

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 remotely on Tuesday 7th April 2020 at 7:30pm

Present: Chairman, Cllr A Harji, Vice Chairman, Cllr N Horne, Cllr, C. Miller, Cllr R Lewis, Cllr G Flack, Cllr K Fuller, Cllr J Bye, Cllr S Mullender and the clerk Jadi Coe

Public Forum:

No comments received from the public

20/04/01 Accept and receive apologies for absence

Apologies were received and accepted from Cllr Colsey

20/04/02 Declarations of members interests

None

20/04/03 Minutes

The minutes of the Parish Council Meetings dated 3rd March 2020 were proposed as a true record of the meeting held and all agreed.

20/04/04 Planning and Environment

General & For Consideration:

DC/20/0408/HH – single storey extension at Bridgemans House, 86 The Street, Barton Mills, IP28 6AA

Cllr Lewis proposed that the Parish Council has no objections to the application, the proposal was carried following a unanimous vote.

DC/20/0405/HH - single storey side and rear extension (following demolition of existing conservatory) single storey front extension, raising roof structure to create habitable living space and demolition of existing garage at 12 Worlington Road, Barton Mills, IP28 7DY

Cllr Lewis proposed that the Parish Council has no objections to the application, the proposal was carried following a unanimous vote.

Tree Applications (for information only):

DC/20/0529/TCA - trees in a Conservation Area Notification - 5no. Lombardy Poplars, 1no. Ash – fell at the Baptist Free Church, The Street, Barton Mills IP28 6AA

Awaiting Forest Heath decisions and pending appeals:

DC/19/2448/LB – Listed building consent for subdivision of existing unit to create 2 self-contained flats and orangery on west elevation, at The Manor, Newmarket Road, Barton Mills, IP28 6BL

DC/19/2447/FUL – Planning application, orangery on west elevation, at The Manor, Newmarket Road, Barton Mills, IP28 6BL

DC/20/0001/FUL – change of use from residential care home to 1no. dwelling at Barton Hall, The Street, Barton Mills, IP28 6AW.

DC/20/0002/LB – application for listed building consent, (i) Remodelling of interior to include removal and insertion of internal partitions (ii) replacement of internal doors and insertion of new door openings to internal partitions (iii) upgrading of electrical and plumbing systems (iv) demolition of later 20th century flat roofed extension and associated works (v) repairs and thermal upgrading of external walls (vi) repairs to external render and reinstatement of railings to balcony following removal of external fire escape staircase and ladder to south elevation, at Barton Hall, The Street, Barton Mills, IP28 6AW.

Decided/approved (for information only):

DC/20/0155/HH – application (i) front extension including porch (ii) replacement of render finish on existing front elevation with hardie plank to match front extension at 24 Church Meadows, Barton Mills, IP28 6AT – *approved 23rd March 2020*

20/04/05 Clerk's Report & Matters Arising from the Minutes of the Last Meeting (For Info Only)

The clerk reported that Cllr J. Bye is now a full signatory on the Parish Council Lloyds bank account.

20/04/06 Correspondence

The clerk reported that an email was received from the Church Lane site landowners, who has requested the Parish Council minute the following:

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Thank you for your email of 4 March attaching an email dated 3 December 2019. We understand that Hastoe no longer wish to proceed with a smaller scheme if Barton Mills Parish Council do not want to build the 10 houses indicated as needed locally. However, it is a shame that you did not contact us in December so that we could have confirmed that we still wanted to help. In any case we understand that Barton Mills Parish Council are now committed to building on Cllr Lewis' land and so we will close our file on this.

It was noted the Church Lane site landowners had mistakenly stated that the new site proposed for affordable homes was owned by Cllr Lewis, which is not correct. It was agreed that the clerk would inform the Church Lane site landowners of this error. (JC)

A letter was received from a resident who is proposing to run the regular Bell Lane Solstice on Saturday 20th June 2020, stating all arrangements that will be made.

It was noted that this has now been cancelled.

A letter has been received from the business owners in the village in respond to a letter sent by the Parish Council following complaints from residents in relation to smoke. The business has advised the Parish Council that they are in contact with the Public Health at Suffolk County Council, and that they have taken these complaints very seriously and should any councillor wish to visit the facility they would happily show you around.

20/04/07 Parish Matters

20/04/07.1 Exception site on Newmarket Road update

It was reported that the following update has been received:

The legal process to acquire the land is underway but early stages.

The various quotations for all the reports and surveys that will be required have been obtained and will be organised shortly.

Funding options are being looked into. The plan at this stage will be for a mix of social/affordable rental and shared ownership very much along the lines of the Church Lane scheme. The availability and type of funding does vary and it may be necessary to have all affordable/social rental to meet the funding criteria.

20/04/07.2 Development proposal on SCC land on Church Lane

No update

20/04/07.3 Update on issue of horses using local footpaths

Clerk reported she continues to chase West Suffolk Council, to determine what measures can be put into place to deter this.

It was noted that there were no further reports of the horses using the footpaths.

20/04/07.4 Maintenance of Assets

a) Lighting

The clerk reported that Street Light 68, outside no 17 The Street, is currently not working. The clerk has requested quotes from both K & M Lighting and Pearce and Kemp as this light is not maintained by Suffolk County Council. K & M Lighting have responded with a quote of £70 to repair this and replace this with an LED light.

It was proposed and agreed to accept the quote of £70 from K & M Lighting. (JC)

The clerk reported that Suffolk County Council have now issued the invoice for lighting maintenance and energy costs for the year to 31st March 2020. At the previous meeting it was agreed the Parish Council would accept this invoice if Cllr. K. Fuller agreed this was correct. Cllr Keith agreed to look at the invoice prior to the next meeting.

(KF)

Cllr N. Horne reported that a street light in Church Meadows is not being turned off during the day, the clerk agreed to report this. (JC)

b) Other

The clerk reported she has ordered and received two defibrillator signs.

20/04/07.5 Substation update

It was reported that as agreed at the previous meeting the clerk would contact both Savills and Bendall and Sons stating that the Parish Council agreed to the land to selling the land but on a leasehold of 99 years. This was agreed by Savills; however, Bendall and Sons have stated this will cost an additional £400 plus VAT. The current cost is £750 plus VAT which will be covered by Savills.

It was agreed to bring this agenda item forward and for the clerk to obtain a site drawing to help determine the decision whether to sell leasehold or freehold. (JC)

20/04/07.6 Scope textile bin update

Is was reported this has not yet been installed.

20/04/07.7 Glass bale update

Is was reported this has not yet been installed.

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20/04/07.8 Update on clock repairs

It was reported that Smith & Derby have quoted £1,242 net to remove and repair the strike hammer. The Preservation Trust had stated that they would consider funding part of this but would like the 100Club to be approached and funds from the Parish Council. The 100Club have kindly offered £500 towards this cost, and would appreciate acknowledgment of this in the Barton Miller.

Cllr R Lewis proposed that following the offer from the 100 Club, £742 still needed to be paid and the Parish Council would pay 50% of the remainder, totalling £371. The proposal was carried following a vote of 6 Cllrs for and 2 against the proposal.

It was agreed that the clerk would contact The Preservation Trust. (JC)

20/0/07.09 Covid-19

It was reported that the Good Neighbour Scheme has been given a grant from District Cllr Brian Harvey and that the Scheme is working well helping vulnerable residents.

Cllr K Fuller noted that some families are choosing to ignore the signs on the play park and continue to use the equipment.

20/04/08 Finance & Policies

20/04/08.1 Parish Council Bank Balances and Reconciliation from list of Payments and Receipts.

The clerk reported at the 31st March 2020 £4,835.55 was held in the current account and £14,010.46 in the deposit account.

20/04/08.2 Approve letter to transfer £4,000 from the deposit account to current account

It was agreed to approve the letter as long as the precept had not been paid into the current account. (JC)

Approval and authorise payment of the following 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>
31-Mar	J Coe	Clerk expenses incl TSOHost	105.74	14.98	120.72
16-Mar	S Limmer	Gardening	25.00	0.00	25.00
16-Mar	SALC	Chairman's course	60.00	12.00	72.00
31-Mar	J Coe	Salary	237.48	0.00	237.48
31-Mar	HMRC	Clerk PAYE/NI	178.20	0.00	178.20
01-Apr	West Suffolk Council	Litter bins	157.04	0.00	157.04
29-Mar	RH Landscapes	Grass cutting	300.00	60.00	360.00
01-Apr	SALC	Membership subscription	364.05	0.00	364.05
30-Mar	SALC	Payroll service	45.00	9.00	54.00
1-Apr	SCC	Allotment rent	50.00	0.00	50.00
			4,252.72	642.02	4,894.74

Clerk Overtime

See

attached to be paid along with salary at end of following month 4 £12.37 **£49.48**

Payments to be made by clerk and repaid via expenses

TSOHost - lite hosting **17.99**

20/04/08.3 Receive details of Clerks holiday untaken for the year 2019/20 and whether to pay this to the clerk

The clerk reported that her contract states she is entitled to 34 hours holiday per year. Due to the work load throughout the year, she has only taken 4 hours of this holiday, therefore as in the previous year she would like the untaken holiday be paid at her usually hourly rate. This would be 30hours at £12.37, totalling £371.10. This was proposed and agreed.

20/04/08.4 Agree process to sign cheques

It was agreed that the clerk would package all cheques and stamped addressed envelopes and deliver to Cllr R Lewis who would sign all the cheques before passing the package onto Cllr S Mullender who would then also sign the cheques before sending in the post.

20/04/08.5 Agree how to make future payments

It was suggested to stop making payments via cheque but to make payment online. This was discussed and it was noted that writing cheques protects the clerk, there is not a facility for payments to be authorised online by more than one Cllr, the standing orders and financial regulations would need to be altered. make payments online.

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It was agreed that the clerk and Cllrs would look into how other Parish Councils are making payments and bring this forward to the next meeting. (JC)

20/04/09 Parish Councillors reports (for information only)

None

20/04/10 Items for future agendas, agree how to hold future meetings and how decisions can be made remotely

It was agreed that the Zoom remote meeting had worked well and this could be used for future meetings if the current restrictions are still in place.

Future agenda items: Substation update; Newmarket Road site update; Clock repairs update;

The meeting closed at 8:10pm



J. Coe Clerk