

Barton Mills Parish Council

Clerk: Mrs Jadi Coe clerk@bartonmills.net 07724 737841

Chairman: Mr A. Harji 01638 510251

Minutes of the Meeting of Barton Mills Parish Council

held in the Village Hall on Tuesday 3rd September 2019 at 7:30pm

Present: Cllr. A. Harji, Cllr. N. Horne, Cllr. C. Miller, Cllr. G. Flack, Cllr. K. Fuller, Cllr. M. Colsey, Cllr. R. Lewis
Also present: Clerk, Jadi Coe and 3 members of the public

The Chairman, Cllr. A. Harji welcomed everyone to the meeting.

Cllr A. Harji Horne offered the members of public in attendance to speak as part of the public forum, the offer was declined.

19/09/01 Apologies for Absence

Cllr. S. Mullender

19/09/02 Declarations of Members Interests

Cllr. A. Harji, item 10.1

19/09/03 Minutes

The minutes of the Parish Council Meeting dated 30th July 2019 was altered to show that Burrell Crescent was adopted by Suffolk County Council and not Highways England and these were then proposed as a true record of the meeting held, 6 members were in favour and one abstained.

19/09/04 Police Matters

The following Police Reports were received:

- Officers are appealing for witnesses after a serious road traffic collision in Barton Mills.
Police were called at 4:10pm on Saturday 10 August, to reports of a collision on the B1065 near to the entrance to the Services in Barton Mills involving a Suzuki motorcycle and a blue BMW 120D car.
The motorcyclist, a man in his 50's, sustained a serious head injury and was taken to Addenbrooke's Hospital by Air Ambulance where he remains in a serious condition at this time.
The road was closed temporarily to allow an investigation into the circumstances of the collision to get underway.
- Police are appealing for witnesses following an incident in Barton Mills.
The incident occurred at 11am on Monday 5 August in Church Meadow.
The victim – a woman aged in her 40s – was walking along the street and she reached Church Meadow, a male approached her and then asked her a suggestive question.
The woman was left shaken and distressed by the incident.
The male is described as white, aged between 18 and 22 years of age and with wavy brown hair. He was wearing glasses, a white t-shirt and jeans. He was also heard speaking with an American accent.

19/09/05 County and District Councillors Report

In Cllr. B. Harvey's absence Cllr. A. Harji read the following report from Cllr. B. Harvey:

1. The West Suffolk Council Leader is Cllr John Griffiths
2. Main portfolio holders are
 - a. Deputy Leader & Housing – Cllr Sara Midway-White
 - b. Resources & Partnership - Cllr Sarah Broughton
 - c. Governance - Cllr Carol Bull
 - d. Regulatory - Cllr Andy Drummond
 - e. Families & Communities - Cllr Robert Everitt
 - f. Growth - Cllr Susan Glossop
 - g. Leisure, Culture & Community Hubs - Cllr Jo Rayner
 - h. Operations - Cllr Peter Stevens
3. The first round of consultation for the proposed Sunnica Solar farm has now closed. There has been joint WS / SCC submission which is available via the planning portal. The next stage in this process will be for Sunnica to respond to these submissions. Once this is received, I will be in a position to advise further. The planning portal number is: - DC/19/0472/EIASCO – The joint SCC/WS Consultation Response dated 11th April 2019 has now been issued.
4. As you may have seen in the local press WS have setup a Rural task Force and have requested that local residents complete the survey shown at: - Residents please take part at <https://www.smartsurvey.co.uk/s/ruralprioritiesresidents/>. Hard copies are also available to pick up at council offices and on request policy@westsuffolk.gov.uk 01284 757633.

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Organisations and business, please take part at <https://www.smartsurvey.co.uk/s/ruralprioritiesorganisations/>

This survey will close on the 30th September 2019.

There are several Public Meetings being held throughout the WS District the first of which is at Freckenham Village Hall on Monday 16th September between 1430hrs – 1600hrs. I will be attending this meeting.

5. Residents may receive a survey form concerning the “Residential Waste Composition Analysis in the coming weeks advising that the council will be checking the contents of the Rubbish Bins. These letters will be going out early September 2019.
6. The process for Planning application reviews has changed slightly. It is now very important if residents or PC’s do have any concern’s to ensure that these are raised to the appropriate Planning Case officer with copies to myself at :- brian.harvey@westsuffolk.gov.uk or on my mobile – 07801-472461 in order that I can present these issues at the “Revised Delegation Panel meetings”.

6. Planning and Environment

General & For Consideration:

SCC/0063/19F – install and use of washing plant for the recycling of inert waste with associated access onto the highway.

It was agreed that the Parish Council would not make comment on the application, as this is viewed as a specialist activity and the members feel they do not have the correct knowledge to make valid comments.

Tree Applications (for information only):

DC/19/1685/TCA – prune and reduce height of tree in conservation area at Barton House, Newmarket Road.

Noted

DC/19/1617/TCA – fell tree in conservation area at 19A The Street, Barton Mills.

Noted

Awaiting Forest Heath decisions and pending appeals:

DC/18/1567/FUL – planning app. For two dwellings on AWA Site, Church Meadow, Barton Mills, IP28 6AR

It was reported the application was approved on 31st July 2019.

DC/19/1115/LB – appl. For Listed Buildings consent, replacement of existing storm proof timber and Crittall windows to the rear elevation at Nook Cottage, 76 The Street, Barton Mills, IP28 6AA

It was reported the application was approved on 31st July 2019.

Decided/approved (for information only)

None

The clerk reported that planning application DC/19/1445/ADV had been received after the agenda was published. The consultation expiry date is 20th September however the clerk reported she has requested this to be extended to 2nd October in order for the Parish Council to agree comments at the next meeting on 1st October 2019.

19/09/08 Clerk’s Report & Matters Arising from the Minutes of the Last Meeting (For Info Only)

The clerk reported the following:

She has had confirmation that the river should be cleared of duckweed very soon.

Following an email regarding several queries from a resident, she has reported that the footpaths in Bell Lane and Newmarket Road have not been top surfaced and a very high manhole cover on the footpath on Bell Lane. She has requested an update in regards to the new access point on the car boot field but awaits a response.

She has requested information to apply for a license to install a sign on a Highway (Church Lane Close) but has not yet received any information and has now chased this.

She is still aware the Fixed Asset schedule needs updating to show insurance values and intends to complete this shortly.

She has received a template for a lease contract between the Parish Council and the Allotment group and will draft the new lease soon.

19/09/09 Correspondence

The clerk reported she had received none of relevance.

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19/09/10 Parish Matters

19/09/10.01 Update on exception site scheme for affordable homes

Cllr. A. Harji left the meeting and Vice Chairman Cllr. N. Horne took chair.

It was reported that Isobel at Hastoe Homes had responded to queries sent to her prior to the meeting in regards to the exception site and the remaining options. Isobel had stated that the possible new identified site would not be accepted due to being across the road, which would be too far removed from the parish. Isobel confirmed she has not had any contact with the local land owners who are offering land for the exception site for a couple of months and that Hastoe Homes do not have a site plan for the land offered other than what was originally created, although this is very draft and plans would be drawn up by Hastoe Homes architects (to ensure planners agreed) and discussed with the Parish Council as well as being run past the land owners if the land is agreed as the exception site. Isobel is aware of the recent letters between the Parish Council and Suffolk County Council but is currently unsure of Suffolk County Council views and the chance of them allowing just the exception site. The issue with the Suffolk County Council site is that although it is the most suited site it could take months before Suffolk County Council decide whether to sell the land for the exception site only and that she is trying to keep SCC in side so that communication is not lost.

Members of the public voiced their concerns that houses could be built on the land instead of bungalows, loss of privacy if homes are built and that the homes may be offered to people with no local connection. This concern followed the belief that an existing Hastoe Home on Church Lane had recently been on the market and has now been sold to someone with no local connection.

Cllr. R. Lewis reported that he had been made aware of the home for sale and had found this on Hastoe Homes website, although it was not easy to find. He continued to report that there was no mention in the advert that the property was available to local people only, and felt if the Parish Council had been made aware that the property was on the market then the Parish Council could have published this, to ensure local people were aware that it was available.

It was agreed that the clerk should contact Isobel stating the following:

The Parish Council is concerned a Hastoe Home has been sold to a person with no local connections and that the Parish Council were not made aware that a property had become available, that it appeared to not be well advertised and the advert did not detail any information regarding being only for local people. The Parish Council felt if they had been made aware then local people could have been informed via the village newsletter, notice boards and the Parishes social networking sites.

Can you please confirm the formalities for selling and buying Hastoe homes and can I request that the Parish Council are made aware if any other properties become available?

The members of the Parish Council discussed whether to proceed with an exception site which would provide local homes to local people and the options remaining.

Cllr. R. Lewis proposed that the Parish Council via Isobel at Hastoe Homes, would accept the land offer from the land owners of the field behind Manor View but only the part to the corner point of property boundary of number 56 and build approximately 8 bungalows only, as the Parish Council are nervous of building too many properties and these being made available to people with a no local connection.

The proposal was carried after a unanimous vote. It was agreed the clerk would contact Isobel stating this. (JC)

It was also agreed that the clerk would clarify the following points to help move forward if the land owners decline the requested land purchase and the Parish Council then decide to accept the offer of the whole piece of land offered and build approximately 12 properties:

Could the Parish Council propose that properties are only built in the area highlighted and the remaining land is used for another purpose, i.e. car park for residents/guests?

Can the Tilbrook's alter any plans and state they want houses not bungalows, although this would go against the Parish Councils wishes?

Are the homes to remain for local people (I've sent you a separate email regarding this issue) if and when they are sold

If properties are built on the land offered does this make it easier for the Tilbrook's to develop more of their land?

Cllr. A. Harji returned to the meeting.

19/09/10.02 Maintenance of Assets

a) Lighting

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Cllr. K. Fuller reported a new street light has been installed on Station Road and that he will check that a light that was not working is now working also on Station Road.

Cllr. K. Fuller confirmed he now agreed with the Suffolk County Councils inventory of street lights and that a new invoice could be issued. (JC)

b) Other

None

19/09/10.03 SID Rota

The Rota was agreed up to October, and the clerk is to send an updated Rota to all volunteers. (JC)

19/09/10.04 Request to purchase Parish Council land

Cllr A. Harji reported he had received a phone call from a member of the public asking if they could purchase or lease the strip of land by the A11 owned by the Parish Council for stables.

It was agreed that Cllr. A. Harji would confirm with the person that the Parish Council have declined their request as this is not practical. (AH)

19/09/10.05 Substation update

The clerk reported she had informed Bendall and Sons that the Parish Council would like to appoint them and has now received Bendall & Sons instruction letter and terms and conditions, which she intends to complete and forward shortly. It was agreed to also ask the local resident who had previously offered their help with legal advice if the offer still stood and if agreed send them the new 'head of terms' from UK Power Networks for review and hope to receive more money for the land. (CM)

19/09/10.06 Receive quotes agree work to be carried out to the village hall car park

The clerk reported the following quotes had been received to add an additional 13tonnes of gravel including labour to the Village Hall car park:

RH Landscapes - £828.00

Hayward Building - £1,157.00

DM Tree and Landscapes - £1,026.00

SP Landscapes - £1,500.00

Also received is quote to supply and spread 18 tonnes of gravel was received from SP Landscapes in the sum of £1,650.00.

It was proposed and agreed by all to accept the quote from RH Landscapes. (JC)

The clerk also stated that as this had not been budgeted, she would look into revising the budget for the year 2019/20. (JC)

19/09/10.07 Agree a plan to maintain footpaths in the Parish

The clerk provided all members with a map of the village and a brief summary of public footpaths in the village, stating who they should be maintained by, whether they are maintained and if so, how often.

The clerk reported she had asked RH Landscapes to provide quotes to cut and maintain footpaths in the village which has not yet been received. The clerk continued to report she had asked local gardener Sarah Limmer if she was able to cut and/or maintain any of the footpaths and if so how many hours this would take, she had responded stating her equipment was pushed to its limits to clear some of the footpaths that the Parish Council have recently requested her to do and that the type of work is more suited to landscape contractors who have the heavy duty equipment that is required, although she is happy to do the occasional trouble shooting jobs. She also pointed out that the more regularly the footpaths are cut the easier they would be to maintain (therefore less time taken). Regularly would mean to her monthly but she is aware of Parish Council and Suffolk County Councils budgetary restraints.

The Parish Council agreed the following:

-To obtain quotes to cut the footpath between Mildenhall Road and the Jubilee field, although this is maintained by Suffolk County Council twice a year, it may require additional cuts which would need to be funded by the Parish Council

-To take no action in regards to the footpath between Old Mill Lane and the Jubilee fields, which is maintained well by Suffolk County Council

-To contact land owners of the land either side of the footpath between The Street and Newmarket Road asking if they would ensure any overgrown vegetation is kept to a minimum. Although the footpath should be maintained by Suffolk County Council, it is not due to budget cuts. It was agreed to also obtain quotes to cut and possibly spray weed killer to keep on top of issues if the residents of the properties along the footpath were not cooperative.

- To obtain quotes to cut footpath between Worlington Road and Station Road, and depending on the cost, the Parish Council may maintain although the footpath was not deemed a priority

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- To take no action in regards to the right of way between Newmarket Road and Station Road which is reported as a by way and vegetation is dealt with by the local farmers of the land
- To confirm that the footpath between Grange Lane and Church Lane is maintained by West Suffolk Council and if so, how often this is cut
- To obtain quotes to continue maintaining the footpath along Newmarket Road
- To contact land owner of field on Worlington Road and request they cut back overgrown vegetation to ensure the footpath is passable
- To obtain quotes to maintain the footpath over the A11 and dependent on the cost the Parish Council may agree to maintain, although this footpath was not deemed a priority

19/09/10.08 Confirm dates and report on applications for the co option to fill the councillor vacancy

The clerk reported West Suffolk District Council have informed her that the council can co opt as there was not more than 10 electors come forward to request an election. An advert has now been put on the website, Facebook page and the notice boards stating this and asking applicants to apply in writing to the clerk by 17th September in order to co opt at the Parish Council meeting on 1st October.

At date the clerk reported one applicant has requested to be considered for co option and the clerk will confirm via email all applicants once the deadline for applications has passed and confirm time the members of the Parish council should meet with the applicants prior to the meeting being held.

19/09/11 Finance & Policies

19/09/11.01 Parish Council Bank Balances and Reconciliation from list of Payments and Receipts.

The clerk reported that at 6th August 2019 £4,343.10 was held in the current account and £25,005.04 in the deposit account. The bank reconciliations and statements were signed by Cllr.

The clerk also provided a draft letter requesting a bank transfer in the sum of £3,000 from the deposit account to the current account is signed and sent to the bank in order to cover expenses in the upcoming months.

It was agreed to make this transfer and the letter was signed.

19/09/11.02 Cheques for signing and approval and to authorise payment of outstanding invoices.

The following cheques were approved for payment:

Date	Payee	Details	Net	VAT	Gross	
30-Aug	J Coe	Salary and Overtime	276.96	0.00	276.96	Chq 1680
30-Aug	J Coe	Expenses	96.41	12.86	109.27	Chq 1681
06-Aug	Sarah Limmer	Gardening	31.25	0.00	31.25	Chq 1682
09-Aug	AIM	Rodent control	100.00	0.00	100.00	Chq 1683
31-Jul	PKF Littlejohn	External Audit	200.00	40.00	240.00	Chq 1684
24-Aug	Peter Cumber	Playing field asset work	209.99	0.00	209.99	Chq 1685
29-Aug	Community Heartbeat Trust	Defibrillator annual rental	60.00	12.00	72.00	Chq 1686
30-Aug	RH Landscapes	Grass cutting July and August	900.00	180.00	1,080.00	Chq 1687
					0.00	Chq 1688
			1,874.61	244.86	2,119.47	

19/09/11.03 Report on the Annual Governance Statement following the external audit.

The clerk reported the external audit has now been completed which detailed the following: *in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with proper Practises and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirement have not been met.*

The clerk continued stating that this has now been published on the website and the final task to complete is the Notice of Conclusion of Audit, which must be published by 30th September and gives the public the right to view the AGAR or apply for copies at a cost which the Parish Council need to agree on. The clerk stated last year the price for a copy was agreed to be nil.

It was agreed by all to not charge should anyone require a copy of the AGAR.

19/09/12 Parish Councillors reports (for information only)

Cllr. K. Fuller reported he had been contacted from a member of the public who had a tree fall on their vehicle whilst parked by the Ambulance Station. He confirmed that the tree was on Forestry Commission land and had directed the member of the public to make contact with the Forestry Commission.

Cllr. K. Fuller also reported that he had been informed a rough sleeper had made camp by the fish pond on Forestry Commission Land.

It was stated there was still a few tasks left to do on the playing field including repairing a bench, a member of the public in attendance at the meeting offered to help Cllr. N. Horne repair the bench on the playing field.

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19/09/13 Items for future agendas

Footpath actions and receive quotes
Allotment lease renewal
Substation update
Future councillor training
Exception site for affordable housing

19/09/14 Agree Barton Miller clerk and back page

Back Page:

Possibly Neighbour Scheme and/or requesting residents to ensure any vegetation on their property is not encroaching public highways or rights of ways.

Clerk Page:

Possibly external audit and reminder to residents what the Parish Council does, including planning, street lighting, plating field and a reminder that meeting are public and we encourage residents to attend.

The Next meeting was confirmed to be on Tuesday 1st October 2019

The meeting closed at 8:50pm



J. Coe Clerk