

Barton Mills Parish Council

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

Chairman: Mrs A. Dawson 01638 714449

Minutes of the Meeting of Barton Mills Parish Council

held in the Village Hall on Tuesday 29th May 2018 at 7:30pm.

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. Cllr K Fuller, Cllr S Mullender, Clerk Jadi Coe.

- 18/06/01 Apologies for Absence**
Apologies received from District Cllr. B Harvey and County Cllr. L Busuttil
- 18/06/02 Declaration of members Interest**
None
- 18/06/03 Minutes**
Resolved 18/06/3.01 The minutes of the last Parish Council Meeting (The Annual Meeting) held on Tuesday 1st May 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.
It was agreed that the minutes of the Annual Parish Meeting required no further amendments and that they will be proposed as a true record at the next Annual Parish meeting in May 2019.
- 18/06/04 Police Matters**
None of relevance received
- 18/06/05 County & District Councillors Reports**
The clerk passed on message from Cllr Harvey advising, 'the new West Suffolk Shadow Council is being formed on 30th May 2018 and there is to be a brief meeting on 29th May 2018.

Councillors discussed the grass cutting which was being carried out by FHDC. It was agreed that the clerk would email Cllr Harvey to confirm the extent of grass cutting in the village and that this would be on the agenda to discuss at the next meeting. (JC)
- 18/06/06 Planning and Environment**
General & For Consideration:
None
Tree Applications (for information only):
DC/18/0643/TCA, The Old Reading Room, The Street, Barton Mills. IP28 6AA
No comment
Awaiting Forest Heath decisions and pending appeals:
None
Decided/approved (for information only)
DC/18/0018/HH
Single storey rear extension incl. replacement garage, porch and replacement side dormer – 33 Church Meadows, Barton Mills. IP28 6AR –*approved 27th April 2018*
- 18/06/07 Clerk's Report & Matters Arising from the Minutes of the Last Meeting (For Info Only)**
The clerk reported on the following:
'A letter of thank you was sent to the member of public who kindly made a donation to help towards the cost of the Peace Garden.'
'The reconciliation of PAYE and NI would be looked at in June to ensure the correct amount refunded by H M Revenue and Customs was received.'
- 18/06/08 Correspondence**
None received.

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18/06/09 Annual Accounts for Approval and Adoption of Annual Governance Statement and Internal Audit Report

The Governance Statement (*resolved 18/06/09.01*) and the Accounts (*resolved 18/06/09.02*) were proposed by Cllr Boura and seconded by Cllr Dawson. The Annual Accounts, Governance Statement and Accounting Statements were duly signed by the Chair, Cllr. Dawson.

18/06/10 Parish Matters

18/06/10a Football Coaching

Football coaching on 29th May 2018 only had 7 attendees and numbers would be noted for the following day. The clerk is to report on any funding left for football coaching held by the Parish Council.

18/06/10b. GDPR

Councillors discussed GDPR in detail and it was agreed that consent forms would be given to members of the public if they wished to be named at a Parish council meeting and to all councillors and the clerk.

Resolved 18/06/10b Cllr Mullender proposed Cllr R Lewis be appointed Data Protection Officer (DPO) all agreed. All agreed to adopt the GDPR policy and Cllr Boura would email clerk to discuss minor changes (JC/PB)

18/06/10c Computer and file security

Clerk stated that cloud storage had been purchased and measures were now in place to ensure electronic files were safely stored.

18/06/10d Old Mill Lane bollard update

Bollard down but no action to be taken.

18/06/10e Community Notice Board

Awaiting delivery of board. Once received to be erected with the help of Mr Cumber and Cllr Horne.

18/06/10f Tree Works

Cllr Boura reported that she had obtained three quotes and suggested to accept quote from DM Tree Works, this was agreed by all. Cllr Boura to contact DM Tree works. (PB)

18/06/10g Locality Budget

The clerk stated that Cllr. Harvey advised he had received locality budget of £2,500 and if any local community groups wished to be considered to receive part of this then please contact Cllr Harvey as soon as possible

18/06/10h Lease for Allotments

The clerk is to contact Cllr Busuttill to confirm date current lease ends and to discuss renewing the lease. (JC)

18/06/10i National Allotment affiliation fees

The benefits were discussed and all agreed to pay the affiliation fees for the year

18/06/10j Quote for street lighting

To be brought forward to next meeting

18/06/10k Remove "Retreat" sign from outside Vicarage

It was agreed that Cllr R Lewis would contact Bellway Homes and ask for this to be removed (RL)

18/06/10l SID Rota update

The rota was agreed until the end of July 2018

18/06/10m Football Goal update

Clerk to send cheque and liaise with Cllr Boura in regards to delivery

Cllr F Lewis to determine whether any further funds can be donated by the Burrell Trust

18/06/10n Affordable Housing update

No update, clerk to contact Hastoe homes again (JC)

18/06/10o Dog waste bag dispensers

Six dispensers have been kindly donated by a parishioner and three had been put up and the site for the other three was discussed

18/06/10p Playing field usage form

Clerk to amend form and put on agenda to discuss at next meeting (JC)

18/06/10q Maintenance of Assets including climbing frame issue

Cllr Boura stated the issue with the climbing frame had been fixed.

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18/06/11

Finance and Policies

18/06/11a Parish Council Bank Balances and Reconciliation

Statements only received to 20th April 2018 so reconciliation agreed to this date and signed by Chairman Cllr Dawson

18/06/11b 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>
6 th May	INL	Grass Cutting	360.00
1 st May	K & M Lighting	Maintenance May 18	7.99
22 nd May	Ayentee Accountancy	Internal Audit fee	40.00
4 th May	Mark Harrod	5 aside goals	1,935.00
29 th May	J Coe	Clerk expenses incl ICO, One Drive, USB stick	71.54
29 th May	F Lewis	Cllr expenses – barrier tape	13.54
29 th May	P Boura	Cllr expenses – Barton Miller	15.00
29 th May	J Coe	Clerk salary May 18	230.40
			2,673.47

The clerks overtime for May totalling 2.5 hours was approved.

18/06/11c Update on account for reserves

No account in place

18/06/12

Items for future agendas

- Lease for allotments
- Quote for street lighting
- SID Rota
- Football Goal update
- Football Coaching update
- Affordable Housing
- Playing field usage form
- Trees on Church Lane (Hastoe Home update)
- Peace Garden statue
- Bootcamp
- Playing field light

The meeting closed at 9:05pm

J. Coe Clerk

