Maggie Dunn will add to her article in the newsletter.</p> <p>The Clerk advised that work will begin week commencing 16<sup>th</sup> November on the tree near A143 at Icepits Wood and traffic management has been arranged.</p> <p>The Council discussed the re consultation planning proposal DC/23/1169/FUL that required comment before the next planning meeting. Councillor Matthew Parker proposed, seconded by Councillor Maggie Dunn, unanimously agreed to support the application.</p> <p>The Clerk will source an additional quote to possibly fell a field maple tree in Church Road which could be diseased</p> <p><u>Items to be carried forward to the next meeting</u></p> <p>See above</p> <p>Closing public session</p> <p>Date of next meeting – Monday 20<sup>th</sup> November 2023 at 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>	<p>MD</p> <p>AJ</p> <p>MD</p> <p>AJ</p> <p>MD</p> <p>AJ</p> <p>MD</p> <p>AJ</p> <p>AJ</p>
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