

Barton Mills Parish Council

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

Chairman: Mr N. Horne 07590 672963

Minutes of the Meeting of Barton Mills Parish Council

held remotely on Tuesday 6th April 2021 at 7:30pm

Present: Chairman - Cllr N Horne, Vice Chairman - Cllr A Harji, Cllr R Lewis, Cllr K Fuller, Cllr. M. Colsey, Cllr S. Mullender, Cllr. C. Miller, Cllr A Potts, Cllr T Newman, District Cllr B. Harvey, the clerk Jadi Coe, Marie Smith Service Manager (Strategic Planning) at West Suffolk Council and four members of the public

The Chairman Cllr N Horne welcomed everyone to the meeting.

Public Forum

Two members of the public voiced their concerns regarding site WS018 being included in the West Suffolk local plan and why the site was 'favoured' by the Parish Council although the affected residents had not been informed.

Their queries and questions were answered and the West Suffolk Plan process was explained to them.

It was confirmed that this did not mean the land would be developed on, and if at a later stage a planning application was submitted then concerned residents would be able to comment on the application in the normal manner.

It was suggested the residents register to receive updates on West Suffolk's Local Plan.

21/04/01 Accept and receive apologies for absence

None

21/04/02 Declarations of members interests

Cllr R Lewis – item 7 DC/21/0490/FUL

Cllr N Horne – item 7 DC/21/0406/HH

Cllr R Lewis – item 10.2 approval of invoices

21/04/03 Minutes

The minutes of the Parish Council Meeting dated 2nd March 2021 were proposed and agreed that they were a true record of the meeting held.

21/04/04 Neighbourhood Plan

Marie Smith, Service Manager (Strategic Planning) at West Suffolk Council was welcomed to the meeting.

Marie gave a presentation on Neighbourhood Plans which confirmed the following:

- A NH Plan gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth in their local area.
- A NH Plan is community led, evidence based, locally specific, contains policies focused on development and land use
- A NH Plan is not a tool to prevent development that is included in the Local Plan
- A NH Plan must conform with the Local Plan
- A NH Plan can take between 2-3 years
- A NH Plan can detail more growth than the Local Plan
- A NH Plan can have a 5-15 year lifeline although it is best practise to review every 5 years. As long as the policies are still in date and the NH Plan has not been superseded then the Plan will still be used.
- If there is ever conflict between a NH Plan and the Local Plan the most up to date plan will be used.

The Neighbourhood Plan process is:

- Elect a group of residents, including some members of the Parish Council, that have the capacity and resources to develop a plan
- Carry out a survey asking parishioners what they would like to see in a NH Plan and what they want the NH Plan to do (survey examples are available)
- Draft the plan. Technical advice may be required and grants are available to fund this. Hold public consultations throughout the process
- The Plan is submitted to West Suffolk Council who appoint an independent examiner to review.
- The Plan will go to a referendum organised by West Suffolk Council, if the majority of the residents agree to the plan will form part of the planning policy

21/04/05 Police reports

None

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21/04/06 County and District Councillors report

Cllr B Harvey reported on various local matters including West Suffolk's dog fouling campaign, fly-tipping, rough sleepers, county lines, locality budget and Sunnica. He confirmed that Sunnica and West Suffolk Council are working through the Statement of Agreement process and the application is expected June 2021.

Cllr B Harvey confirmed that there is a food bank based in Red Lodge but for use of other villages including Barton Mills. It was agreed to obtain more information on this and to publicise this on the Parish Council website, Facebook page and the Barton Miller. (JC)

Cllr R Lewis informed the members that the work on Barton Mills Football Club was underway and a formal thank you to all the groups who helped fund this will be sent once the work is complete.

21/04/07 Planning and Environment

General & For Consideration:

DC/21/0490/FUL – change of use and conversion of forge (Sui Generis) to residential dwelling (class C3) at plot 1, Rose Forge, Worlington Road, Barton Mills.

It was proposed and agreed that the Parish Council have no objections to the application.

Application DC/21/0584 was received after the agenda was published, this is for a detached double garage and bin store also Rose Forge, the consultation expiry date is 21st April, an extension has been requested but this has not yet been confirmed.

It was agreed that if an extension was not granted then the Parish Council would not make comment on the application.

DC/21/0381/HH - a) two storey side extension, b) first floor side extension at 57 Church Meadow, Barton Mills, IP28 6AR

It was proposed and agreed that the Parish Council have no objections to the application and that the proposals would enhance the appearance of the property.

DC/21/0406/FUL - a. Re-location of cartlodge; b installation of boundary wall and install entrance gates at Barton Hall, The Street, Barton Mills, IP28 6AW

It was proposed and agreed that the Parish Council have no objections to the application.

DC/21/0407/LB - a. Re-location of cartlodge; b. installation of boundary wall and install entrance gates at Barton Hall, The Street, Barton Mills, IP28 6AW

It was proposed and agreed that the Parish Council have no objections to the application.

Tree Applications (for information only):

None

Applications awaiting West Suffolk decision and pending appeals:

DC/21/0181/HH - cladding to cover render on north and east ground floor elevations at Tanglefoot 36A The Street, Barton Mills, IP28 6AA – *approved on 29.3.21*

DC/20/2260/FUL - a. four dwellings with garages (following demolition of existing outbuilding) b. alterations and extensions to existing two dwellings to provide garage with room in roof and front porches c. new vehicular and pedestrian accesses at Development Site adjacent to 7 Church Lane, Barton Mills, Suffolk.
-pending at 6.4.21

Cllr B Harvey confirmed the application was now going to go to a full planning committee, date to be confirmed.

DC/19/2244/HH - Parish Re-Consultation Householder Planning Application - Detached single storey Outbuilding Brook House, The Street, Barton Mills, Suffolk, IP28 6AA - *pending at 6.4.21*

Decided/approved (for information only):

None

Receive comments on Parish Council Planning Statement and agree amendments required

The clerk confirmed no responses had been received in regard to the Planning Statement and that the Statement should be published again in the next edition of the Barton Miller if allowed.

21/04/08 Clerk's Report, Matters Arising from the Minutes of the Last Meeting and Correspondence

- A resident contacted the Parish Council in regards to a house in the village which has been unoccupied for approximately 20 years, and whether the Parish Council would approach West Suffolk Council to seek their views on whether it may be appropriate to consider acquisition of the property or provide grants to the owners to restore the property so it is habitable.

Cllr B Harvey reported on the action West Suffolk Council can take of such properties, it was agreed that the clerk would contact Andy Smith at West Suffolk Council for guidance on the process and Cllr A Harji and the clerk would draft a letter to the home owner and West Suffolk Council. (JC/AH)

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- Gardener Sarah Limmer has informed the Parish Council she will be increasing her hourly charge from £12.50 per hour to £15 per hour from 1.4.21. She is currently contracted to two hours per month. It was agreed to accept the increase.
- A resident contacted the clerk in regard to the land on Newmarket Road of which part has been gifted to the Parish Council for an exception site. The resident confirmed he has put in an offer on this land previously with a view to plant trees for the benefit of the community. He would now like to ask whether it would be possible for him to fund a tree barrier between the proposed homes and the A11. It was agreed that the clerk would contact the resident and thank him for his interest but inform him that sound barriers would need to be put in place by the Housing Association and answer his queries in regards to the site's proximity to the A11 and why the site was chosen. (JC)

21/04/09 Parish Matters

21/04/09.1 Barton Mills Scarecrow festival

The resident who had enquired about the festival was invited to the meeting and to telephone the Chairman to discuss this further but a response has not yet been received.

21/04/09.2 Update on exception site at Newmarket Road update

West Suffolk Council have confirmed that they may find it difficult to support an exception site in Barton Mills for 15 dwellings as their housing register is only indicating that 17 households have a connection to Barton Mills and this data has not yet been verified to confirm their connection. They also note that the proposed mix doesn't follow the council's recommended tenure requirement of 70% rented and 30% low cost home ownership and that would also need to be considered if an application was to be submitted. Based on the evidence and the lack of an up to date Local Housing Needs Survey we could probably only look to support a rural exception scheme of between 6-8 dwellings in Barton Mills.

At date 15 people of whom 14 would meet the criteria have contacted the clerk confirming their interest on the homes following a call from the Parish Council.

Cllr R Lewis confirmed that a housing needs survey carried out in 2017 was still valid as this was taken after the existing affordable homes were built. It was agreed to write a formal letter confirming results of the survey and results of the straw poll. (JC/RL)

21/04/09.3 Maintenance of Assets

a) Lighting, including receiving quotes for new units

A complaint letter was sent to Suffolk County Council on 18th March and a complaint form was submitted on 31st March in regard to the two street lights (0084, 0186) which have not been fixed in a reasonable time frame.

Final inventory and invoice for the street light energy and maintenance costs has been received. Suffolk County Council have charged no costs for units 0084 and 0186.

Cllr A Harji reported he had met with K & M Lighting regarding new street light units but the final quote had yet to be received. The clerk to chase this quote. (JC)

b) Play park, including donation receivable

Works have now been completed and net cost of the works has been funded by a donation now received from the Burrell Trust.

One goal was reported as being damaged and Cllr N Horne confirmed he would obtain quotes for replacement parts for the next meeting.

21/04/09.4 Covid-19 update and issues in the Parish

It was confirmed that Parish Council meetings cannot be held remotely after 6th May, and the earliest date the village hall could reopen would be 17th May.

The next Parish Council Meeting, the Annual Parish Council meeting would be held remotely on 4th May, the following meeting would be held on 1st June in the Village Hall.

21/04/09.5 SID Rota

The SID rota was agreed until June 2021

21/04/09.6 Update on request to tidy islands at Chestnut Close including new Barton Mills sign license and draft designs

Permission to maintain the island has been granted from part owner Highways England but not from the other part owner Suffolk County Council. The reason being a street light is installed on the island. However, permission to install a sign has been granted.

To install a sign a license from Suffolk Highways is required at a cost of £100, the clerk has confirmed that the £100 is only payable if the application is approved, which it was confirmed that it would be, and that this is a one-off charge.

The clerk to obtain an example of a license to review the terms and conditions. (JC)

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Following an on-site visit, Cllr R Lewis has drafted a plan for the island which if agreed can be sent to Suffolk County Council to determine whether permission to maintain the land on this basis would be allowed.

The draft plan was agreed by the members.

RA Gardens have supplied a quote in the sum of £1,210 for the erection of the village sign, hard-landscaping around sign, and prep work and seeding of remaining area. It was agreed the clerk would ask RA Gardens if they could provide a rough sketch of the proposed work. (JC)

The clerk is to contact Suffolk County Council requesting that the Parish Council can maintain the land based on the sketch requested from RA Gardens and from Cllr R Lewis. (JC)

21/04/09.7 Litter issues update including Great British Spring Clean

Dog fouling signs which are available free of charge from West Suffolk Council have been requested and received. West Suffolk Council have confirmed they will lend litter pick packs to individuals, these can be ordered online and will be delivered to the volunteer.

It was suggested to inform residents on how to request a litter pick set and organise a litter pick week and give residents areas to work on so the whole village is covered.

21/04/09.8 Social media

Cllr T Newman reported on the social media app 'Next Door, and would obtain more information for the next meeting. (TN)

21/04/09.9 Request for memorial bench on playing field

Cllr N Horne confirmed there are spaces available to install a bench on the playing field on Mildenhall Road side and that he would suggest suitable style benches and obtain quotes to forward to the resident requesting the memorial bench.

21/04/09.10 Locality budget projects

Cllr B Harvey confirmed that as the village has more than 1000 residents then the Parish Council could not apply for any funding directly but this would need to be requested by a local community group.

21/04/09.11 Village car boot sales

It was confirmed car boot sales may re-start from 12th April, the village hall may be reopened for use of public toilets until 17th May when it may also be opened for other uses.

The first car boot sale is planned for 3rd May.

21/04/09.12 Speeding issues in the village

A resident contacted the Parish Council following advice from Suffolk County council to enquire about traffic calming measures on Tuddenham Road.

Cllr B Harvey confirmed that options for calming measures were limited but it was suggested to request speed buffer zones.

The clerk contacted Mark Shipton in regard to reducing the 60mph speed limit on Worlington Road and speeding vehicles on this road where the speed limit is 30mph. Mark responded confirming that speed checks in the 60mph zone were difficult to carry out due to the road.

If the speed limit is to be reduced then this would have to be done with Suffolk Highways.

Hand held speeding devices could be used to carry out speed checks on the 30mph zone, but for the speed enforcement team, the SID data would need to be known for the police to determine whether there was a speeding issue.

21/04/10 Finance & Policies

21/04/10.1 Parish Council Bank Balances and Reconciliation from list of Payments and Receipts

The clerk reported that at 31st March was £7,335.98 was held in the current account and £21,182.28 in the deposit account.

21/04/10.2 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>
31-Mar	J Coe	Salary	269.28	0.00	269.28
31-Mar	J Coe	Clerk expenses	24.16	0.00	24.16
31-Mar	HMRC	PAYE & NI	214.60	0.00	214.60
31-Mar	R Lewis	Barton Miller printing	26.16	0.00	26.16
08-Mar	Eastern Play Service	Park works	1,600.00	320.00	1,920.00
01-Mar	SALC	Payroll	45.00	9.00	54.00
25-Mar	RH Landscapes	March grass cutting	200.00	40.00	240.00
		Street light energy and			
22-Mar	SCC	maintenance	3,072.29	614.46	3,686.75
27-Mar	S Limmer	Gardening	25.00	0.00	25.00

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01-Apr	SALC	Membership	375.83	0.00	375.83
01-Apr	West Suffolk Council	Emptying of litter bins	160.18	0.00	160.18
31-Mar	BMVH	Brown bin collection	65.07	0.00	65.07
			6,077.57	983.46	7,061.03

Clerk Overtime

See

attached to be paid along with salary at end of following month 5 £14.02 **£70.10**

21/04/10.3 Approve clerks' untaken holiday to be paid

The clerk confirmed she has holiday entitlement of 34 hours per year as per her contract. Since taking this role the clerk stated she has not been able to take her full holiday entitlement and has been paid any unused holiday at her hourly rate at the end of each year. At the end of March, she has taken 12 hours holiday and is requesting that the remaining holiday of 22 hours can be paid at her usual hourly rate.

It was proposed and agreed to pay the clerk 22 hours of untaken holiday.

21/04/11 Parish Councillors reports (for information only)

CLlr A Potts reported that the railings on the bridge by the Old Mill required painting and possibly repairing. (JC)
He also reported in the poor state of the land between the BP garage and Bury Road. (JC)

21/04/12 Barton Miller

Clerk page

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Annual Parish Meeting

Village Hall re-opening

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Food bank use and donations

Lick pick sets

21/04/13 Items for future agendas and confirm requirement for Annual Parish Meeting

Mallard's bridge

Goal Posts

Litter pick week

This year there is a requirement to hold an Annual Parish Meeting. The meeting must be held between 1st March and 1st June. The clerk to obtain more details on venue and dates and this could be agreed via email. (JC)

The date of the next meeting (Annual Parish Council Meeting) was confirmed as 4th May 2021 and the meeting would be held remotely

The meeting closed at 10:05pm



J. Coe Clerk