

Barton Mills Parish Council

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

Chairman: Mr A. Harji 01638 510251

Minutes of the Annual Meeting of Barton Mills Parish Council

held in the Village Hall on Tuesday 7th May 2019 at 7:30pm

Present: Cllr A. Harji, Cllr. C. Miller, Cllr. P. Boura,, Cllr. S. Mullender, Cllr. G. Flack, Cllr. N. Horne, Cllr. R. Lewis

Also Present: Clerk, Jadi Coe, District Councillor B. Harvey, County Councillor L. Busuttil and five members of the public

Cllr A. Harji welcomed everyone to the meeting

Cllr A. Harji and the clerk presented retired councillor Frances Lewis a hand painted picture by Cllr. N. Horne and a bouquet of flowers as a thank you for her hard work and time as a councillor. Frances accepted the gifts with pleasure and spoke briefly on her time as a councillor and how the role was important to her and the village making a final point of what a wonderful place Barton Mills is to live.

ANNUAL COUNCIL BUSINESS

ACB 19/05/01 Election of Chairman and Receive Chairman's Declaration of Acceptance of Office

It was proposed by Cllr. P. Boura to elect Cllr. A. Harji as Chairman, all agreed and Cllr. A Harji signed Declaration of Acceptance of Office.

ACB 19/05/02 Election of Vice Chair & Receive Vice Chair's Declaration of Acceptance of Office

It was proposed by Cllr. A. Harji to elect Cllr. N. Horne as Vice Chairman, all agreed and Cllr. N. Horne signed Declaration of Acceptance of Office.

ACB 19/05/03 To Receive Members Declarations of Acceptance of Office

All members received forms Declaration of Acceptance as members, these were completed and signed by all members, and witnessed by the clerk who also signed the forms.

ACB 19/05/04 Apologies for Absence

Cllr. Keith Fuller sent his apologies.

ACB 19/05/05 Appointment of Councillor Responsibilities & Representatives on Outside Bodies:

It was proposed to appoint the following councillors as representatives, all agreed:

- Allotments Association – Cllr. G. Flack
- Representative on Village Hall Management Committee – Cllr. K. Fuller
- SALC Liaison – Cllr. C. Miller
- Lark Valley Association Liaison – Cllr. C. Miller
- Councillor(s) for Finance Committee – Cllr. R. Lewis, Cllr. A Harji and Cllr. P. Boura
- Councillor(s) Responsible for Planning – Cllr. P. Boura & Cllr. S. Mullender
- Councillor(s) Responsible for Inspection of Play Equipment – Cllr. P. Boura and Cllr. N. Horne
- Councillor(s) Responsible for Street Lighting – Cllr. P. Boura and Cllr. K. Fuller

ACB 19/05/06 Appointment of Responsible Financial Officer

It was proposed and all agreed to appoint the clerk Jadi Coe as Responsible Finance Officer for the year 2019/20

ACB 19/05/07 To approve the Accounts for the year ending 31st March 2019

The clerk reported that the accounts showed the following:

- income for the year was £28,469, which was £691 over budget. One of the reasons for this being £442.00 received at the end of the financial year for Football Coaching which is not due for payment until after the coaching which is not scheduled until the end of May 2019.
- Expenditure in the year totalled £31,425, this was £4,663 less than the budget of £27,464 plus the brought forward reserves of £8,624 for lighting, Peace Garden works and tree planting. The main areas of overbudgeting in the year were grass cutting- £1,080, tree maintenance - £492, play area - £1082, lighting renewals - £637, play equipment £565.

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- Income less expenditure in the year resulted in a deficit of £2,775.88 which was covered by the brought forward reserves.
- At the end of the year £9,679 was held in the current account and £10,001 in the deposit account.

Cllr. P. Boura proposed to approve the account, all agreed and subsequently these were signed by the Chairman.

ACB 19/05/08 Approve Annual Governance Statement 2018/19 (Part 1)

Cllr. P. Boura proposed to approve the statement, all agreed and subsequently this was signed by the Chairman.

ACB 19/05/09 Approve Accounting Statements 2018/19 (Part 2)

Cllr. P. Boura proposed to approve the statement, all agreed and subsequently this was signed by the Chairman.

ACB 19/05/10 Review Effectiveness of Internal Audit Procedure & Appoint Internal Auditor for 2019/20

The clerk reported that the internal auditor Anthony Preece, had completed the audit for 2018/19 as requested and that there were no errors found, it was agreed to ask Anthony Preece to be the internal auditor for 2019/20.

ACB 19/05/11 Review of General Data Protection Policy (last reviewed May 2018)

It was agreed the Parish Council was compliant and no changes were required.

ACB 19/05/12 Review of Data Audit and Risk Management Policy (last reviewed May 2018)

It was agreed no changes were required.

ACB 19/05/13 Review of Standing Orders (last reviewed October 2018)

It was agreed no changes were required.

ACB 19/05/14 Review of Financial Regulations (last reviewed December 2018)

It was agreed no changes were required.

ORDINARY COUNCIL BUSINESS

19/05/01 Declarations of Members Interests

Cllr. A. Harji declared he may have an interest in item 09.01 Affordable Housing site.

19/05/02 Minutes

The minutes of the Parish Council Meetings dated 2nd April 2019 and 16th April 2019 were proposed as a true record by Cllr. P. Boura and all agreed.

19/05/04 Police Matters

None of relevance

19/05/05 County and District Councillors Report

County Councillor L. Busuttil reported on recent rumours in regards to cutting SEN costs, which he stated were not true.

District Councillor B. Harvey reported on the following:

- Confusion from the public in relation to areas in which no poll was taken on 2nd May due to uncontested elections of both some Parishes and wards on the District Council
- At West Suffolk Council conservatives still hold a majority of seats but the amount of seats held has dropped to 36 from 52.
- Lots of upcoming changes in regards to the merger of FHDC and SEBC to West Suffolk Council
- Locality allocations are to be made shortly but WSC are tightening the rules and will require more information for locality budget requests
- He is unable to attend meetings that are rescheduled at short notice due to an increase in his work schedule

19/05/06 Planning and Environment

General & For Consideration: None

Tree Applications (for information only): None

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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 - *pending at 29.4.19.*

This was noted and Cllr. B. Harvey reported he attended a meeting with the case officer and planners are currently in discussion on how to proceed with the application.

DC/18/2191/FUL – planning app. For 1 self contained two bed unit at 35 The Street, Barton Mills, IP28 6AA - *pending at 29.4.19*

Noted and Cllr. B. Harvey informed the Parish Council this was still in discussion on whether this can be accommodated at the property.

Decided/approved (for information only)

DC/19/0309/HH – householder planning application for (i) first floor extension over existing garage, (ii) sunroom to rear elevation, (iii) internal alterations and changes to fenestration, (iv) partial conversion to existing garage to create utility room at 57 The Street, Barton Mills, IP28 6AA – *approved 17.4.19*

Noted

DC/18/2027/FUL change of use of land for sale and display of cars at Hand Car Wash, Fiveways, Barton Mills, - *withdrawn/abandoned 24.4.19*

Noted, and Cllr. B. Harvey informed the Parish Council that they had begun tarmac works prior to a decision being made and now the enforcement officer has been put on this case

Cllr. P. Boura reported of a field located in the village which required clearing of building materials etc, it was agreed to contact the land owner and request he tidies and clears the field.

19/05/07 Clerk's Report & Matters Arising from the Minutes of the Last Meeting (For Info Only)

The clerk reported the following:

- She has reported the speed limit and lack of street lighting on Newmarket Road, but has yet to receive a response.
- The Parish Council have received a cheque in the sum of £50 from the Village Hall in regards to the Car Boot donation.
- A telephone call from the Election Office informed the clerk that a resident on the Bridge Farm Dairy estate will be putting in a request to have the current parish boundaries reviewed, the clerk continued to report that she then invited the resident to this meeting to enable the members to hear his views as a resident from that area of the parish.

It was agreed to write to the resident again, stating he and all other residents in the area are welcome to use the village facilities and if he would like to attend a Parish Council meeting he would be made to feel welcome and that the Parish Council would like to hear the views of residents in the area of the old Dairy. Cllr. B. Harvey stated that altering the boundary may be worth exploring further.

- Sarah had originally requested to complete the Football Pitch works between 6th and 27th May, however Sarah has been to the field very recently and noted a great improvement in the pitch due to more regular cutting and felt re seeding was no longer required.

It was agreed the pitch had improved and no re seeding would be carried out at this time.

- An email stating that many parishioners had asked whether the land owner of the field between the A11 and Newmarket Road had permission to create another entry point to the field, off of Newmarket Road. The clerk went on to state it had been confirmed no permission had been given.

Although the new entry point was maybe more suitable and created less traffic building up on the A11 on car boot sale days, it was agreed to report this to the enforcement officer.

- A phone call had been received from a parishioner regarding a bin belonging to his neighbour that was on his own property. The parishioner would like this bin removed from his property but doesn't wish to cause issues with the neighbour and wondered if the Parish Council could help him.

Although it was agreed this was not the role of the Parish Council to organise collection of waste it would be kind of the Parish Council if they could help the resident who's property the bin is on. Cllr. P. Boura agreed to attempt to resolve the issue.

19/05/08 Correspondence

- A letter of thanks from the Rainbow Mother and Toddler Group in regards to the donation we sent.

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- A Facebook message was received from a resident in regards to the lack of road resurfacing repairs on Grange Lane and Church Lane Close as scheduled for April. The clerk has contacted Highways who require further information of where the repairs have and have not occurred. Suffolk Highways has had a report that where road resurfacing has taken place, the new surface is higher than the current drains and Suffolk Highways are to schedule a return to rectify this.

Cllr. G. Flack reported that he had a leaflet stating that further work would begin the next day..

19/05/09 Parish Matters

19/05/09.01 Site for affordable housing and Annual Parish Meeting update

The clerk reported an update from Isobel at Hastoe Homes regarding the recent meeting between local land owner, herself and several members of the council, stating the following:

At the meeting the land owner said that their initial offer for the site off Church Lane stood. I think it's clear that the Parish Council don't really support that option. I have made it clear that Hastoe will not pursue anything further without PC support.

The Church Lane landowner has made it very clear that the land fronting onto Church Lane is not available for sale. We did discuss a compromise loosely based on the plan that Robert Lewis had drawn up. Initially this seemed quite positive and I was to go away and look at a potential layout for this. However, since then I have had a call from the land owner to say that following discussions with their land agent it doesn't work for them. This is disappointing as I had hope this could work for everyone.

We also looked at site 5 next to the playing field. On the face of it, this could work but I have reservations about the access. I think the costs associated might make it a difficult option. I would have to look at it in more detail and see. The planners initially rejected this site (I've attached their comments so you can see). I am trying to get an update from them as you know as time has moved on and they might have a different view.

With regards to the County Council land, I know they have said it would be a way of bringing forward some local needs housing. I have my doubts about this. According to planning policy, any affordable housing on a larger development would be for general needs (eg not local connection). I have a meeting scheduled with West Suffolk later in the month (before your Annual Parish meeting) and I will discuss their policy in more detail and see if anything has changed. I don't want SCC promising the parish something that is potentially not possible. I'll try and update you on this following my meeting.

I've read back through all the planners' comments and annoyingly the only sites they are positive about belong to either SCC or the site the Church Lane landowner is willing to sell. I'll try and push for some revised comments and see if there are any other options available.

The Church Lane landowner who has offered the piece of land was in attendance at the meeting as a member of the public. The landowner was asked whether she would consider changing the shape of the piece for affordable homes as it would be hoped this would have less effect on neighbouring properties. The landowner stated this would be very unlikely as it would make farming the rest of the land more difficult. The landowner informed the Parish Council that she is very passionate about affordable housing and would love to help by offering land to Hastoe Homes and she was being sensitive to neighbours in the area by only allowing building of low bungalows. She is aware additional housing will always upset someone but they would need to be left with a workable field. The landowner continued to report that if the piece of land backing onto Manor View was accepted and it was agreed to build 10 low rise units, work could begin later in the year.

The landowner asked the Parish Council what they would achieve by changing the shape of the land being offered. The reply was that the site could be smaller as less road was needed and it would have a negative effect on fewer neighbours.

The landowner was asked whether they would consider selling the piece of land adjacent to the corner on the village green for affordable homes. She replied that this was not the ideal location for them but it may be considered, if this was agreed by the planners.

A member of the public in attendance asked whether the draft site plan showing a road between the new homes and the existing field could be moved to be placed in between the new homes and the homes in Manor View, as he felt this would be less intrusive. The landowner informed him this could be possible.

Cllr. P. Boura informed all that if the site was agreed, then the plan of the site would go to the planners as normal and residents and the Parish Council would be able to comment as usual.

It was reported that originally site 5 was declined due to access, however it could now be possible to ask that the substation installers pay for this as access will be required to the substation and this could be a compromise to suit all.

It was agreed to bring this forward to the next meeting and report further comments from the planners in regards to site 5.

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19/05/09.02a - Maintenance of Assets, Street Lighting

Cllr. P. Boura reported the following:

- The new lights were connected and working and that we await the invoice from UKPN in which Peace and Kemp re-assured us would not be more than the quote.
- A quote from Pearce and Kemp as requested by UKPN had been received and UKPN has accepted the quote for light works in Bell Lane, and these should begin shortly.
- A quote of £785 plus VAT had been received from Pearce and Kemp for the new carpark light, and floodlights and a quote from K & M Lighting was still to be received. (PB)
- The Hundred Club may be willing to support the Parish Council and help pay for part of the new car park light, it was agreed the clerk would write to the Hundred Club and request funding of £500.00 (JC)
- A quote to fix a street light in Burrell Crescent would be requested from Peace and Kemp, although the light does not belong to the Parish Council, in the past the Parish Council have maintained these lights. The light does not belong to Suffolk County Council or the Parish Council and it is possible the energy costs are not being charged to anyone.

19/05/09.02b – Other

Cllr. P. Boura reported the following:

- The previous volunteer who was replacing the dog waste bags was no longer able to continue but had suggested another resident, who has kindly offered to take over this role.
- The Millennium Information Board by the Bull Inn has been knocked down, and is currently with Cllr. N. Horne who will repair this on his return from a holiday. (NH)
- The repairs to the picnic table on the playing field are in hand and that wood preservative will need to be purchased in the near future for this wood and other jobs around the village.
- Replacement swings and chains have been ordered and received but since the old swings have been removed it has been noted that additional items are required, in which she will look into further. (PB)
- The roundabout has slight rot and the top will need replacing, and a quote from Proludic would be requested. (PB)
- Sanding work is required on the slide and this would be done soon.
- A handy man will need to be employed to carry out further maintenance of assets.

It was agreed to include the need for a handy man at the next Council meeting

19/05/09.03 SID Rota

The Rota was agreed until the end of June, the clerk is to forward an updated schedule to all volunteers. (JC)

19/05/09.04 Highways meeting update

The clerk reported an email from Highways in regards to A11/Fiveways meeting suggesting Friday 24th May at 6:30pm and that the Village Hall has been provisional booked.

It was agreed that the date was not suitable for most members and the clerk should go back with more dates, preferably Tuesdays or Wednesdays when the Church Rooms are available. It was agreed to not make this meeting public but to invite only the District and County Councillor. (JC)

It was agreed for the clerk to put to an email together prior to the meeting including questions and areas of the A11 the Parish Council wanted to discuss. The clerk would liaise with Cllr. P. Boura in regards to this. (JC/PB)

19/05/09.04 Co option update

The clerk reported she has received an email from one parishioner who would like to be considered for co option. The deadline for applicants is 21st May.

19/05/09.05 Use of field as carpark update

It was agreed that the clerk should write to all groups/organisations who use the Village Hall on a regular basis and ask that if they expect the Village Hall car park to not be sufficient to park all cars in attendance, then they should open the gate and use the Village Green but request they close this again once the vehicles have left. (JC)

It was noted that the shingle in the car park had travelled and needs re-distributing, it was agreed that the clerk would ask if gardener S. Limmer would do this. (JC)

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19/05/09.06 Update on substation on Village Green

No update had been received but it was suggested the Parish Council should ask for more money than what would be first offered.

It was noted that if site 5 in regards to affordable housing was possible then the Parish Council could request that the access to this site is paid for by the Substation organisers and possibly a car park.

It was agreed to bring this item forward to the next agenda.

19/05/09.07 Speeding on Church Lane

Cllr. C. Miller reported that she had been informed by residents via Facebook, of concerns of speeding vehicles in Church Lane Close. It was agreed that the clerk would print 35 letters requesting residents are mindful of the speed in which they travel on the road as the road is used frequently by pedestrians including children and family pets. It was also agreed for the clerk to get quotes for a sign, asking drivers to slow down. (JC)

19/05/10 Finance & Policies

19/05/10.01 Parish Council Bank Balances and Reconciliation from list of Payments and Receipts.

The clerk reported that £27,297.20 was held in the current account and £10,001.29 was held in the deposit account at the end of April 2019. Cllr. P. Boura proposed to transfer £15,000 from the current account to the deposit account, all agreed. A letter approving this transfer was signed.

19/05/10.02 Cheques for signing and approval and to authorise payment of outstanding invoices.

The following invoices were approved for payment:

<u>Date</u>	<u>Payee</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	
25-Apr	RH Landscapes	Grass cutting and hedge trimming	400.00	80.00	480.00	Chq 1648
30-Apr	J Coe	Salary and Overtime	261.68	0.00	261.68	Chq 1649
30-Apr	J Coe	Expenses	94.47	11.33	105.80	Chq 1650
30-Apr	Pamela Boura	Expenses	29.25	0.00	29.25	Chq 1651
28-Apr	Ayentee Accountancy	Audit	40.00	0.00	40.00	Chq 1652
01-May	K & M Lighting	May maintenance	6.66	1.33	7.99	Chq 1653
			832.06	92.66	924.72	

Clerks overtime of 5.5 hours at £12.37 per hour was approved for payment at the next meeting.

It was also agreed that the clerk would purchase dog waste bags at a cost £45.54 and would reclaim as an expense at the next meeting.

19/05/11 Parish Councillors reports (for information only)

Cllr. P. Boura reported the following:

- The football coaching scheduled in May half term would require a volunteer to unlock the village hall for use of the toilets. - *Cllr. C. Miller volunteered to do this and report on the success of the coaching.*
- Community Spirit is high in Sapphire Gardens, and there were several volunteers offering to deliver the Barton Miller in the area.
- The 2018 church accounts have been published, which showed income generated from the Barton Miller was over £1,000 and expenses were £400.
- A list of jobs she does would be produced in order to distribute these to other members.

Cllr. C. Miller requested to attend upcoming SALC councillor training, this was agreed.

Cllr. C. Miller reported she would continue to advertise local events and Parish news on the Facebook page.

19/05/12 Items for future agendas

Hand over of Cllr. P. Boura roles and jobs
Confirm need of a parish handy man
Church Lane Close update
Receive Substation Head of Terms and agree
Football Coaching report
Change of bank signatories
Co-opt new councillor
Update on Village Green parking

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19/05/13 Agree Barton Miller clerk and back page

Clerk page:

To be determined by the clerk

Back page:

Possibly welcoming new residents in the Parish

The next meetings were reported to be the following:

Annual Parish Meeting - 29th May 2019

Parish Council Meeting - 4th June 2019

The meeting closed at 9:35pm



J. Coe Clerk