

# 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 3<sup>rd</sup> May 2022 at 7:30pm  
following the Annual Parish Meeting

Present: Chairman - Cllr N Horne, Cllr A Harji, Cllr K Fuller, Cllr C Miller, Cllr M Colsey, Cllr A Potts, Cllr T Newman, Cllr R Lewis, Cllr S Mullender, the clerk Jadi Coe, and seven members of the public.

The Chairman Cllr N Horne welcomed everyone to the meeting

### ANNUAL COUNCIL BUSINESS

#### AGM/22/01 Election of Chairman and Receive Chairman's Declaration of Acceptance of Office

Cllr N Horne was elected as Chairman for 2022/23 and the Declaration of Acceptance was completed and signed following a unanimous vote on a proposal by Cllr R Lewis

#### AGM/22/02 Election of Vice Chair & Receive Vice Chair's Declaration of Acceptance of Office

Cllr C Miller was elected as Vice Chair for 2022/23 and the Declaration of Acceptance was completed and signed following a unanimous vote on a proposal by Cllr A Potts.

#### AGM/22/03 To Receive Members Declarations of Acceptance of Office

Not applicable, as no new councillors

#### AGM/22/04 Apologies for Absence

None

#### AGM/22/05 Appointment of Councillor Responsibilities & Representatives on Outside Bodies:

- Representative on Barton Mills Allotments Association – Cllr K. Fuller
- Representative on Village Hall Management Committee - Cllr. K. Fuller
- SALC Liaison - Cllr. C. Miller
- Councillor(s) for Finance Committee -Cllr. N. Horne, Cllr. C. Miller & Cllr. R. Lewis
- Councillor(s) Responsible for Planning - Cllr. S. Mullender
- Councillor(s) Responsible for Inspection of Play Equipment - Cllr N. Horne
- Councillor(s) Responsible for Social Media Accounts and website - Cllr C. Miller and Cllr T Newman
- Councillor(s) Responsible for Street Lighting - Cllr M. Colsey & Cllr A Potts

#### AGM/22/06 Appointment of Responsible Financial Officer

The clerk, Jadi Coe was appointed as the RFO for 2022/23

#### AGM/22/07 To approve the Accounts for the year ending 31st March 2022

The accounts were presented to the members and these were approved and signed.

#### AGM/22/08 Approve Annual Governance Statement 2021/22 (Section 1)

The Annual Governance Statement 2021/22, section 1 was approved and signed.

#### AGM/22/09 Approve Accounting Statements 2021/22 (Section 2)

The Accounting Statement for 2021/22, section 2 of the AGAR was approved and signed.

#### AGM/22/10 Review Effectiveness of Internal Audit Procedure & Appoint Internal Auditor for 2022/23

It was proposed and agreed to appoint Anthony Preece as the Internal Auditor again for the year 2022/23.

#### AGM/22/11 Review of General Data Protection Policy (last amended May 2018, last reviewed July 2020)

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

#### AGM/22/12 Review of Financial Risk Management Policy (last amended September 2020, last reviewed May 2021)

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

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## **AGM/22/13 Review of Standing Orders (last amended September 2020, last reviewed May 2021)**

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

## **AGM/22/14 Review of Financial Regulations (last amended September 2020, last reviewed May 2021)**

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

## **AGM/22/15 Approve Internal Control Statement**

Cllr C Miller completed the internal Control Statement and noted the following were not present:

-Numbering minute pages

-Procedure for monitoring any gifts of hospitality

It was agreed to begin numbering pages and look into the procedure of monitoring hospitality gifts.

## **AGM/22/16 Review Parish Council Planning Statement**

The Parish Council Planning Statement was reviewed and it was agreed no amendments were required.

Cllr A Harji notified that he is to resign from the Parish Council with immediate effect.

Amin Harji was thanked for his 15 years' service to the council and village, he was presented with a thank you gift.

## **Public Forum:**

Members of the public were given the opportunity to speak but those present spoke at the Annual Parish Meeting prior to this meeting.

## **22/05/01 Accept and receive apologies for absence**

None

## **22/05/02 Declarations of members interests**

Cllr R Lewis item 10.2, Cllr T Newman item 6, DC/21/2285/FUL

## **22/05/03 Minutes**

The minutes of the Parish Council Meeting dated 5<sup>th</sup> April 2022 were proposed and agreed as a true record of the meeting held.

## **22/05/04 Police reports**

None

## **22/05/05 County and District Councillors report**

No additional reports were given as both councillors reported at the Annual Parish Meeting which took place before this meeting.

## **22/05/06 Planning and Environment**

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

None

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

None

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

DC/22/0222/ADV – one internally illuminated totem sign at Barton Mills Service Station, IP28 6AE (*pending at 26.4.22*)

DC/21/2368/HH – two storey side extension including first floor extension above existing garage at 3 Cricket View, Barton Mills, IP28 7FA (*pending at 26.4.22*)

DC/22/0021/HH – a. two storey front extension; b. two storey side extension; c. one and half storey side and rear extensions; (following demolition of existing side extension and garage) d. first floor balcony to the side elevation; e. two bay cart lodge with first floor room at The Croft Mildenhall Road Barton Mills IP28 6BD (*pending at 26.4.22*)

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 26.4.22*)

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## Decided/approved (for information only):

DC/22/0183/HH – part garage conversion to habitable room and modifications to existing doors and windows and detached greenhouse at Lord Mayors Cottage, 53 The Street, Barton Mills, IP28 6AA (approved 14.4.22)

DC/22/0184/LB – part garage conversion to habitable room and modifications to existing doors and windows and detached greenhouse at Lord Mayors Cottage, 53 The Street, Barton Mills, IP28 6AA (approved 14.4.22)

## 22/05/07 Neighbourhood Plan

Cllr N Horne confirmed that the Plan would not override the West Suffolk Local Plan but work alongside it. He will prepare an information sheet for the next meeting and look to form a committee as the Plan needs to be community led.

## 22/05/08 Clerk's Report, Matters Arising from the Minutes of the Last Meeting and Correspondence

- The editors of the Barton Miller have requested their annual paper donation in exchange for the 10 clerk pages throughout the years in the sum of £100 net.  
They have asked whether the Parish Council can donate more paper due to extra pages being printed for the Queens Jubilee. At date there have been 6 pages in relation to the Queens Jubilee, at £10 per page, this would total an additional £60 net worth of paper.  
It was agreed to contribute £100 net worth of paper at the present time and look into the additional Jubilee pages at a future meeting.
- The volunteer who refills the dog waste bags is running low. The last order was in July 2021 for 12,000 bags at a total cost of £191.55.  
It was agreed to purchase an additional 12,000 bags.
- James Brokenshire-Dyke from the Environment Agency has been in contact and asked about attending another meeting to present some drawings and more details on the proposed changes to the River Lark. He intends to come to the Parish Council meeting on 7<sup>th</sup> June.  
Cllr R Lewis commented that he had read there were further changes and asked if James could clarify these proposed changes too.

## 22/05/09 Parish Matters

### 1. Update on exception site at Newmarket Road update

Havebury have confirmed they have received revised *draft* plans which they need to review.

The main changes being a footpath on Newmarket Road, change of location of the soakaways and some dwellings turned 90 degrees.

A further assessment of the habitat relating to Stone Curlews has also been instructed to the ecologists, as requested by Natural England. At this stage Havebury have no timeframes as to when they expect to receive the completed report.

### 2. Maintenance of Assets

#### A - Lighting.

-SCC informed the Parish Council in March that unit 98 Manor View has failed a structural test and requires replacement, the following quotes have since been obtained:

K & M Lighting approx. £2,132.10 (*to supply and install LED lantern £989.19. Charges will also be needed from UKPN, which have been requested and these are expected to be £1,143*)

Pearce and Kemp £2,167.45 (*column complete with lantern £801.25 plus UKPN costs £1366.20*)

SCC - £1,797.18 (*includes new unit and UKPN costs*)

It was proposed and agreed to accept quote of £1,797.18 from Suffolk County Council

-A resident queried when unit 71 in Church Meadow would be replaced as this was removed last year.

SCC have confirmed they have appointed a contractor and are waiting for a date to start.

#### B - Play park

Cllr N Horne has chosen a new bench, a wooden six seater bench 1.8m for £209.99 from Primose. A Pro-forma invoice has been requested to enable online payment.

### 3.SID incl rota

The rota is agreed until mid June.

Cllr M Colsey asked whether the SID can change direction on Mildenhall Road. This was confirmed but if he could let the clerk know the direction it is placed, so the data can be analysed correctly.

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## 4.Clean for the Queen weekend

12 litter pick sets, not including high-viz jackets or hoops, have been ordered to be delivered to Cllr N Horne for the weekend of 7<sup>th</sup> and 8<sup>th</sup> May.

It is planned to meet at the village hall at 10:00am each morning.

The clerk to produce a risk assessment, Cllr Neil Horne to order high-vis vests.

It was agreed that Cllr N Horne would welcome volunteers Saturday and Cllr C Miller on Sunday.

## 5.The Queens Platinum Jubilee Weekend

£375 was received from WSC on 7<sup>th</sup> April, letter dated 27<sup>th</sup> April confirming receipt of £500 from SCC within the next 5-10 working days.

Thursday evening – Quiz night with fish and chip supper

Friday morning – coffee morning, including selling of Scarecrow programmes

Saturday morning – under 10s Jubilee Cup, 6 teams participating

Saturday afternoon – picnic on the green and entertainer

Sunday morning – open air church service

Sunday lunch – BBQ on the green

Sunday afternoon – Jazz quintet at St Marys Church

Scarecrow treasure hunt over the weekend, how to build a scarecrow evening on 18<sup>th</sup> May at 6:30 in the Church Room.

The next meeting is scheduled for Wednesday 4<sup>th</sup> May in the Church Rooms.

The Festival of Suffolk Torch Relay is coming through the village on Friday 13<sup>th</sup> May and the Parish Council have been asked to nominate two residents to be the torch bearers. Two residents were nominated by the Parish Council and the clerk to contact the nominees and ask if they would like to be a torch bearer.

## 6.Use of the playing field update

It has been confirmed Mildenhall under 9s, under 10s and Mildenhall Town Youth FC First (adult team) are using the playing field for training and playing matches.

Permission to use the field has been given by BMFC. These teams are managed by the same person who pays £25 a month for under 9s and under 10s to cover line painting costs, use of club house and field, an additional £25 per adult game played. The Clubhouse if available for players to use the toilet and store belongings.

Under 9s and under 10s will be continuing next season but it is unlikely that the adult team will continue.

The Parish Council has also been informed Mildenhall Reserves are using the pitch, the clerk has tried to contact the manager but he has not got back to her.

It was agreed to look at the BMFC lease agreement to check terms and also check whether any rent is applicable.

Item to be brought forward to the next meeting.

## 7.Highways issues

£200.00 has now been received from both WSC and SCC to part fund the speed counts which are to cost £600.00

The clerk to clarify with Cllr B Harvey when the counts will be ordered and installed.

## 8.Island at Chestnut Close

The contractor Robert Ayers has confirmed the oak post has now been installed. From this he has learnt that the island over-lays solid tarmac and sub-base with a relatively shallow layer of soil above. He has confirmed grass will only thrive if it can get roots down deep and the thin layer of sandy soil means that grass will always be prone to drying out and dying off, especially in extended dry periods, and to invasion by more drought tolerant plants/weeds. He has commented that the existing vegetation may not look as neat as grass but is actually a diverse mix of local plants and attractive Breckland species like the stonecrop (sedum). This could be viewed as more attractive to wildlife because of the range of flowering periods and so provision of nectar and pollen to insects. He believes re-seeding with grass seed is really only worthwhile in my view if someone is prepared to take on the regular maintenance (watering and mowing) which would be required for the grass to survive.

It was agreed to not reseed the area but ask for ideas to make the island more decorative whilst remaining low-maintenance and perhaps something to stop vehicles driving on the island.

The clerk to contact the contractor.

## **22/05/10 Finance & Policies**

### 1.Parish Council Bank Balances and Reconciliation from list of Payments and Receipts

The clerk confirmed £1,267 is held in the current account at date and £14,059 in the deposit account.

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## 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	269.28	0.00	269.28
30-Apr	J Coe	Clerk expenses	87.05	11.33	98.38
30-Apr	R Lewis	Barton Miller printing	26.16	0.00	26.16
31-Mar	RH Landscapes	Grass Cutting March (invoice incorrect last month)	200.00	40.00	240.00
31-Mar	BMVH	Use of Hall	67.50	0.00	67.50
20-Apr	Eastern Play Services	Wobble Board	350.00	70.00	420.00
08-Apr	ICO	Data Protection fee	40.00	0.00	40.00
01-May	West Suffolk Council	Emptying of dog bins	55.46	0.00	55.46
28-Apr	Ayentee Accountancy	Internal Audit fee	40.00	8.00	48.00
30-Apr	RH Landscapes	Grass cutting April	400.00	80.00	480.00
			<b>1,535.45</b>	<b>209.33</b>	<b>1,744.78</b>

## 3. Clerks untaken holiday

The clerk requested whether her unused holiday for 2021/22 of 5.5 hours can be paid to her, as in previous years, at her usual hourly rate. This would total £77.11.

## 4. Amend 2022/23 budget in line with 2021/22 reserves carried forward

The original 2022/23 budget was agreed in December 2021 before the completion of the 2021/22 accounts.

Following the completion of the accounts, the 2021/22 reserves carried forward need to agree to the 2022/23 reserves brought forward, therefore it is proposed to amend the 2022/23 budget to show street light addition reserves brought forward from nil to £2,200 to agree to the carried forward amounts in the 2021/22 accounts

It was proposed and agreed to amend the 2022/23 budget.

## **22/05/11 Parish Councillors reports (for information only)**

None

## **22/05/12 Barton Miller**

Thank you to volunteers at Clean for the Queen Weekend

Queens Jubilee

River Lark

Local Plan

Council Tax rebate

## **22/05/13 Items for future agendas**

Changes to the River Lark presentation

Visit from Inspector Connor Lyon

Business Park development

The date of the next meeting was confirmed as 7<sup>th</sup> June 2022

The meeting closed at 8:55pm



**J. Coe Clerk**