

# Barton Mills Parish Council

Clerk: Mrs Jadi Coe [clerk@bartonmills.net](mailto:clerk@bartonmills.net) 07724 737841

Chairman: Mrs A. Dawson 01638 714449

## Minutes of the Annual Meeting of Barton Mills Parish Council

held in the Village Hall on Tuesday 1<sup>st</sup> May 2018 at 7:55pm following the Annual Parish Meeting.

Present Cllr. A. Dawson (Chair), Cllr. A. Harji, (Vice Chair), Cllr. R. Lewis, Cllr. F. Lewis, Cllr P. Boura, Cllr G. Flack, Cllr N. Horne. Clerk Jadi Coe.

### ANNUAL COUNCIL BUSINESS

#### **ACB.18/05/01 Election of Chairman & Receive Chairman's Declaration of Acceptance of Office**

*Resolved 18/05/01.01* Cllr. A Dawson was proposed by Cllr. A. Harji and seconded by Cllr. F Lewis with all in favour. Cllr A Dawson accepted the position of Chairman for the year.

#### **ACB.18/05/02 Apologies for Absence**

Apologies received from Cllr. K Fuller

#### **ACB.18/05/03 Election of Vice Chair & Receive Vice Chair's Declaration of Acceptance of Office**

*Resolved 18/05/03.01* Cllr. A Harji was proposed by Cllr. N. Horne and seconded by Cllr. A. Dawson with all in favour. Cllr A. Harji accepted the position of Vice Chairman for the year

#### **ACB.18/05/04 To Receive Members Declarations of Acceptance of Office**

Cllr. Dawson signed the declaration of office of Chairman for the year 2018- 2019 and this was witnessed and countersigned by the Clerk

Cllr. Harji signed the declaration of office of Vice Chairman for the year 2018- 2019 and this was witnessed and countersigned by the Clerk

#### **ACB.18/05/05 Appointment of Councillor Responsibilities & Representatives on Outside Bodies**

*Resolved 18/05/05.01*, the following was proposed by Cllr Dawson, seconded by Cllr. Harji with all agreed:

Representative on Barton Mills Allotments Association: Cllr G. Flack

Representative on Village Hall Management Committee: Cllr K. Fuller

SALC Liaison: Cllr F. Lewis

Lark Valley Association Liaison: Cllr. F Lewis

Councillor(s) for Finance Committee: Cllr. P. Boura, Cllr. A Harji, Cllr R. Lewis

Councillor(s) Responsible for Planning: Cllr. P Boura (second to be decided at next meeting)

Councillor(s) Responsible for Inspection of Play Equipment: Cllr P. Boura, Cllr N. Horne

Councillor(s) Responsible for Street Lighting: Cllr P. Boura, Cllr K Fuller

Appoint GDPR Data Processor: The council as a body

Appoint GDPR Data Controller: Jadi Coe, Clerk

#### **ACB.18/05/06 Appointment of Responsible Financial Officer**

*Resolved 18/05/05.01*, Cllr Dawson proposed this was the clerk Jadi Coe, this was seconded by Cllr. Harji with all agreed

#### **ACB.18/05/07 Adoption of Annual Governance Statement and Internal Audit Report**

Not complete due to issue with bank statements, to carry forward to next meeting.

#### **ACB.18/05/08 To approve the Accounts for the year ending 31<sup>st</sup> March 2018**

The clerk reported that there was an issue with the delivery of the bank statement dated 21<sup>st</sup> March to 20<sup>th</sup> April and this had not been received. The clerk has requested additional statements be posted to the clerks home address. Once these are received the clerk will email the accounts to the Councillors for approval before forwarding to the internal Auditor. (JC)

#### **ACB.18/05/09 To Review & Adopt the Budget for 2018/19**

*Resolved 18/05/09.01*, Cllr Dawson proposed to adopt the budget and was agreed by all.

# Barton Mills Parish Council

Clerk: Mrs Jadi Coe [clerk@bartonmills.net](mailto:clerk@bartonmills.net) 07724 737841

Chairman: Mrs A. Dawson 01638 714449

## **ACB.18/05/10 Review & Adoption of Financial Risk Assessment 2018/19**

*Resolved 18/05/10.01*, Cllr Dawson proposed to adopt the Risk Assessment and was agreed by all. It was noted that Legal Powers had been identified as High Risk. This risk would lower once the Chairman and Clerk have attended the appropriate courses later on in the year.

## **ACB.18/05/11 Review Effectiveness of Internal Audit Procedure & Appoint Internal Auditor for 2018/19**

*Resolved 18/05/11.01*, Cllr Dawson proposed A Preece be appointed and was agreed by all.

## **ACB.18/05/12 Review of Standing Orders, other documents and policies**

It was agreed to set up a Working Party consisting of the Clerk, Cllr. A. Dawson, Cllr. R. Lewis and Cllr. P. Boura. A date to set up a meeting would be decided at the next meeting.

## **ORDINARY COUNCIL BUSINESS**

### **18/05/01 Minutes**

*Resolved 18/05/1.01* The minutes of the last Parish Council Meeting held on Tuesday 3<sup>rd</sup> April 2018 were proposed as a true record by Cllr. Dawson and agreed by all and the Minutes were duly signed by the Chair, Cllr. A. Dawson

### **18/05/02 To Receive Declarations of Members Interests**

Cllr. F. Lewis items 6.05 Community Notice Board and 6.06 Peace Garden

### **18/05/03 Planning and Environment**

#### **General & For Consideration:**

#### **Tree Applications (for information only):**

#### **Awaiting Forest Heath decisions and pending appeals:**

DC/18/0207/HH

Single storey rear extension and new detached garage - Nook Cottage, 76 The Street, Barton Mills. IP28 6AA (Householder planning application) –*Pending Decision at 23/4/18*

DC/18/0208/LB

Single storey rear extension and new detached garage - Nook Cottage, 76 The Street, Barton Mills. IP28 6AA (Application for listed buildings consent) –*Pending Decision at 23/4/18*

DC/18/0018/HH (re-consultation)

Single storey rear extension incl. replacement garage, porch and replacement side dormer – 33 Church Meadows, Barton Mills. IP28 6AR –*Pending Decision at 23/4/18*

It was reported that the plans are going to the delegation Panel

C/17/2435/FUL

One dwelling following the demolition of an outbuilding. Resubmission – Land adjacent to the Old Maltings, The Street, Barton Mills – *Withdrawn/Abandoned 15/3/18*

### **18/08/04 Clerk's Report & Matters Arising from the Minutes of the Last Meeting (For Info Only)**

The clerk reported on the following:

*I am aware the signpost for the public footpath next to 78 The Street has fallen, I have contacted FHDC who informed me this is SCC responsibilities. I have now submitted the concern to them and have been notified today that the sign was on the contractors working list.*

Cllr. P. Boura stated she also had reported this to SCC

*At the April meeting the use of the playing field was discussed. A notice was put in the Barton Miller and I also found a form on the memory stick I inherited in regards to using the playing field. It states the organisers of the event must follow particular rules when using the field, i.e. have public liability insurance, leave the field litter free.*

It was decided to email this form to the councillors before the next meeting in view to agree the form at the next meeting. (JC)

# Barton Mills Parish Council

Clerk: Mrs Judi Coe [clerk@bartonmills.net](mailto:clerk@bartonmills.net) 07724 737841

Chairman: Mrs A. Dawson 01638 714449

*I have written to the residents of 17 Mildenhall Road in regards to the hedge overgrowing into the road. I have not heard back.*

It was stated that there was no change to the hedge.

## 18/05/05 Correspondence

None received.

## 18/05/06 Parish Matters

### 18/05/06.01 Football Coaching

Scheduled for May half term – Tuesday 29<sup>th</sup> and Wednesday 30<sup>th</sup> May 2018. Cllr. N. Horne to change signs and Cllr. P. Boura offered to open and close the village hall to enable use of the toilet facilities.

### 18/05/06.02 Football Goals update

Cllr. P. Boura presented three quotes for self weighted and wheeled 5 a-side goals measuring 12' x 4'. She recommended accepting the quote from Mark Harrod Direct.

Cllr. A. Dawson had previously requested £750 from the Burrell Trust as this was the assumed goal price. Cllr. F. Lewis was asked to request an earlier Burrell Trust meeting than planned to see if more funding could be acquired to cover the goal expense. (FL). If possible the goals will be delivered before the next football coaching sessions in May half term.

### 18/05/06.03 GDPR procedure/plan

Cllr. R. Lewis reported that he and the clerk have put together consent forms and privacy notices to ensure we are ready for the new regulations date. A policy procedure still needed to be put together but this would hopefully be ready before 25<sup>th</sup> May and be agreed at the next meeting. It was advised from 25<sup>th</sup> May any concerns from the public were to be directed to the clerk who would ensure that the proper procedures were carried out.

The clerk is to source virus software, cloud storage and backup software on her laptop to ensure all our files are safe.

### 18/05/06.04 Old Mill Lane sign/bollard update

It was stated the bollard was still down.

### 18/05/06.05 Community notice board update

Cllr. F. Lewis reported that this was ordered at the end of March and we wait for a delivery date. Once received Cllr. N. Horne offered assistance in installing the board.

### 18/05/06.06 Update on Peace garden

It was reported that the work was now complete and the garden was looking lovely, The invoice for the work has now been received and the plants cost £430 less than anticipated but an extra £300 was invoiced for flint and wood oil that previously weren't included in the quote as a local resident had offered the flints but could not supply them.

It was agreed the Council would write a letter to Mr and Mrs Berrett thanking them for their assistance with the plans and suggestions and continual help with looking after the plants. (FL/JC)

### 18/05/06.07 VAT

To ensure the council can claim all input VAT back it was agreed that all spending should be made by the clerk and paid by the council directly

### 18/05/06.08 Fiveways Farm update

Not discussed as discussed at Annual Parish Meeting prior to Annual Parish Council Meeting

### 18/05/06.09 Affordable Housing

Not discussed as discussed at Annual Parish Meeting prior to Annual Parish Council Meeting

### 18/05/06.10 Update on account for reserves

Cllr A Dawson stated this was not done as the bank requested an hour appointment at the banks convenience.

### 18/05/06.11 SID Rota update

All Rota dates were agreed up to 21/22 July weekend which would be discussed at a future meeting.

The clerk to email updated Rota (JC)

### 18/05/06.12 Minutes

It was agreed the clerk would produce draft minutes and send to the chair for proof reading before emailing to all councillors. The councillors will email the clerk with any suggested amendments and

# Barton Mills Parish Council

Clerk: Mrs Jadi Coe [clerk@bartonmills.net](mailto:clerk@bartonmills.net) 07724 737841

Chairman: Mrs A. Dawson 01638 714449

the clerk would issue final draft minutes shortly before the following meeting with all proposed changes

18/05/06.13 A11 Meeting 8<sup>th</sup> June attendees

Cllr. A. Dawson and Cllr. P. Boura would attend this meeting. The Clerk is to inform P. Grimm (JC)

18/05/06.14 Maintenance of assets and street lighting

Cllr. P. Boura reported that the 'twirler' on the climbing frame was not working correctly but posed no danger to the public. Cllr. P Boura to get quotes to resolve the issue to discuss at the next meeting (PB)

**18/05/07**

## **Finance & Policies**

18/05/07.01 Parish Council Bank Balances and Reconciliation from list of Payments and Receipts.

No statements received so no reconciliation

18/05/07.02 Cheques for signing and approval and to authorise payment of outstanding invoices.

The following cheques were approved:

| <u>Date</u> | <u>Payee</u>    | <u>Details</u>                  | <u>Total</u>    |
|-------------|-----------------|---------------------------------|-----------------|
| 01-Apr      | FHDC            | Litter Bins 1.4.18 to 31.3.19   | 150.80          |
| 16-Apr      | LCPAS           | GDPR Course 24/4 (AD)           | 40.00           |
| 09-Apr      | B & S Chains    | Swing chains                    | 228.19          |
| 30-Apr      | Jadi            | Clerk salary Apr 18             | 230.40          |
| 01-Apr      | SCC             | Rent Oct 7 to Mar 18 (1/2 yr)   | 50.00           |
| 01-Apr      | SALC            | 2018/19 subscription            | 345.18          |
| 31-Mar      | BM Village Hall | Hire of hall 6/2 and 6/3        | 45.00           |
| 30-Apr      | Jadi            | Clerk expenses Apr 18           | 47.97           |
| 27-Apr      | FHDC            | Annual Playground Audit 2018/19 | 62.50           |
| 24-Apr      | R & A Gardens   | Peace Garden works              | 2,860.00        |
| 30-Apr      | Pamela Boura    | Expenses                        | 16.00           |
|             |                 |                                 | <b>4,076.04</b> |

Cheque to National Allotment Society for Affiliation fees totalling £66 was not approved. It was agreed we may not need to pay this and the clerk is to find out if we need this.

The clerks overtime for March and April totalling 13.5 hours was approved.

**18/05/08**

## **Items for future agendas**

- GDPR update
- Lease for allotments
- Quote for street lighting
- SID Rota
- Football Goal update
- Football Coaching update
- Playing field usage form
- Accounts/Internal Audit
- Climbing frame issue update
- National Allotment affiliation fees

**The meeting closed at 9:30pm**

**J. Coe Clerk**

