

MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON MONDAY 18TH SEPTEMBER 2023 COMMENCING AT 7.30PM

| Item | | Action |
|------|--|--------|
| | <p>Councillor Maggie Dunn chaired the meeting along with Councillors Peter Fisk, Andy Baker, David Clarke, Gwyn James, Matthew Parker and the Parish Clerk. 1 member of the public, Councillor Sarah Broughton and Councillor Rebecca Hopfensperger were also present.</p> | |
| 1. | <p><u>Chairmans welcome, reminder about the filming of meetings and to receive apologies for absence</u> Councillor Maggie Dunn welcomed everyone to the meeting and reminded everybody present that the meeting maybe recorded. There were no apologies.</p> | |
| 2. | <p><u>To receive members declarations of interest</u> There were no declarations of interest or requests for dispensation.</p> | |
| 3. | <p><u>Open public session</u> An update was requested about the permissive footpath linking Cox Lane to Icepits wood. The Council confirmed the proposal would be to dedicate a permanent public right of way, rather than a permissive path. It has been assigned a high priority, subject to confirmation that Havebury Housing Partnership would be prepared to dedicate a short link across Cox's Lane to connect the proposed public right of way to the existing maintainable footpath beside the garages on the opposite side of Cox Lane. The specification is to be confirmed but a field-edge bridleway would normally have a width of 3 metres.</p> | |
| 4. | <p><u>To receive County Councillors report from Councillor Rebecca Hopfensperger</u> Councillor Hopfensperger updated the Council on the ongoing skirting back, the additional cuts at junctions to improve visibility and the availability of adhesive road sign facing decals.</p> | |
| 5. | <p><u>To receive District Councillors report from Councillor Sarah Broughton</u> Councillor Broughton confirmed the Western Way leisure centre development has been cancelled. The Animal Feedlot application has been approved and that she will forward the results of an air quality survey to the Clerk.</p> | |
| 6. | <p><u>Update on The Triangle Development</u> There were no updates on the Triangle Development</p> | |
| 7. | <p><u>To sign the minutes of the Council meeting on Monday 17th July 2023 to stand as an accurate record of the meeting</u> Councillor Gwyn James proposed acceptance of the minutes of the Council meeting on Monday 17th July 2023 to stand as an accurate record of the meeting. Seconded by Councillor Andy Baker, 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 of 24th August and 11th September 2023 to stand as an accurate record of the meeting</u> Councillor Andy Baker proposed acceptance of the planning minutes of 24th August and 11th September 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 NO. | DETAILS | DECISION |
|--|-----------------|---|------------------------------|
| Sandholme Thurston Road Great Barton IP31 2PW | DC/23/0691/HH | a. detached garage b. single storey rear extension (following demolition of existing garage) | Approved |
| Winslade The Park Great Barton Suffolk IP31 2SU | DC/23/0796/VAR | variation of condition 2 (approved plans of DC/22/0122/FUL to allow the use of amended plans for the construction of one dwelling and detached garage (following demolition of existing dwelling and outbuildings | Approved |
| 21 Downing Drive Great Barton Suffolk IP31 2RP | DC/23/0816/HH | a. single storey front extension b. garage converted to habitable space c. first floor side extension d. single storey rear extension floor side extension d. single storey rear extension (following demolition of existing conservatory) (following demolition of existing conservatory) | Approved |
| Greenwood The Park Great Barton Suffolk IP31 2SX | DC/23/0825/HH | single storey rear extension | Approved |
| Land adjacent Greenover The Park Great Barton Suffolk IP31 2SX | DC/23/0841/TPO | TPO 370 (1974) tree preservation order - four Sycamores (G1 on plan in area A9 of order) fell | Approved but with conditions |
| Highfields Nacton Lane Great Barton Suffolk IP31 2SA | DC/23/0665/VAR | Removal of condition 3 of E/77/2630/P for agricultural workers bungalow and garage | Approved |
| Kyloe 23 Diomed Drive Great Barton Suffolk IP31 2TH | DC/23/0847/HH | a. garage conversion to annexe b. front and rear extensions to garage/annexe | Approved |
| Coopers Cottage Lithgo Paddock Great Barton Suffolk IP31 2TX | DC/23/0917/TPO | TPO 370 (1974) tree preservation order - one Oak (T1 on plan, within group G2 on order) overall crown reduction by four metres | Approved |
| The Cottage Livermere Road Great Barton Suffolk | DC/23/0932/HH | dropped kerb and tarmac to replace shingle driveway | Approved |
| Wood Farm Brand Road Great Barton Suffolk | DC/23/1051/ELEC | Application under The Overhead Lines (Exemption) (England and Wales) Regulations 2009 - alterations to the HV and LV overhead line | Approved |

9.

FINANCE

a) Payment of accounts and outstanding invoices

Approval of Payments schedule for August and September resolved. The Council resolved to pay the following accounts except invoice 62 West Suffolk Council £163.82 which the Council have a query with. Proposed Councillor David Clarke, Seconded Councillor Matthew Parker, unanimous decision. Internet banking. Transactions entered by the Clerk verified by Councillor David Clarke, verified and released by Councillor Maggie Dunn.

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August Payment Schedule

| Inv ref | Payee | Details | Power to pay | Total Invoice | VAT Reclaim |
|---------|---|--|--------------|---------------|-------------|
| 47 | Jays Gardening Services | Refurbishing of 5 benches playground & playing field | 3 | £ 530.00 | £ - |
| 48 | M & T J's Garden & Landscaping Services | Felling of tree in Conyers Green & removal | 5 | £ 300.00 | £ 50.00 |
| 49 | Haydens Arboricultural Consultants | Tree inspection, tree survey report, Management plan | 5 | £2,495.76 | £415.96 |
| 50 | Viking Direct | Filing cabinet | 3 | £ 159.54 | £ 26.59 |
| 51 | Great Barton Thanksgiving fund | Village Hall hire July (5775) | 3 | £ 25.00 | £ - |
| 52 | O2 | Clerk's mobile provider | 1 | £ 14.16 | £ 2.36 |
| 53 | Propel Finance | Clerks telephone handset August rental | 1 | £ 8.40 | £ 1.40 |
| 54 | BT | Village Hall Emergency Telephone Line - July | 3 | £ 98.13 | £ 16.35 |
| 55 | Clare Veal Gardening | Maintenance area under village sign | 3 | £ 22.00 | £ - |
| 56 | Freethought | .gov.uk hosting & domain registration | 3 | £ 245.00 | £ 40.83 |

September Payment Schedule

| Inv ref | Payee | Details | Power to pay | Total Invoice | VAT Reclaim |
|---------|--------------------------------|---|--------------|---------------|-------------|
| 57 | Vertas | Grass cutting - Q4 22/23 | 5 | £ 787.45 | £ 131.24 |
| 58 | Vertas | Grass cutting - Q1 23/24 | 5 | £ 807.14 | £ 134.52 |
| 59 | Vertas | Grass cutting - Q2 23/24 | 5 | £ 807.14 | £ 134.52 |
| 60 | Greenbarnes Ltd | Supply of 2 x noticeboards | 7 | £3,273.23 | £ 545.54 |
| 61 | PKF | External audit fee | 3 | £ 252.00 | £ 42.00 |
| 62 | West Suffolk Council | Election Expenses | 3 | £ 163.82 | £ - |
| 63 | A Jackson | Salary - August | 1 | £ 517.87 | £ - |
| 64 | Great Barton Thanksgiving fund | August room hire | 3 | £ 6.25 | £ - |
| 65 | Propel Finance | Clerks telephone handset September rental | 1 | £ 8.40 | £ 1.40 |
| 66 | O2 | Clerk's mobile provider | 1 | £ 14.16 | £ 2.36 |
| 67 | Linda Harley | Locum Clerk invoice | 1 | £ 645.00 | £ - |
| 68 | MA & MJ Smith | Expenses for cutting Conyers Green grass | 5 | £ 70.00 | £ - |

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 reserve budgets and spending against them, checking of monthly bank reconciliations for July and any items arising from risk assessments had been circulated, including bank balances as @ 31/07/2023. The Clerk to investigate the cleaning of the village sign, there were no further questions.

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Bank balances at 31/07/2023

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|----------------------------------|--------------------|
| Unity trust Current Account | £40,822.14 |
| Unity Trust Savings Account | £66,059.80 |
| Total balances | £106,881.94 |
| Credits – newsletter advertising | £0 |
| Other Credits received | £0 |
| Payments made under S137* | None |

| RESERVE | AS @ 1/4/2023 | SPENT TO DATE | EARMARKED PROJECTS TOTAL | CURRENT BALANCE | AVAILABLE TO SPEND |
|-----------------------|----------------|----------------|--------------------------|-----------------|--------------------|
| Small Projects | £13,734 | £3,385 | £2,675 | £10,349 | £7,674 |
| Coronation | £1,699 | £952 | tbc | £747.00 | |
| Legal | £11,500 | 0 | £3,100.00 | £11,500 | £8,400 |
| Youth project | £938 | 0 | | £938.00 | |
| General | £10,563 | | | £10,563 | |
| Allotments | £60 | £60 | | 0 | |
| Asset Maintenance | £11,674 | £530 | | £11,144 | |
| Asset Acquisition | £11,840 | £3,569 | £500 | £8,271 | £7,772 |
| Icepits Wood | £13,682 | £2,079 | | £11,603 | |
| S106 funds | £14,676 | 0 | | £14,676 | |
| TOTAL RESERVES | £90,366 | £10,575 | £6,274 | £79,790 | |

- c) There were no questions about the list of Councils aggregate receipts and payments for the quarter.
- d) The Council reviewed the VAT claim for 1st April to 30th September 2023, there were no questions.
- e) The Council considered paying an additional £199.72 for the annual church insurance policy Councillor Maggie Dunn proposed. Seconded by Councillor Andy Baker, four Councillors voted for and two Councillors voted against. To be paid from the small projects reserve.
- f) The Council considered paying an additional £41 to PKF for the External Audit. Councillor Maggie Dunn proposed. Seconded by Councillor Andy Baker, unanimous decision. To be paid from the small projects reserve.
- g) The Council considered and decided to feature an article in the winter newsletter advising local groups and organisations to contact them if they would like to be considered for a grant.
- h) The Council considered and agreed to amend May 2023 minutes item 14 inspection of Icepits wood to reflect an error recording the decision to commission a Woodland Management Report at a cost of £600. Councillor Maggie Dunn proposed. Seconded by Councillor Gwyn James.
- i) The Council considered the External Auditors review of the annual return and had no questions.
- j) The Council reviewed and discussed the Financial Services Compensation Scheme's (FSCS) £85000 limit and agreed to investigate opening an additional savings account with a different bank.
- k) The Council reviewed the insurance quotation from CAS and agreed to the new premium of £1054.17. The increase in price was due to the addition of the Speed Indicator Devices.

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| | <p>l) The Council reviewed the work carried out by the locum Financial Officer and had no questions, they agreed that the hours in hand for training the new Clerk could be carried over to October.</p> <p>m) The Locum Financial Officer had circulated an update confirming that the funds owed to Gt Barton Parish Council by Vertas from 2022 have been received and all invoices to date have now been paid.</p> <p>n) The council reviewed and discussed quotations from 3 tree surgeons to complete work recommended by Hayden's Arboricultural Consultants in the Iceptits wood Tree survey report. The Council agreed to proceed at a cost of £6420.00 with Gadd Brothers. Councillor Maggie Dunn proposed. Seconded by Councillor David Clarke, unanimous decision. To be paid from the Iceptits Wood reserve.</p> <p>o) Conyers Green grass cutting update, the Clerk advised that the person cutting the grass just off of Livermere Road can no longer do so and that the cherry trees located on the land are hanging over a garden. Councillor Peter Fisk will assess and report at October's meeting.</p> <p>p) Councillor Maggie Dunn will contact Havebury Partnership and Flagship housing associations about grants later this year.</p> <p>q) Councillor Gwyn James advised he will have an update on the village gates project for October's meeting.</p> <p>r) The Council discussed the renewal of the website hosting contract with Suffolk Cloud at a cost of £110 and the purchase of a security certificate for £10 annually. Councillor Maggie Dunn proposed. Seconded by Councillor Gwyn James, unanimous decision. This will be paid for from the Small projects reserve.</p> | |
| 10. | <p><u>Procedural items</u></p> <p>a) Counsellor Maggie Dunn proposed acceptance of the review and amendments of the asset register, seconded by David Clarke, unanimous decision from those present at the meeting. The Clerk will publish on the website.</p> <p>b) A full review of the insurance cover compared against the asset register was completed to ensure the Council are adequately covered. Counsellor Maggie Dunn proposed acceptance of the review, seconded by David Clarke, unanimous decision.</p> <p>c) A review of the Councils policies (including GDPR) will be discussed in October's meeting.</p> <p>d) A review of risk assessment documents will be discussed in October's meeting.</p> <p>e) The review of the Terms of Reference of the internal auditor will be discussed in October's meeting.</p> <p>f) A review of the website accessibility statement will be discussed at October's meeting.</p> <p>g) The update and adoption of the playground accident policy will be discussed at October's meeting.</p> | AJ/PF MD GJ AJ MD/AJ |
| 11. | <p><u>Progressing the outstanding comments from the Internal Audit report</u></p> <p>a) The Clerk will publish the LGA code of conduct report</p> <p>b) The Clerk will publish a link on the Parish Council website to the Councillors Register of Interest forms.</p> <p>c) The Clerk will review all the links to documents on the Parish Council website over the next couple of months to ensure they work.</p> <p>d) The domain name for the .gov.uk emails has been bought and Freethought are in the process of setting up individual email addresses.</p> <p>e) Council reviewed and approved an amended Internal Control document showing the Clerk is now the RFO. The Clerk will publish.</p> | AJ AJ AJ AJ |
| 12. | <p><u>Non financial items carried forward from previous meetings</u></p> <p>a) No update on the cul-de-sac footpath on Green Lane</p> <p>b) The Council confirmed the proposal for a permissive footpath between Cox Lane and Iceptits wood would, in fact be to dedicate a permanent public right of way. It has been assigned a high priority, subject to confirmation that Havebury Housing Partnership would be prepared to dedicate a short link across Cox's Lane to connect the proposed public right of way to the existing maintainable footpath beside the garages on the opposite side of Cox Lane. The</p> | |

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| | <p>specification is to be confirmed but a field-edge bridleway would normally have a width of 3 metres.</p> <p>c) Skirting back of paths in the village is underway, The Council will continue to communicate with Suffolk County Council on the timings for the ditch clearance in Mill Road.</p> <p>d) The Council will discuss a dedicated page on the Parish website for the Triangle development at a later meeting.</p> <p>e) The Council are waiting for a signed copy of the Allotment Tenancy agreement to be returned.</p> | AJ/MD AJ |
| 13. | <p><u>Christmas lunch</u> The Council discussed and agreed a Christmas lunch would be offered again this year to elderly, lonely and vulnerable residents of the village on Friday 15th December 2023 with a budget of £500 paid from the Small projects reserve under S137. Details will feature in the winter newsletter. Councillor Maggie Dunn proposed. Seconded by Councillor Gwyn James, unanimous decision.</p> | MD/DC |
| 14. | <p><u>Winter Newsletter</u> A meeting will be scheduled for late September, an update will be ready for October's meeting.</p> | |
| 15. | <p><u>Road signage refresh decals</u> The Clerk will advise Councillor Hopfensperger of the quantity of self-adhesive sign decals that are required. The Parish Council will consider at a later date how they will fix to relevant street signs.</p> | AJ |
| 16. | <p><u>Chairman and Councillors Report</u> There was nothing to report.</p> | |
| 17. | <p><u>Correspondence not covered elsewhere on the agenda</u> A telephone call was held with reference to when the Locum Clerk's contract expires and was resolved. An email was received asking about hedgerow removal in general but more specifically the removal between Edes Paddock and The Park. On investigation the strip of land upto the pathway belongs to the residents of Edes Paddock who commissioned an inspection of the hedge by Heartwood Tree services. The report advised that 70% of the hedge was actually dead, dying and decaying which made parts of the hedge dangerous, the hedge was in desperate need of regeneration. The plan is to replant the hedge line along with bulbs and wildflower seeds. A complaint was received about the agricultural traffic on Fornham Road and the mud on the road at the junction of Livermere Road and Fornham Road. The Clerk will contact Long Farms.</p> | AJ |
| 18. | <p><u>Items to be carried forward to the next meeting</u> See above</p> | |
| 19. | Closing public session | |
| 20. | Date of next meeting – Monday 16 th October 2023 at 7.30pm in the community room. | |
| | There being no further business the meeting finished at 9.48pm. | |
| | sign and date | |
| | Print name | |
| | Chairman | |
| | Signed as confirmation that they are a true record. | |