

**MINUTES OF THE MEETING OF GREAT BARTON PARISH FULL COUNCIL HELD ON MONDAY 16th JANUARY 2023
COMMENCING AT 7.30 PM IN THE VILLAGE HALL**

Item	<p>Present: Cllr Maggie Dunn, Cllr Gwyn James, Cllr Matthew Parker, Cllr Andy Baker, Cllr Steve Todd and Cllr David Clarke.</p> <p>Also Present: Cllr S Broughton – WSC, Cllr R. Hopfensperger – SCC. Locum RFO Linda Harley and 8 members of the public.</p>	
1.0	<p><u>Chairman's welcome & 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. Apologies were accepted from Cllr Peter Fisk.</p>	
2.0	<p>(i) There were no declarations of interest or (ii) Requests for dispensation.</p> <p>The following item was moved forward on the agenda from 8(g):</p>	
8(g)	<p><u>Council to consider the role of the Locum Responsible Financial Officer (RFO)</u></p> <p>Cllr Maggie Dunn proposed that the RFO be paid up to 8 extra hours this month, to attend this meeting and take the minutes. Seconded Cllr M Parker, unanimous decision.</p>	
3.0	<p><u>Open Public Forum:</u></p> <p>Councillors from Ixworth Parish Council shared details of the proposed development by Janic/Copart on the Shepherds Grove Industrial Estate at Stanton including mitigating the broader impacts on the rural access route, the A143. A joint meeting will be arranged with all Council's who are affected. Also adding to the traffic at the moment are the deliveries from Sizewell to Pakenham and the night time diversion routes, along the A143, from the A14.</p> <p>Thanks were given to Cllrs Sarah Broughton and Rebecca Hopfensperger for their funding towards the Kings Coronation events.</p>	
4.0	<p><u>To receive a report from County Councillor Rebecca Hopfensperger:</u></p> <p>Councillor Hopfensperger:</p>	
4.1	<ul style="list-style-type: none"> Continue to review the cumulative impact of planning applications, on road development. 	
4.2	<ul style="list-style-type: none"> Suffolk County Council have agreed their 2023-2024 budget, with a 1.9% increase and 2% Adult Social Care 	
4.3	<ul style="list-style-type: none"> Suffolk County Council will contact the Parish Council regarding work on the land behind the bus shelter on Livermere Road and removing the encroaching vegetation, once they have established ownership of the land. Cllr Dunn will make enquiries into the land ownership. 	MD
4.4	<ul style="list-style-type: none"> A representative from Suffolk County Council will attend the Annual Parish Meeting to discuss speeding 	RH
4.5	<ul style="list-style-type: none"> A link will be sent for the application to apply for the license for village entrance gates. Details of the gate designs should be send with the application to Suffolk County Council and if appropriate a quote for installation. Cllr Hopfensperger will clarify if road markings, which create the illusion that the road is narrowing, are included with the licence. The locations of the gates will be confirmed at March's Council meeting. 	RH LJH
4.6	<ul style="list-style-type: none"> West Suffolk Council are reviewing the location of Bury Archives as the building is not disability compliant for access. 	
4.7	<ul style="list-style-type: none"> Cllr Hopfensperger will escalate the request for a permissive footpath from Cox Lane to Icepits Wood. 	RH
5.0	<p><u>To receive a report from Borough Councillor Sarah Broughton:</u></p> <p>Councillor Sarah Broughton gave the following report:</p> <ul style="list-style-type: none"> Funds have been provided from the locality budget for the Kings Coronation event and towards the new defibrillator; Details were given on providing identification when voting in the elections this year; 	

3.	Local Government Act 1972 S.111
5.	Public Health Act 1875 s.164
7.	Local Government Act 1972 S.142
8.	Litter Act 1983 ss. 5,6

- b. The Council considered the list of receipts and payments for the financial year to date. There were no questions. The budget for grass cutting has been exceeded and this is explained under item 9(u).
- c. The payment to HMRC of £162.90 relating to the employment of the previous Clerk was resolved to pay. Proposed Cllr Dunn, seconded Cllr Clarke, unanimous decision.
- d. The Financial report from the Locum Responsible Financial Officer including details of reserve budgets and spending against them had been circulated. Bank balances as at 31/1/23. There were no items arising from the report and no questions.

Unity trust Current Account	£23,578.17
Unity Trust Savings Account	£65,383.02
Total balances	£88,961.19
Credits – newsletter advertising	£0
Other Credits received	£120 Allotment Association rent
Payments made under S137*	£0

RESERVES	BALANCE '£'	NET AMOUNT SPENT YTD '£'
Small Projects	£8815 Earmarked: £220 School Lane footpath re-planting, £66 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 £2187	£5918
Legal	£11,500	£0
Jubilee	0 – this reserve is now closed.	1048
Youth Project	£938	
General	£10,563	
Allotments	£60	£120
Asset maintenance	£ 9,674	£0

Asset acquisition	£13,040 (Earmarked : Community Speed Watch £500)	£2,120	
Icepits Wood	£11,682	£0	
S106 Funds	£14,676	£0	
Total reserves	£81007	£8966	
<p>All Councillors have now completed their training.</p> <p>A copy of the Allotment Associations Insurance from 15/10/2022 until 14/10/2023 (both dates inclusive) has been received.</p> <p>The list of all payments made by the Parish Council over £100, as required under the Transparency Code, have been published on the website.</p> <p>Duplicates of most invoices which were missing from September to December 2022, have now been received.</p> <p>Cllr Dunn will contact the previous Clerk to request a refund of the office allowance, which was paid in advance, from December 2022-March 2023.</p> <p>e. Councillor James proposed the following resolutions, following Unity Trust Guidelines, to change the key contact on their bank account, following the resignation of their Clerk. This was seconded by Cllr Parker. Unanimous decision:</p> <p>(i) The amendments to the Mandate for the operation of the bank account(s), payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures and the Mandate;</p> <p>(ii) The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it;</p> <p>(iii) The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.</p> <p>f. Update on Allotment Tenancy Agreement</p> <p>There was a discussion on the agreement between the Allotment Association and the Parish Council which needs bringing up to date and including a proviso that residents from Gt Barton will be given priority on the waiting list, over residents from surrounding villages. Cllr Dunn will liaise with the Chair of the Allotment Association.</p> <p>g. Monthly review of the work carried out by the Locum Responsible Financial Officer and the role moving forwards</p> <p>The Council are happy with the work carried out by the Locum RFO. Cllr Parker proposed that the contract which expires on 31/3/23 be extended for 6 months until 30/9/2023 and the hours changed to up to 4 hours per week worked flexibly over the month. Seconded Cllr Dunn, unanimous decision. The RFO will also provide support to the new Clerk.</p>			MD
			LJH

	<p>h. Update on fixing costs for 2 new benches on the Village Hall Playing Field Cllr Baker proposed accepting the quote from J Ranson for £280.00 to dismantle and dispose of the 2 concrete and wooden benches, make good the bases and fix new benches in place. Seconded by Cllr Dunn, unanimous decision.</p> <p>i. Update on new playground equipment quotes Cllr Todd confirmed that 2 site visits with equipment providers had taken place. The surface will need upgrading in some areas. An initial budget of approximately £16,000 will be made up from £10,000 of grant funding offered by the National Lottery and further funding will be sought from Housing Associations in the village (M Dunn) and the Parish Council. Quotes for equipment and a review of the budget to take place in March.</p> <p>j. Consider a contribution towards the Kings Coronation Event £850 has been offered by Cllrs Sarah Broughton and Rebecca Hopfensperger from their Locality Budget. Cllr Dunn proposed the Parish Council pay for the insurance for the event, at a cost of approximately £250, from the Small Projects reserve. This was seconded by Cllr James, unanimous decision. Cllr Dunn proposed purchasing a tree, from the Small Projects Reserve, to be planted at the school to commemorate the event. This was seconded by Cllr Todd, unanimous decision. Cllr Dunn will get a quote. Cllr Baker proposed allocating funds of up to £500, from the Small Projects Reserve, towards the village events including a fish and chip supper, coffee morning and indoor street party. Seconded by Cllr Dunn, unanimous decision.</p> <p>k. Consider increasing the budget for the Emergency Plan Cllr Dunn proposed increasing the annual budget for the Emergency Plan from £410 to £450. Seconded Cllr Todd, unanimous decision.</p> <p>l. Consider increasing the fidelity insurance cover The Council resolved to increase their fidelity insurance cover to ensure all funds are covered during the year. Proposed Cllr Dunn, seconded Cllr James, unanimous decision. The RFO will confirm that 3 x speed signs are covered by the policy.</p> <p>m. Consider the future of the Radarlux speed sign, battery and battery storage box (currently stored in S Todd's garage) and not used since 2019 The Council resolved to dispose of the speed sign and batteries. Proposed Cllr James, seconded Councillor Baker, unanimous decision.</p> <p>n. Complete a full review of financial risk assessments and those relating to assets and land. To review the completed internal control document for 2022-23 A full review of the financial risk assessments and those relating to assets and land and the internal control document was carried out by the Council and found to be in order. Proposed Cllr Dunn, seconded Cllr Clarke, unanimous decision. An item will be included on the agenda to raise any concerns following risk assessments.</p> <p>o. Appointment of internal auditor The Council confirmed that SALC has been appointed as their internal auditor. Proposed Cllr Dunn, Seconded Cllr Clarke, unanimous decision.</p> <p>p. <u>Review updated asset register following purchases made from September 2022 and confirm that this was cross referenced to the insurance policy to ensure the Council is adequately insured</u></p>	<p>LJH</p> <p>MD</p> <p>LJH</p> <p>LJH</p> <p>MD</p> <p>LJH</p> <p>LJH</p> <p>LJH</p> <p>LJH</p> <p>LJH</p>
--	---	---

	<p>Council completed a full review of their asset register cross referenced to their insurance policy to confirm they are adequately insured. Proposed Cllr Dunn, seconded Cllr Clarke, unanimous decision.</p> <p>q. <u>Review of Standing Orders and Financial Regulations</u> The Council reviewed their Standing Orders and Financial Regulations. The Financial Regulations are up to date. The following amendment was made to the Standing Orders Item 18 (f) relating to Financial Controls and Procurement: 'Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details' and delete item 18 (g). Proposed Cllr Dunn, seconded Cllr Parker, unanimous decision. The website will be updated.</p> <p>r. <u>Consider purchasing a new defibrillator to be situated at the Freedom Church (part-funding to be provided from alternative sources)</u> The Council resolved to purchase a second defibrillator for the village, to be situated at the Freedom Church. Proposed Cllr Dunn, Seconded Cllr Baker, unanimous decision. Funding to be provided from the locality budgets of Cllr Broughton and Cllr Hopfensperger.</p> <p>s. <u>Consider Mill Road ditch clearance</u> Cllr Dunn will ask for a quote to clear the ditch on Mill Road.</p> <p>t. <u>Quotes for a new notice board on Livermere Road</u> To be provided by Cllr Dunn at the next meeting.</p> <p>u. <u>Explanation of overpayment to Vertas for grass cutting</u> The Locum RFO explained that incorrect invoices have been received from Vertas for grass cutting in September and November. The invoices included the cost of grass cutting at the Church (in error) and the Village Hall Playing Field. A refund has been requested from Suffolk County Council.</p>	<p>LJH</p> <p>LJH</p> <p>LJH</p> <p>MD</p> <p>MD</p> <p>LJH</p>
<u>10.0</u>	<p><u>Triangle Development Update</u> The request to Montagu Evans for the viability assessment has been referred back to West Suffolk Council. They have confirmed that as the assessment was requested by both West Suffolk Council and Suffolk County Council, both would need to agree to its release. The information contained in this document is commercially sensitive and likely to change over a period of time, until aspects of the scheme are fixed, such as ownership of the site. At such time as the information is no longer sensitive, it can be made available. Thanks were given to the Triangle Development working group for their hard work in pursuing the items for this development. An article updating the residents will be included in the village newsletter.</p>	
<u>11.0</u>	<p><u>Update on advertising for a new Clerk/Responsible Financial Officer and the interview procedure</u> The Council are currently deciding which applicants to call for interview. These will take place at the beginning of March and the interview panel will be M Dunn, S Todd, A Baker and G James with D Clarke carrying out the 'meet and greet' role.</p>	
<u>12.0</u>	<p><u>Chair and Councillor's reports</u> Cllr Baker reported an accident at the Bunbury junction where the air ambulance had been called. The Clerk will forward the log of accidents to Cllr Baker, who will keep it updated. Cllr M Parker will progress the cul-de-sac footpath on Green Lane.</p>	<p>MP</p>

<u>13.0</u>	<u>Councillor Andy Baker is responsible for risk management and completing the weekly/monthly/quarterly and annual forms for assets and land with the Responsible Financial Officer being responsible for finance</u> The Council confirmed for the minutes that Cllr A Baker is now responsible for risk assessment forms for assets and land. He will liaise with Cllr Fisk regarding the locations of the land the Parish Council owns in the village. The Responsible Financial Officer is responsible for all financial risk assessments. Any items raised under these assessments will be included on the agenda for the next meeting, to be followed up. Cllr D Clarke carries out the weekly playground check.	AB
<u>14.0</u>	<u>Confirm that the newsletter will now be published 3 times a year in February March (Spring edition), June July (Summer edition) and November (Winter edition)</u> The Council confirmed that the newsletter will be published 3 times a year.	
<u>15.0</u>	<u>Parish Matters and Highways Issues</u> The A14 will be closed for maintenance with the diversion route being along the A143. Details will be published on the website and Facebook Page.	
<u>16.0</u>	<u>Correspondence</u> There were no further items of correspondence	
<u>17.0</u>	<u>Items to be carried forward to the next meeting.</u> A further advert has been received for the Spring newsletter. There being no further business the meeting finished at 10.00 pm Sign & Date Print name CHAIRMAN Signed as confirmation that they are a true record.	