

Barton Mills Parish Council

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

Chairman: Mr A. Harji 01638 510251

Minutes of the Meeting of Barton Mills Parish Council

held in the Village Hall on Tuesday 5th November 2019 at 7:30pm

Present: Cllr. A. Harji, Cllr. N. Horne, Cllr. C. Miller, Cllr. G. Flack, Cllr. K. Fuller, Cllr. S. Mullender, Cllr. R. Lewis, Cllr. J. Bye.

Also, present: Cllr. B. Harvey, Cllr. L. Busuttil, clerk, Jadi Coe and 6 members of the public

The Chairman, Cllr. A. Harji welcomed everyone to the meeting.

Cllr A. Harji offered the members of public in attendance to speak as part of the public forum.

One member of the public thanked the Parish Council for repairing the notice board by the Old Bull Inn public house and informed the members that they had not had a street light on Bell Lane moved as agreed at a prior meeting. Cllr A. Harji thanked the member of public for this information.

19/11/01 Apologies for Absence

Cllr. M. Colsey

19/11/02 Declarations of Members Interests

Cllr A Harji, item 10.1 Update on Exception site for affordable homes and item 10.2 Agree agenda for meeting with Isobel at Hastoe Homes and whether the meeting should be a public meeting.

Cllr R. Lewis, item 10.1 Update on Exception site for affordable homes, item 10.2 Agree agenda for meeting with Isobel at Hastoe Homes and whether the meeting should be a public meeting and item 7.1 Agree comments on the SHELAA.

19/11/03 Minutes

The minutes of the Parish Council Meetings dated 1st October 2019 were proposed by Cllr. R. Lewis as a true record of the meeting held and all agreed.

19/11/04 Co-opt new councillor

Following a private meeting with the sole applicant prior to the public meeting Cllr S Mullender proposed to co-opt Joanne Bye. All were in favour and therefore the vote was carried. Cllr J. Bye was welcomed to join the councillor table and Cllr. J. Bye signed the declaration of acceptance of office which was witnessed and signed by the clerk.

19/11/05 Police reports

None of relevance

19/11/06 County and District Councillors Report

Cllr L. Busuttil reported that the County Council would be increasing Council Tax by 4% next year and explained the reason behind this and the increasing costs of adult and child social care which equates to 75% of the budget.

Cllr B. Harvey read out the following report:

Good evening to you all my District Councillor report this month is:

1. *The West Suffolk Council Leader is Cllr John Griffiths*
2. *Main portfolio holders are*
 - a. *Deputy Leader & Housing – Cllr Sara Midway-White*
 - b. *Resources & Partnership - Cllr Sarah Broughton*
 - c. *Governance - Cllr Carol Bull*
 - d. *Regulatory - Cllr Andy Drummond*
 - e. *Families & Communities – Cllr Robert Everitt*
 - f. *Growth - Cllr Susan Glossop*
 - g. *Leisure, Culture & Community Hubs - Cllr Jo Rayner*
 - h. *Operations - Cllr Peter Stevens*
3. *“County Lines” drug issues and the impact upon our rural communities is being actively pursued by Suffolk Constabulary. This is a cross border operation resulting in several arrests and prosecutions being made. Recent updates and presentations by Suffolk Police concerning the issues are being actively pursued by the Constabulary.*

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4. *Recent Police action concerning the travellers' site on Elms Road with 5 arrests being made. As this is an ongoing police investigation no further information is being released at this time. There is an ongoing planning enforcement issues currently being actioned by West Suffolk Enforcement officers*
5. *The first round of consultation for the proposed Sunnica Solar farm has now closed. There has been joint West Suffolk / Suffolk County Council submission which are available via the planning portal. The next stage in this process will be for Sunnica to respond to these submissions. Once this is received, I will be in a position to advise further. The planning portal number is: - DC/19/0472/EIASCO – The joint Suffolk County Council/West Suffolk Consultation Response dated 11th April 2019 has now been issued. We have received an updated Sunnica Energy Farm proposals for land which has slightly changed for the original issued. The September briefing note has been copied to all Parishes accordingly.*
6. *As you may have seen in the local press West Suffolk have setup a Rural Task Force and have requested that local residents complete the survey shown at: Residents please take part at <https://www.smartsurvey.co.uk/s/ruralprioritiesresidents/>. Hard copies are also available to pick up at council offices and on request policy@westsuffolk.gov.uk 01284 757633. Organisations and business, please take part at <https://www.smartsurvey.co.uk/s/ruralprioritiesorganisations/> This survey has now closed (30th September 2019) and we await the summary report. Thanks to residents who have taken part in this survey and attended these briefing meetings.*
7. *The process for Planning application reviews has changed slightly. It is now very important if Residents or Parish Council's do have any concerns to ensure that these are raised to the appropriate Planning Case officer with copies to myself at: brian.harvey@westsuffolk.gov.uk or on my mobile – 07801-472461 in order that I can present these issues at the “Revised Delegation Panel meetings”.*
8. *I have sent out to all Parish clerks (Manor Ward) requesting that they update their settlement matrix and ranking. This is to ensure that the Planning Officers have the correct data recorded before we go forward. 2019 -2042*

As many of you well know we still have a short fall in our current housing stock. When you take into account those construction projects already approved, we will still have a shortfall of 6000 throughout West Suffolk to be constructed by 2042.

I'm happy to take any questions

Thank you

Brian

I'm also on Twitter @Brian4manorward

Cllr B. Harvey also reported of the upcoming changes to the local bin collections days and times and notes the confusion amongst residents following the letter sent by West Suffolk Council.

Cllr B. Harvey also reported that he had asked the planning enforcement team to look into the parking on Bridge Farm Close following concerns from local residents regarding inconsiderate parking which would prevent emergency vehicles accessing the roads. The enforcement team are happy that this is not a planning issue and therefore Cllr B. Harvey will report this to Highways Suffolk to address.

Cllr B. Harvey informed members that a Christmas Service would be held in Bury Cathedral on Monday 2nd December and if anyone would like to attend please let him know so a formal invite can be sent.

19/11/07 Planning and Environment

General & For Consideration:

DC/19/1321/HH – erect 3.5metre high fence, at Eastfield House, Tuddenham Road, Barton Mills, IP28 6AG

Cllr R. Lewis proposed to support the application, all members agreed. The clerk to inform the planning department of this decision. (JC)

DC/19/2147/HH – partial demolition and replacement of outbuilding at Mulberry Harbour, Newmarket Road, Barton Mills, IP28 6AQ

Cllr R. Lewis proposed to support the application, all members agreed. The clerk to inform the planning department of this decision. (JC)

Tree Applications (for information only):

DC/19/2080/TCA – trees in conservation area, at 19 The Street, Barton Mills, IP28 6AA

Awaiting Forest Heath decisions and pending appeals:

DC/19/1445/ADV – application for advertisement consent, 1 non-illuminated doubled sided v shape structure.

DC/19/1896/HH – single storey side extension to form annexe (following demolition of existing detached garage and outbuilding) at 12 Bell Lane, Barton Mills, IP28 6AJ

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Decided/approved (for information only):

None

Other:

1. Receive draft SHELAA and agree comments

It was agreed that each member would look at each site and inform the clerk if they believed any of the facts written on any of the sites was incorrect. The clerk would collate this information and inform West Suffolk Council.

2. Agree comments on the 2019 West Suffolk sustainable settlements review

The members of the Parish Council received the matrix. It was agreed that the matrix was incorrect as it stated there was no convenience food stores in the village, but there are several around Fiveways roundabout. Cllr. R. Lewis voiced his concerns that Barton Mills is classified as a secondary village which prevents development in the village, but feels that the Barton Mills should be classified as a settlement in between a primary village and a secondary village due to its close proximity to the schools and other amenities in Mildenhall. It was agreed Cllr. R. Lewis would type a paragraph stating this and pass onto the clerk to include on the review form for submission to West Suffolk Council. (JC/RL)

3. Agree comments on the proposals for the new council divisions and divisions boundaries for Suffolk County Council.

The members agreed as there were no alterations affecting Barton Mills as Barton Mills would remain to be in the Mildenhall division, then no comments were required.

19/11/08 Clerk's Report & Matters Arising from the Minutes of the Last Meeting (For Info Only)

The clerk reported the following:

After receiving the invoice for the work on the village hall car park she had contacted the 100Club thanking them for their offer of a donation and stating the work had now taken place and an invoice had been issued. She has now received a cheque in the sum of £500 from the 100Club to help towards this cost.

She recently completed and submitted the VAT reclaim form for the quarter to the end of September 2019 and £1,529.50 has been credited to the bank.

She had asked gardener Sarah Limmer to clear the drainage channel and gully by the bridge to the Jubilee fields as part of her monthly hours with the Parish Council. Sarah confirmed she has carried out this work and will use her Novembers' hours to tidy the Peace Garden in preparation for the Remembrance Sunday service.

She had received confirmation that the footpaths along Newmarket Road and Bell Lane have been put to the Footway Asset Manager by Highways Suffolk and that there was one defect that has met the intervention criteria. At the present time it is unclear exactly what part of the footpaths this relates to but she has asked for more specific details. This follows correspondence with a resident in Bell Lane and reporting this to Suffolk County Council.

19/11/09 Correspondence

The clerk also reported she had received an email from the volunteer who carries out the defibrillator checks stating that defibrillator pads had a replacement date of 30th November 2019 and the spare pads 31st October 2019. It was agreed that the clerk would purchase two sets of pads. (JC)

19/11/10 Parish Matters

19/11/10.1 Update on exception site scheme for affordable homes

Cllr a. Harji and Cllr. R. Lewis left the meeting.

It was agreed to postpone this item and discuss this at the meeting with Isobel Wright from Hastoe Homes at the prearranged meeting on Monday 11th November.

19/11/10.2 Agree agenda for meeting with Isobel from Hastoe Homes and agree whether to hold as an extraordinary public meeting.

Cllr. N. Horne proposed to hold the meeting as a public meeting so that decisions could be made if necessary, Cllr. K. Fuller seconded this and all agreed. The clerk is to produce an agenda and publish before the end of Wednesday.

It was agreed that the clerk should contact Isobel Wright requesting her to bring planners views on both the site on Newmarket Road and on the smaller site on Church Lane and to ask for draft plans on the smaller site on Church Lane. (JC)

19/11/10.3 Maintenance of Assets

a) Lighting

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It was noted that the new light in the village hall car park has now been installed and the light lighting the playing field turns off at 11:00pm and the light lighting the car park dims at 12:00am.

The clerk reported that repairs to the light in Burrell Crescent near to the Church Lane entrance which has been out for some time has also been carried out and the light is now in working order.

Following the information given at the start of the meeting by a member of the public in regards to the movement of a street light on Bell Lane, Cllr. K. Fuller reported that he feels this is not necessary and would be costly to the Parish Council.

b) Other

No report

19/11/11.4 SID Rota

The rota was agreed to the end of the year. The clerk to send updated rota to all the volunteers. (JC)

19/11/11.5 Confirm meeting with Highways England on 7th November 2019

The meeting was confirmed to be held in the Church Rooms at 6:00pm on Thursday 7th November and Cllr. N. Horne would chair the meeting in the Chairman's absence.

It was agreed that the clerk would produce an agenda for the meeting and forward to all due to attend.

It was agreed the agenda should include the following items:

1. Update following the alterations of the traffic lights on the Fiveways and scope for future signal amendments
2. Funding/Finance update for future road plans
3. Update on permanent solution at Fiveways including a draft plan of the intended bypass route
4. Interim plans for Fiveways and the A11 prior to a permanent solution
5. Concerns of missing No U-Turn signs on A11 crossing
6. Update on Highways England website diversion routes
7. Update and future plans for the junctions on the Herringswell Road and Newmarket Road on Chalk Hill
8. Plan to ensure future correspondence is dealt with correctly between all local stakeholders

Cllr. R. Lewis reported that he felt a recent Facebook post by a member of the S.A.F.E group stating that Barton Mills Parish Council were meeting with Highways England privately rather than with all local stakeholders and that the Parish Council possibly had their own agenda in doing this was very unfair considering Highways England had approached the Parish Council and requested the meeting. The members agreed with Cllr. R Lewis.

19/11/10.6 Substation update and receive details of legal advice given

The clerk reported that the resident who offered help with legal advice had asked for further information to help give better advice. The clerk reported she had thanked the resident for their help and would clarify these points at tonight's meeting. The resident gave his opinion on the importance for the Parish Council to understand the reasoning and motivation behind points 1-3 before proceeding further given the impact on the community asset.

1. Is the Parish Council settled on selling the freehold of the site? More often substations are dealt with under long term (e.g. 99 year) leases. This gives an element of control to the landowner (here the Parish Council) and, of course, the possibility in the future of the land reverting back for the use of the community. This should not affect the commercial value of the deal either as the value of the land is effectively transferred when any lease of this length and nature is entered into.
The Parish Council agreed a leasehold of 99 years would be more suitable.
2. Is it worth causing this much disruption to the playing field for £750? What is the motivation for the Parish Council agreeing to this request from UKPN? Is it financial or for another reason?
The members agreed they were under the impression that the substation would benefit the village's supply. The members felt they would be little disruption as the location is tucked away in a corner. The members would like to receive more than £750.00 and agreed to ask resident offering legal advice how much money the Parish Council should ask for.
3. Is the position of the substation settled? I imagine that several of the trees on the playing field will need to be felled in order for the equipment to be installed, is this the intention?
The members felt that felling a few trees was a compromise to the site being in a corner, however the Parish Council could request that UKPN plant replacement trees in the area.
4. The Parish Council have previously asked local land owners whether they would allow affordable housing to be built on the site adjacent to the substation. Putting a substation across the access would make this harder/more expensive.
The clerk reported that this site for affordable houses was not suitable due to the need to build a long road to access the site and this would be too costly for Hastoe Homes.

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5. You should check with Bendall and Sons as your legal advisor, if the Parish Council actually has legal capacity to enter into a contract of this kind given the terms on which it holds the land. They will be able to advise on the legal title and any restrictions around dealing with it.

The clerk reported she had asked Bendall and Sons advise on this and the response was that Bendall and Sons had acted on behalf of the Parish Council in May 2017 for the purchase of land and that they had no difficulties in that transaction.

In addition to the above comments and answers to the questions asked, the members stated that the Parish Council should retain the right of way on any access roads built UKPN and that the Parish Council should push UKPN to build a suitable access road.

The members continued to discuss the site and agreed they have very little knowledge of the site and that the clerk should contact UKPN asking for photos and further information in order to help make future decisions regarding the substation.

The clerk also reported that Bendall and Sons had sent a list of enquires from Eastern Power Networks regarding the site.

Cllr. R. Lewis reported he had completed the list of basic enquires and asked Cllr. S. Mullender to check the answers before returning to the clerk to forward to Bendall and Sons (SM/JC)

19/11/10.7 Agree a plan to maintain footpaths in the Parish and receive quotes for work

The clerk reminded members that at last meeting she had received one quote for footpath works from DM Tree and Landscapes who had quoted £425 plus VAT for each day worked but they had not stated how long the different footpath works would take. She confirmed she had now received a detailed quote from RH Landscapes and Maintenance Service Ltd. The quote detailed the following:

Footpath between Mildenhall Road and the Jubilee field

To maintain the footpath by strimming and grass cutting on an ad hoc basis: £100.00

Footpath between The Street and Newmarket Road

To maintain the footpath by strimming and herbicide treatment on an ad hoc basis: £75.00

To maintain the footpath by strimming and herbicide treatment on a monthly basis: £25.00

Footpath between Worlington Road and Station Road

To be maintained by grass cutting on an ad hoc basis: £150.00

To be maintained by grass cutting on a regular basis- 6 cuts per year: £75.00

Footpath between Newmarket Road and Herringswell road

To be maintained by grass cutting and cutting back hedges on an ad hoc basis: £150.00

To be maintained by grass cutting and cutting back hedges on a regular basis- 6 times per year £75.00

Footpath from South View, Newmarket Road to Bell lane as discussed with Cllr A Harji.

Initial cutting back and tidying of footpaths, including cutting back of hedges along Newmarket Road with side arm flail, cutting back over hanging branches and treating footpath with herbicide: £350.00

Regular maintenance - 2 visits per year: £100.00

It was agreed to accept the following quotes:

Footpath between Mildenhall Road and the Jubilee field, to maintain the footpath by strimming and grass cutting on an ad hoc basis: £100.00

Footpath between The Street and Newmarket Road, to maintain the footpath by strimming and herbicide treatment on an ad hoc basis: £75.00

Footpath between Newmarket Road and Herringswell road, to be maintained by grass cutting and cutting back hedges on an ad hoc basis: £150.00

Following the clerk reporting she has contacted Worlington Parish Council asking if they would consider maintaining the part of the footpath between Worlington Road and Station Road that was in their parish, it was agreed to wait until a response was received from Worlington Parish Council before agreeing the relative quote.

It was agreed to review the state of the footpath from South View, Newmarket Road to Bell lane early spring to determine whether to accept the quotes.

A member of the public voiced their concerns that the recent work on the footpath between Church Lane and Grange Lane was very poor. It was agreed the clerk would contact West Suffolk Council of this issue. (JC)

It was also agreed that 'footpath works' should be on the March agenda.

19/11/10.8 Finalise arrangements for Remembrance Sunday

Cllr. A. Harji and Cllr. C. Miller reported that the wreaths and refreshments were either purchased or in hand and that they would be at the village hall at 9:00am to set up along with Cllr. K. Fuller.

19/11/10.9 Update of possible 'slow' sign on Church Lane Close

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Cllr C. Miller reported she had been to Church Lane Close to look at the availability of poles to attach a sign. The only availability was that of a telegraph pole, which Highways Suffolk had already stated would not be allowed. The clerk reported she had contacted Highways Suffolk stating this and asking how to now pursue this further.

19/11/10.10 Receive and agree street light shield quotes

The clerk reported two quotes had been received to install a shield to a light in Church Meadows. A quote from Pearce and Kemp detailed £148.75 plus VAT, and a cheaper quote from K & M Lighting detailing £75.00

It was proposed to accept the quote from K & M Lighting if the quote included installation of the shield as well as supply. All agreed. (JC)

19/11/10.11 Confirm arrangements made at the car boot meeting date

Cllr. A. Harji reported that the meeting went well but there was a possible vacancy for the first May 2020 car boot.

This was due to the WI not having enough help to arrange the parking. Cllr. N. Horne stated that he along with some councillors could help with this.

19/11/10.12 Update on land for sale owned by West Suffolk District Council

The clerk reported she had, as requested, asked West Suffolk District Council if they would considering removing this from market until a decision has been agreed by the Parish Council but no response has been received following the initial request and chasing this request. A member of the public reported that the land had been withdrawn from the market and was no longer for sale.

19/11/10.13 Agree work required to the play equipment

Cllr. N. Horne reported that various pieces of equipment would require essential maintenance in the near future and felt that some items could be repaired instead of replaced but this would only be sufficient in the very short term. He continued to state that he would obtain at least three quotes for the work required. (NH)

19/11/10.14 Receive SID data

Cllr. C. Miller reported that she required the original software in order to use the modified software, Cllr. A. Harji and the clerk would check to see if they held this in the Parish Council records.

Cllr. B. Harvey stated that the required software was the Texas Houston software which could be download from their website. (CM/JC/AH)

19/11/10.15 Receive details and agree action on horses using public footpaths

The clerk and Cllr. K. Fuller reported they had received reports of horses being ridden along the footpath by the river from the corner of Station Road/Worlington Road to Station Road.

The clerk continued to report she has reported this to Suffolk County Council and in doing this noted that two other people had reported similar issues.

It was agreed that the clerk would contact Suffolk County Council asking if they or the Parish Council could put up the necessary signs informing users that it is a footpath not a bridle way, therefore no horses allowed.

19/11/10.16 Agree actions following The Burrell Trusts offer to help towards improving the play park

Cllr A. Harji reported that the Burrell Trust originally stated that they would possibly like to fund a new piece of equipment but after informing them that essential maintenance work was becoming due, that they would possibly help towards funding the maintenance works instead.

19/11/11 Finance & Policies

19/11/11.1 Parish Council Bank Balances and Reconciliation from list of Payments and Receipts.

The clerk reported that at 16th October 2019 £4,053.63 was held in the current account and £22,007.01 in the deposit account. The clerk also asked to transfer £2,000 from the deposit account to the current account, as after todays cheques are sent and taking into account the K & M Lighting Direct Debit on 1st November there would only be £1,025.45 held in the current account. All agreed and the transfer letter was signed.

19/11/11.2 Cheques for signing and approval and to authorise payment of outstanding invoices

It was proposed to accept and make payment of the following invoices:

<u>Date</u>	<u>Payee</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	
30-Oct	J Coe	Salary	267.19	0.00	267.19	Chq 1698
30-Oct	J Coe	Expenses	33.96	0.00	33.96	Chq 1699
30-Oct	Robert Lewis	Barton Miller printing	26.16	0.00	26.16	Chq 1700
30-Sep	BM Village Hall	Room hire	63.00	0.00	63.00	Chq 1701
01-Oct	SCC	1/2 year allotment rent	50.00	0.00	50.00	Chq 1702
01-Oct	RH Landscapes	Hedge cutting car park	100.00	20.00	120.00	Chq 1703
30-Sep	SALC	Payroll services	45.00	9.00	54.00	Chq 1704
25-Oct	K & M Lighting	VH car park light	719.07	143.81	862.88	Chq 1705
28-Oct	RH Landscapes	Car park work	690.00	138.00	828.00	Chq 1706
31-Oct	Peace and Kemp	VOID	0.00	0.00	0.00	Chq 1707

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30-Oct	S Limmer	Gardening	25.00	0.00	25.00	Chq 1708
31-Oct	Pearce and Kemp	Burrell Crescent light rep.	75.00	0.00	90.00	Chq 1709
5-Nov	RH Landscapes	Grass cutting	500.00	100.00	600.00	Chq 1710
			2,594.38	425.81	3,020.19	

It was also agreed that the clerk would personally pay the One Suffolk invoice for website hosting in the sum of £60.00 and be reimbursed the following month via expenses. The reason for this being that One Suffolk no longer accept cheques as a method of payment.

19/11/11.3 Agree insurance amendment

The clerk reminded councillors that that it was agreed at the last meeting to go back to the insurers with an updated asset schedule detailing replacement values to ensure the Parish Council were adequately insured.

The insurers Came and Co. have responded by reclassifying assets and providing two options:

- To include all assets including all street lights, this would see a rise of £628.78 to the current cover and future premiums would total £1,626.15.
- To insure all of the Parish Council assets excluding all of the street light which would see a fall in the current cover, resulting in a refund of £50.54 and future cover costing £946.83 per annum.

It was proposed to accept the option to not included any street lights in the insurance quote as long as the Parish Council still had public liability insurance in relation to the street light, five members voted to accept this proposal, one abstained and one was against the proposal therefore the proposal was carried.

It was agreed the clerk would confirm the Public Liability status of the street lights and that this should be reviewed annually. (JC)

19/11/11.4 Agree date for Finance meeting

It was agreed to hold the meeting at the end of November or early December and a date could be agreed via email with the members of the Finance Committee.

19/11/12 Parish Councillors reports (for information only)

Cllr. G. Flack asked whether the Parish Council had any procedures in place to prevent travellers settling on the playing field. The members stated that there was no plan in place, but the clerk would request information form SALC stating how to legally manage unauthorised encampments. (JC)

Cllr G. Flack also reported there were a few trees on the playing field which required attention. It was agreed the clerk would obtain quotes. He also reported that after the resurfacing in Grange Lane, white lines had not been painted. The clerk to report this to Suffolk County Council. (JC)

Cllr. N. Horne reported that the dog waste bag dispensers on the Football Club changing rooms wall had been smashed off the wall. He also reported that the football banner had been ripped and could no longer be used.

Cllr. K. Fuller reported that he would periodically check the gully by the bridge to check whether this needed clearing internally.

Cllr. R. Lewis voiced his concerns that the response from Hastoe Homes in relation to the home being sold to someone with no local connection was not good enough. It was agreed that for future sites the Parish Council would want written confirmation that this would not occur again and that the Parish Council would be informed first.

Following reports of a resident parking on a footpath blocking access, Cllr. C. Miller confirmed she would talk with the resident asking them to refrain from parking on the footpath.

19/11/13 Items for future agendas

Insurance update

Future football coaching

Exception site update

Receive and agree quotes for tree work on the playing field

Update on substation and legal advice

19/11/14 Agree Barton Miller clerk and back page

Clerk page: Welcome Cllr. J. Bye

Back page: Merry Christmas and Happy New Year

The meeting closed at 9:50pm



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