

# Barton Mills Parish Council

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

Chairman: Mr N. Horne 07590 672963

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

held in the village hall on Tuesday 16<sup>th</sup> May 2023 at 7:30pm following the Annual Parish Meeting

In attendance: Parish Cllrs N Horne, M Colsey, T Newman, S Mullender, R Lewis, E Jarvis. County Cllr L Stanbury, District Cllr D Taylor, clerk Jadi Coe and four members of the public.

### ANNUAL COUNCIL BUSINESS

#### AGM/23/01 Election of Chairman and Receive Chairman's Declaration of Acceptance of Office

It was resolved to elect Cllr N Horne as Chairman of Barton Mills Parish Council for 2023/24, proposed by Cllr Lewis, seconded by Cllr Jarvis, all in favour.

#### AGM/23/02 Election of Vice Chair & Receive Vice Chair's Declaration of Acceptance of Office

It was resolved to elect Cllr M Colsey as Vice Chairman of Barton Mills Parish Council for 2023/24, proposed by Cllr Horne, seconded by Cllr Lewis, all in favour

#### AGM/23/03 To Receive Members Declarations of Acceptance of Office

All members in attendance signed their declaration of acceptance of office and these were witnessed and signed by the clerk.

#### AGM/23/04 Co-opt members to fill vacancies

It was resolved to co-opt Cllr K Fuller as member of Barton Mills Parish Council, proposed by Cllr Lewis, seconded by Cllr Mullender, all in favour.

It was agreed to co-opt the remaining vacancy at the next meeting.

#### AGM/23/05 Apologies for Absence

Apologies were received and accepted from Cllr R Oke

#### AGM/23/06 Appointment of Councillor Responsibilities & Representatives on Outside Bodies

It was agreed to defer this item agenda until the June Parish Council meeting.

#### AGM/23/07 Appointment of Responsible Financial Officer

It was agreed to appoint the clerk Jadi Coe as responsible Financial Officer for 2023/24

#### AGM/23/08 To approve the Accounts for the year ending 31st March 2023

It was resolved to approve the accounts for the year ended 31<sup>st</sup> March 2023, proposed by Cllr Lewis, seconded by Cllr Colsey, all in favour.

#### AGM/23/09 Approve Annual Governance Statement 2022/23 (Section 1)

It was resolved to approve the Annual Governance Statement for the year ended 31<sup>st</sup> March 2023, proposed by Cllr Lewis, seconded by Cllr Horne, all in favour.

#### AGM/23/10 Approve Accounting Statements 2022/23 (Section 2)

It was resolved to approve the Accounting Statement for the year ended 31<sup>st</sup> March 2023, proposed by Cllr Lewis, seconded by Cllr Horne, all in favour.

#### AGM/23/11 Review Effectiveness of Internal Audit Procedure & Appoint Internal Auditor for 2023/24

It was resolved to appoint Anthony Preece as internal auditor for 2023/24 following an effective Internal Audit Procedure.

#### AGM/23/12 Review of General Data Protection Policy (last amended May 2018, last reviewed May 2022)

The Policy was reviewed and it was agreed no amendments were required.

#### AGM/23/13 Review of Financial Risk Management Policy (last amended September 2020, last reviewed May 2022)

The Policy was reviewed and it was agreed no amendments were required.

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**AGM/23/14 Review of Standing Orders (last amended September 2020, last reviewed May 2022)**

The Standing Orders were reviewed and it was agreed no amendments were required.

**AGM/23/15 Review of Financial Regulations (last amended September 2020, last reviewed May 2022)**

The Financial Regulations were reviewed and it was agreed no amendments were required.

**AGM/23/16 Report on Internal Control Statement**

There is no member currently assigned to complete the Internal Control Statement.

It was agreed that the clerk would forward the statement and necessary documents to all councillors and ask that someone completes this in view to report on at the June meeting.

## Public Forum

A member of the public asked questions in regard to the proposed exception site. It was confirmed that Rob Hancock (SCC) was contacted about the site on Church Lane and he has confirmed that the site wouldn't be available as an exception site. Havebury have not been asked about the interest in affordable homes as the needs may change again before the planning application is agreed.

A member of the public asked about the illegal entrance on the car boot field. It was confirmed West Suffolk Council were aware and that the land owner has submitted a planning application.

**23/05/01 Accept and receive apologies for absence**

Apologies were received and accepted from Cllr R Oke

**23/05/02 Declarations of members interests**

Cllr R Lewis items 9.2

**23/05/03 Minutes**

It was resolved to approve the minutes of the Parish Council Meeting dated 4<sup>th</sup> April 2023 proposed by Cllr Newman, all in favour.

**23/05/04 Police Reports**

None.

It was agreed to look into receiving police reports.

**23/05/05 County and District Councillors report**

Both councillors gave a brief report at the Annual Parish Meeting which took place before this meeting.

**23/05/06 Planning and Environment**

**General & For Consideration:**

None

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

DC/23/0701/TCA Trees in conservation area at Brook House, The Street, Barton Mills, Suffolk

DC/23/0703/TCA Trees in conservation area at 39 The Street, Barton Mills, IP28 6AA

**Applications awaiting West Suffolk decision and pending appeals:**

DC/23/0449/HH - Proposal Householder planning application - a. single storey front extension b. single storey side/rear extension c. carport/cart shed d. boundary fence at 3 The Street, Barton Mills, Bury St Edmunds, Suffolk, IP28 6AW – *pending at 11.5.23*

DC/23/0358/FUL Proposal Planning application - one dwelling at The Old Maltings, The Street, Barton Mills, Suffolk, IP28 6AA – *pending at 11.5.23*

DC/23/0069/FUL – change of use from forge (Sui Generis) to residential dwelling (class C3) as amended by plans received 27 February 2023 at Rose Forge, Worlingotn Road, Barton Mills, IP28 7DX – *pending at 11.5.23*

DC/23/0134/FUL - alterations to allow for drive-thru facility at existing restaurant including single storey rear extension for collection window, drive-thru lanes, car park alterations and hard and soft landscaping at Pancake and Waffle Shack, Millford Service Area, A11 Barton Mills South Bound, Barton Mills, Bury St Edmunds. – *pending at 11.5.23*

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DC/21/2285/FUL – 15 dwellings with associated landscaping, highways and engineering works at land used for car boot sale, Newmarket Road, Barton Mills – *pending at 11.5.23*

DC/23/0172/VAR - variation of condition 2 of DC/22/0021/HH to allow use of amended plans for a. two storey front extension; b. two storey side and rear extension; c. conversion and extension of existing garage to habitable space; d. single storey side extension to existing garage (following demolition of existing flat roofed garage); e. roof alterations to existing link extension; f. two bay cartlodge with room above at The Croft, Mildenhall Road, Barton Mills, Suffolk, IP28 6BD. – *pending at 11.5.23*

## **Decided/approved (for information only)**

None

## **Worlington Neighbourhood Plan Pre-submission consultation**

Worlington Parish Council is undertaking a pre-submission consultation on their draft Neighbourhood Plan, the consultation runs until 30<sup>th</sup> May 2023

It was agreed Cllr N Horne would complete the consultation survey on behalf of the council.

## **Neighbourhood Plan update**

Cllr N Horne confirmed they were still waiting to find out whether any funding is available.

## **23/05/07 Clerk's Report, Matters Arising from the Minutes of the Last Meeting and Correspondence**

Nothing to report.

## **23/05/08 Parish Matters**

### 8.1 Street Lighting

Nothing to report

### 8.2 Exception site Newmarket Road

It was confirmed that Havebury are reviewing a quote received from the ecologist for further surveys.

### 8.3 New bin proposal

A volunteer has been placing a WSC bin bag on the footpath to Mildenhall and this is being filled and then placed next to a litter bin and is picked up by West Suffolk Council. It was suggested to look into putting an actual bin here instead. There are various bin options however WSC are currently not adding any new bins to their schedule at the present time. The only way the rubbish can be collected is if someone removes it and places it in the bins at the Village Hall, if there is room.

It was agreed to contact West Suffolk Council and state that their response of not being able to collect the waste at the present time was not acceptable.

### 8.4 Play park

Cllr N Horne confirmed some repairs to equipment are required; he would obtain quotes ready for approval at the next meeting.

Cllr S Mullender reported he had been approached by separate residents asking if the play park could be fully enclosed. It was agreed to ask residents their opinion on this suggestion via the Barton Miller and social media.

### 8.5 SID including approving quote for new unit

It was resolved to accept quote from Swarco for £3,525.00, proposed by Cllr Colsey, all in favour. Mildenhall Town Council have agreed to fund 50% of these costs £1,762.50.

### 8.6 Old Mill Lane railings update

It has been confirmed that lead is present in the existing paint. Knotts decorators are happy to still carry out the works and have the necessary equipment and knowledge to deal with this but they cannot guarantee no particles will enter the water way. SCC have stated before they can give approval, they need more information from Knotts Decorating including control measures to put in place to ensure their own safety.

### 8.7 Mildenhall Footpath access

It was confirmed that the Parish Council suggested an alternative footpath within the public consultation and that the applicants have been contacted directly to ask if they would consider this.

### 8.8 Highways issues

It was confirmed the vehicle counters were currently in place.

An illegible sign on Newmarket requires reporting to be removed.

A sign on Bell Lane is obscured by overgrown vegetation.

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## 23/05/09 Finance & Policies

### 9.1 Parish Council Bank Balances

The clerk reported that £1,573.31 at date is held in the current account and £16,772.78 in the deposit account

### 9.2 Approve and authorise payment of 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>
30-Apr	J Coe	Salary	487.21	0.00	487.21
30-Apr	J Coe	Clerk expenses	77.86	8.33	86.19
30-Apr	R Lewis	Barton Miller printing	26.16	0.00	26.16
01-May	West Suffolk Council	Emptying dog bins	27.73	0.00	27.73
07-Apr	Eon	Electricity (BMFC)	31.00	1.55	32.55
08-Apr	ICO	Data Protection fee	40.00	0.00	40.00
02-May	Sarah Limmer	Gardening	30.00	0.00	30.00
28-Apr	RH Landscapes	Grass cutting	500.00	100.00	600.00
01-Apr	SALC	Subscription	412.82	0.00	412.82
10-May	Ayentee Accountancy	Internal audit fee	125.00	25.00	150.00
10-May	Matt Wilson	Broken manhole cover	95.00	0.00	95.00
10-May	Matt Wilson	Additional work required	120.00	0.00	120.00
			<b>1,972.78</b>	<b>134.88</b>	<b>2,107.66</b>

Clerks overtime of one hour was also approved for payment.

### 9.3 To approve amended budget for 2022/23

The clerk presented an amended budget for 2022/23. This showed an additional £3,650 to be carried forward to 2023/24.

It was resolved to approve the amended budget, proposed by Cllr Lewis, all in favour.

### 9.4 To approve amended budget for 2023/24

The clerk presented an amended budget for 2023/24. This showed the additional £3,650 being brought forward from 2022/23 and reduction in street light energy costs now the bill amount is known.

It was resolved to approve the amended budget, proposed by Cllr Lewis, all in favour.

## 23/05/10 Parish Councillors reports (for information only)

Cllr Jarvis reported concerns of poisonous laburnum growing on Grange Lane. It was agreed Cllr Jarvis would discuss with gardener Sarah Limmer to safely deal with.

## 23/05/11 Barton Miller

Vacancy on council

Enclosure of play park survey

Thank you to those involved with the Kings Coronation celebrations

## 23/05/11 Items for future agendas

2023/24 projects

Bank mandates

The date of the next meeting was confirmed as 6<sup>th</sup> June 2023

The meeting closed at 8:36pm

**J.Coe**

J. Coe Clerk