

# Barton Mills Parish Council

Clerk: Mrs Jadi Coe [clerk@bartonmills.net](mailto: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 7<sup>th</sup> January 2020 at 7:30pm

Present: Cllr. A. Harji, Cllr. N. Horne, Cllr. K. Fuller, Cllr. J. Bye, Cllr. M. Colsey

Also, present: Parish Council clerk Jadi Coe and 3 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 but the offer was declined.

### **20/01/01 Apologies for Absence**

Cllr S. Mullender, Cllr. G Flack, Cllr C. Miller and Cllr. R. Lewis

### **20/01/02 Declarations of Members Interests**

None

### **20/01/03 Minutes**

The minutes of the Parish Council Meetings dated 3<sup>rd</sup> December 2019 were proposed by Cllr. N. Horne as a true record of the meeting held and all agreed.

### **20/01/04 Police reports**

The clerk reported a police report had been received appealing for witnesses to a fail to stop traffic collision, that took place on Friday 20<sup>th</sup> December at 4:25pm on the A11 southbound.

### **20/01/05 County and District Councillors Report**

The clerk reported that Cllr B. Harvey sent his apologies and read part of his monthly report as district councillor which included issues in regards to County Lines and stated that West Suffolk Council are part of the Suffolk wide campaign to crack down on fly tipping with prosecutions taking place and that if residents are aware of fly tipping in their villages please contact Dominic Owner by email at [dominic.owner@westsuffolk.gov.uk](mailto:dominic.owner@westsuffolk.gov.uk) with a copy to himself please.

### **20/01/06 Planning and Environment**

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

None

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

DC/19/2404/TCA – crown reduction and thinning of tree in Conservation area at 1 Church Lane, Barton Mills, IP28 6AU

#### **Awaiting Forest Heath decisions and pending appeals:**

DC/19/2244/HH – application for a detached two bay cart lodge at Brook House, The Street, Barton Mills, Suffolk, IP28 6AA

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

DC/19/2147/HH – partial demolition and replacement of outbuilding at Mulberry Harbour, Newmarket Road, Barton Mills, IP28 6AQ – *approved 9/12/19*

The clerk reported two applications had been received since the agenda was published and that she has asked to extend the consultation expiry date from 28<sup>th</sup> January to 5<sup>th</sup> February in order to make comment at the next Parish Council meeting on the 4<sup>th</sup> February.

### **20/01/07 Clerk's Report & Matters Arising from the Minutes of the Last Meeting (For Info Only)**

The clerk reported the following:

Planning enforcement had sent her a complaint report regarding a fence line of a property in Church Meadows which stated this was reported by the clerk herself. The clerk continued to report that it was agreed she would report this at the last meeting but had not at the time the complaint report was received. She has informed the planning enforcement team that this was not reported by her and whether they had any further information on who had made the report.

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The clerk reported she had looked at correspondence regarding previous football coaching sessions as agreed at last months meeting and that the May 2019 half term sessions held on the Tuesday and Wednesday were well attended with around 16 children each day. The May 2020 half term would be the week commencing Monday 26<sup>th</sup> May. It was agreed to hold further football coaching sessions on Tuesday 26<sup>th</sup> May and Wednesday 27<sup>th</sup> May, which would use the last of the restricted funds. (JC)

## 20/01/08 Correspondence

None of relevance received.

## 20/01/09 Parish Matters

### 20/01/09.1 Housing site on Newmarket Road update

The proposal was discussed and it was agreed that the clerk would invite the land agent to the February Parish Council meeting (JC) and that the Parish Councillors should correspond prior to the meeting to ensure the members are specific and firm on the local affordable housing required and any other wishes the Parish Council may have.

### 20/01/9.2 Maintenance of Assets

#### a) Lighting

The clerk reported the shield on the light in Church Meadows had yet to be installed and K & M lighting were waiting for the particular shield to be in stock.

The clerk reported that an ex councillor had contacted the clerk to clarify the light relocation and it was agreed that the clerk would check the minutes when this was discussed and agreed. (JC) Cllr K Fuller stated he would discuss this with Cllr. R. Lewis on his return.

It was agreed the clerk would obtain quotes to repair the light outside the Old Rectory.

Cllr. J. Bye stated that she had reported the faulty street lights in Manor View on the Suffolk County Councils website.

The clerk agreed to report the faulty street light which is sited in a resident's back garden opposite The Bull Hotel. (JC)

Cllr. N. Horne queried if when street light bulbs are repaired whether the bulbs are replaced with LED bulbs. It was reported that if it was possible then yes. The clerk stated that the Parish Council have received a quote to replace all bulbs with LED bulbs, and she would bring this information to the next meeting. (JC)

Cllr. K. Fuller reported of a street light on the Sapphire Gardens site which was not working, and questioned when did these street lights change from the responsibility of the developers to the Parish Council.

#### b) Other

The clerk reported the volunteer who replaces the dog waste bags requires further stock and that 4000 were purchased in August 2019 for £77.16.

The clerk also reported that the dispenser originally placed by the football club has been broken and disposed of, and the dispenser by the Bell has been broken and also needs replacing. Cllr R Lewis may hold an additional dispenser which was never installed.

The requirement and usage of the bags were discussed and it was agreed that the clerk would obtain quotes to replace the broken dispensers if Cllr. R. Lewis did not have any and that no further bags would be purchased at the current time. (JC)

### 20/01/9.3 SID Rota

The rota was agreed to February 2020 and the clerk is to update all volunteers of the agreed rota. (JC)

### 20/01/9.4 Substation update

The clerk reported that Mr Matt Drewry from Savills is due to attend the Parish Council meeting on Tuesday 4<sup>th</sup> February 2020. It was suggested to meet with Mr Drewry prior the Parish Council meeting at 7:00pm and that this would be agreed via email if the majority of members could attend.

### 20/01/9.5 Scope textile bin update

It was reported that the football club did not mind if the textile bin partly covered the football clubs window. Further information had been received from the 'site finder' stating that the bin would need to be situated on a hard standing/concrete base and that the bins material should stop any attempts of arson.

It was agreed that the textile bank could be placed by the Football Club and Cllr. N. Horne would provide the clerk photographs of the site where it would be positioned to pass onto the site finder. (JC/NH)

Cllr N. Horne reported that trees along the lane towards Middle View Manor had begun to grow too close to the electricity cables. It was agreed that Cllr. A. Harji would speak with the local resident in order to determine who's responsibility this is. (AH)

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## 0/01/9.6 Agree work required to the play equipment

Cllr A Harji reported that the Burrell Trust may be willing to help towards the cost of the renovation of the play area surface or towards the costs to improve the surface of the field by the gate entrance.

It was agreed that the clerk would obtain a quote before 27<sup>th</sup> January, the date of the next Burrell Trust meeting, and ask whether they would consider funding such work. (JC)

Cllr N. Horne reported that the play park matting replacement would be expensive but is not urgent at this time, which was stated by West Suffolk play inspector.

## 20/01/9.7 Receive SID data

In the absence of Cllr. C. Miller it was agreed to bring this agenda item forward.

## 20/01/9.8 Receive clock service quote and repair quote

The clerk reported that the previous church clock service agreement ended on 31<sup>st</sup> August 2019 and the annual service was completed on 26<sup>th</sup> November 2019. Smith of Derby have offered a three-year renewal price at £447 plus VAT or £162 plus VAT on an annual basis. It was agreed to accept the three-year contract agreement. (JC)

The clerk reported a quote was also received from Smith of Derby in the sum of £1,242 plus VAT to repair the clocks strike hammer which was reported as in poor condition when the annual service was completed.

The responsibility of clock repairs was discussed and it was agreed that before proposing whether to accept the quote that Cllr. A. Harji would look into whether there was funding from the Burrell Trust or the 100Club to help fund this.

(AH)

## 20/01/9.9 May 2020 car boot update

Following the change of the early bank holiday Monday to Friday 8<sup>th</sup> May, it was agreed that the WI could possibly hold a car boot sale on Sunday 10<sup>th</sup> May or possibly on Friday 8<sup>th</sup> May if the Parish Council agreed that they would not hold an event that required the use of the field. The clerk is to contact the WI.

## 20/01/9.10 VE and VJ Day 2020 update

The clerk reported that the village hall has been provisionally booked and that the clerk would use the Barton Miller to ask residents whether they would like to see an event held or to hold an event themselves to mark the 75<sup>th</sup> anniversary of VE day. (JC)

## 20/01/9.11 Mini Olympics update

The clerk reported no further information had been received following sending confirmation that Barton Mills Parish Council may like to take part in the event.

## **20/01/10 Finance & Policies**

### 20/01/10.1 Parish Council Bank Balances and Reconciliation from list of Payments and Receipts

The clerk reported at 23<sup>rd</sup> December 2019 £3,149.07 was held in the current account and £20,008.77 in the deposit account. The bank statements and reconciliations were signed.

### 20/01/10.2 Cheques for signing and approval and to authorise payment of outstanding invoices

It was proposed and agreed to authorise the following payments:

<u>Date</u>	<u>Payee</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	
31-Dec	J Coe	Salary	316.84	0.00	316.84	Chq 1721
31-Dec	J Coe	Expenses	35.63	0.00	35.63	Chq 1722
05-Jan	HMRC	PAYE and NI	205.20	0.00	205.20	Chq 1723
16-Dec	Came and Company	Insurance	1,025.23	0.00	1,025.23	Chq 1724
06-Jan	RH Landscapes	Grass cutting Nov 19	200.00	40.00	240.00	Chq 1725
31-Dec	BMVH	Room hire	121.50	0.00	121.50	Chq 1726
07-Jan	S Limmer	Gardening	25.00	0.00	25.00	Chq 1727
			<b>1,929.40</b>	<b>40.00</b>	<b>1,969.40</b>	

### 20/01/10.3 Finance update to 31<sup>st</sup> December 2019

The clerk reported on the finances to date:

At date the Parish Council have spent £21,036 in the financial year, which is £8,185 under budget. However, the Parish Council expect to spend a further £7,636 before the end of the financial year and will carry forward reserves of £3,960 so at the end of March 2020 the Parish Council will see expenditure approximately £2,410 more than budgeted. Expenditure has been more than budgeted in several areas including grass cutting, maintenance and clerks' salary. At date the Parish Council have received £24,514 of the expected £25,680, however it is expected to receive a further £755 before the end of March 2020 which will see income just £411 less than expected, this is a result of less input VAT being claimed back than expected.

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## 20/01/10.4 Adopt 2020/21 budget and the Chairman to sign the 2020/21 precept application

It was proposed by Cllr. N. Horne and agreed to adopt the budget prepared and discussed at Parish Council meeting on 3<sup>rd</sup> December 2019 and to sign the precept application detailing a precept amount of £25,164.00. The clerk and chairman signed the application form.

The clerk reported she had been contacted by an ex councillor stating a £1,500 reserve was put through the 2019/20 budget for re-laying the safety surfaces at the park. The clerk continued to state the budget could be amended in the future if required.

## 20/01/10.5 Sign letter transferring £1,000 from the deposit account to the current account

It was proposed and agreed to make the transfer and the letter was signed. (JC)

## **20/01/11 Parish Councillors reports (for information only)**

Cllr. K. Fuller reported that the issue with horses using the footpath between Barton Mills and Mildenhall remained and it was agreed the clerk would chase Suffolk County Council to determine whether this path was or wasn't a bridle path and what could be done to deter horse riders using the footpath. (JC)

Cllr K Fuller also reported that the gully by the bridge at the Jubilee field was blocked and needed removing and clearing. It was agreed that the clerk would obtain quotes to carry out this work. (JC)

## **20/01/12 Items for future agendas**

Clock repairs

VE Day ideas and responses

Housing site on Newmarket Road

Future requirement for dog waste bag dispensers.

Allotment lease renewal

WI car boot update

## **20/01/13 Agree Barton Miller clerk and back page**

### **Clerk page:**

VE day ideas

Fly tipping

### **Back page:**

Good Neighbour scheme

Coffee caravan if applicable

**The meeting closed at 8:35pm**



**J. Coe Clerk**