

Barton Mills Parish Council

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

Chairman: Mr N. Horne 07590 672963

Minutes of the Annual General Meeting of Barton Mills Parish Council

held remotely on Tuesday 7th July 2020 at 7:30pm

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

ANNUAL COUNCIL BUSINESS

AGM/20/01 Election of Chairman and Receive Chairman's Declaration of Acceptance of Office

It was proposed and agreed to elect Cllr N. Horne as Chairman of Barton Mills Parish Council.

AGM/20/02 Election of Vice Chair & Receive Vice Chair's Declaration of Acceptance of Office

It was proposed and agreed to elect Cllr A. Harji as Vice Chairman of Barton Mills Parish Council.

AGM/20/03 To Receive Members Declarations of Acceptance of Office

It was agreed the clerk would send these in the post for completion before returning to the clerk. (JC/NH/AH)

AGM/20/04 Apologies for Absence

None

AGM/20/05 Appointment of Councillor Responsibilities & Representatives on Outside Bodies:

The following was proposed and agreed:

- 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 Street Lighting - Cllr K. Fuller

AGM/20/06 Appointment of Responsible Financial Officer

It was proposed and agreed to appoint the clerk Jadi Coe as the Responsible Financial Officer.

AGM/20/07 To approve the Accounts for the year ending 31st March 2020

The clerk had emailed all members a set of the Accounts for the year and read out the following accounting report:

For the year ended 31st March 2020 the Parish Council had total income of £25,199 which includes the precept of £21,380. Income also included £1,220 of donations, £500 from the 100Club for the Village Hall outside light cost, £700 from the Burrell Trust towards the small goals and £20 from a resident for Remembrance Sunday.

Expenses in the year totalled £26,033 which was over £1,600 over budget. The overspending occurred on several costs but the main being grass cutting which totalled £4,080 in the year but only £3,200 was budgeted. The grass is cut weekly throughout the Spring, Summer and Autumn at a cost of £100 net per week. Budgeted defibrillator expense was just £100 when in the year the expense totalled £506, £406 over budget. The expenses relating to the defibrillator including new paediatric pads, the annual rent, two years annual support and electric service.

At the end of the year £4,835 was held in the current account and £14,011 in the deposit account.

Included in the bank are reserves carried forward; £2,760 for elections, £400 for play area/field maintenance (which may be used for new matting) £200 for football coaching and £1,500 for lighting renewals.

AGM/20/08 Approve Annual Governance Statement 2019/20 (Section 1)

It was resolved to approve and sign the Annual Governance Statement following a unanimous vote.

AGM/20/09 Approve Accounting Statements 2019/20 (Section 2)

It was resolved to approve and sign the Annual Governance Statement following a unanimous vote.

AGM/20/10 Review Effectiveness of Internal Audit Procedure & Appoint Internal Auditor for 2020/21

It was resolved to appoint Anthony Preece at Ayentee Accountancy as the internal auditor.

AGM/20/11 Review of General Data Protection Policy (last amended May 2018, last reviewed May 2019)

It was agreed no amendments to the current policy was required.

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AGM/20/12 Review of Data Audit and Risk Management Policy (last amended May 2018, last reviewed May 2019)

It was agreed to bring this item forward and for the clerk to draft amendments required to ensure safe keeping of data and for councillors to obtain data held if required. (JC)

It was agreed the clerk could purchase two encrypted USB sticks to store and swap data. (JC)

AGM/20/13 Review of Standing Orders (last amended October 2018, last reviewed May 2019)

It was agreed no amendments to the current Standing Orders were required.

AGM/20/14 Review of Financial Regulations (last amended December 2018, last reviewed May 2019)

It was agreed to review and bring this item forward following the introduction of online payments. (JC)

Public Forum:

No members of the public were in attendance

20/07/01 Accept and receive apologies for absence

None

20/07/02 Declarations of members interests

None

20/07/03 Minutes

The minutes of the Parish Council Meetings dated 2nd June 2020 were proposed and agreed as a true record of the meeting held.

20/07/04 Police reports

The following police report was received:

Suffolk Police are appealing for witnesses and dash cam footage following a fail to stop collision reported in Worlington yesterday afternoon (Sunday 5 July).

Police received a report that a two-vehicle collision had occurred on the B1102 Mildenhall Road at approximately 4pm between a silver Jaguar XJ and a second car that left the scene.

Both vehicles were travelling on the B1102 from Mildenhall/Barton Mills towards Worlington at the time of the collision.

The driver of the silver Jaguar was treated for minor injuries.

The second vehicle, described as a blue, old style Jaguar, reportedly left the scene in the direction of Worlington. The vehicle would have sustained damage following the collision.

Police would like to speak to the driver of the second vehicle and any witnesses to the collision, including anyone who may have dash cam footage of the incident on the Mildenhall Road, just before or after 4pm on Sunday afternoon.

Anyone with any information about this incident or who may have information to assist the investigation is asked to contact Suffolk Police, quoting CAD reference number 280 of Sunday 5 July.

20/07/05 County and District Councillors report

Cllr B Harvey gave his monthly report and stated that village halls must ensure they comply to the current government guidelines before opening to the public.

20/07/06 Planning and Environment

General & For Consideration:

None

Tree Applications (for information only):

DC/20/1006/TPO – tree reduction at Barton Hall, The Street, Barton Mills, IP28 6AW

Applications awaiting West Suffolk decision and pending appeals:

DC/20/0720/HH - (i) dropped kerb (ii) change front garden to block paved driveway at 31 Church Meadow, Barton Mills, IP28 6AR – *pending at 6th July 2020*

DC/20/0740/FUL – 1 dwelling at The Old Maltings, The Street, Barton Mills, IP28 6AA – *pending at 6th July 2020*

DC/19/2448/LB – Listed building consent for s subdivision of existing unit to create 2 self-contained flats and orangery on west elevation, at The Manor, Newmarket Road, Barton Mills, IP28 6BL – *pending at 6th July 2020*

DC/19/2447/FUL – Planning application, orangery on west elevation, at The Manor, Newmarket Road, Barton Mills, IP28 6BL – *pending at 6th July 2020*

Decided/approved (for information only):

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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 – *approved 18th June 2020*

DC/20/0667/ADV – advertisement application – 3 digital free standing signs and 1 digital booth screen at McDonalds, Fiveways, Roundabout, Barton Mills, Suffolk, IP28 6AE – *approved 11th June 2020*

DC/20/0610/HH - (i) single storey rear extension (ii) alterations to existing detached garage including a two-storey side extension and addition of a pitched roof to create a first-floor studio with balcony (iii) alterations to existing access (iv) 1.8 metre fence and gates to front (v) material changes to the existing dwelling and garage to a render finish with grey slate tiles at The Willows 36 Mildenhall Road, Barton Mills, IP28 6BD – *approved 23rd June 2020*

DC/20/0683/HH - (i) Repair garage roof with slate (following removal of existing steel roof) (ii) repair rear timber garage wall and re-clad in fibre board (iii) removal of part of boundary fence to create a new vehicular access with driveway at 1 Church Lane, Barton Mills, IP28 6AU - *approved 24th June 2020*

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

The clerk reported that permission was granted for a resident to use the playing fields for a small family party following no councillor objections and the resident completing the permission form.

20/07/08 Correspondence

The clerk reported that Suffolk County Council contacted the Parish Council asking whether the Parish along with other Parishes wished to be included in a briefing in regards to the extension of Mildenhall.

Cllr N. Horne and Cllr. S Mullender agreed to be included in the briefing. (NH/SM)

A member from Barton Mills Football Club has asked whether the Football Club can still hold the bank holiday car boot in August to raise funds for the club.

It was agreed that the Parish Council would allow Barton Mills Football Club to use the field to hold a car boot only if the Football Club adhered to the current government guidelines when planning and holding the car boot, that they carry out a risk assessment which is to be made available for the Parish Council to view and that the Football Club seek to provide toilets for public use if possible (BMFC to liaise with the Village Hall).

20/07/09 Parish Matters

20/07/09.1 Exception site on Newmarket Road update

A draft site map had been received which was distributed to all members prior to the meeting, the members discussed the plan, including the need for some bungalows, more visitor parking spaces and changes to some of the proposed parking spaces. It was agreed suggested amendments would be made by councillors which would be made available to all members to view again before sending back to Havebury Housing.

20/07/09.2 Maintenance of Assets

a) Lighting

It was reported a light in Manor View was still not working.

The clerk is to chase the information regarding this repair and how it was damaged. (JC)

It was reported a light in Church Meadows was on all day, the clerk agreed to report this. (JC)

Cllr. K Fuller agreed to produce a lighting statement in order for the Parish Council to have a plan to replace older street lights in the upcoming years. (KF)

b) Other

It was reported that pot holes had formed on Newmarket Road, it was agreed the clerk would send Cllr. J. Bye details on how to report this to Suffolk County Council. (JC/JB)

20/07/09.3 Substation update

The clerk reported the Solicitor at Bendall and Sons returned to work on 1st July, and she has since then requested an update, Savills have been in contact and they have been informed of this.

Bendall and Sons have given the following update:

I have now had an opportunity of perusing the draft Lease supplied by Eastern Power Networks Solicitors

The Lease refers to a plan, which I do not believe we have previously seen and I have therefore requested a copy of the same I will revert to you when this has been received.

20/07/09.4 Issues and complaints regarding the playing fields

It was agreed to continue to use the website and Facebook page to remind users about littering on the field.

It has been reported a local football team have been training on the field after permission was given by a member of Barton Mills Football Club. The clerk has contacted Barton Mills Football Club to inform them they cannot give such permission and they have now informed the local team of this.

It was suggested that the Football Club could move the pitch 90degrees to ensure even pitch use, as the field was being used more than usual.

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20/07/09.5 Re-opening of the play park equipment

The government announced that play parks could reopen from 4th July, however it was agreed via email prior to the meeting that the park would not open on 4th July.

The Parish Council agreed that they could not clean the play equipment regularly to ensure its safety against Covid-19 and that this must be made known to users. It was agreed temporary signs would be installed so that the park could reopen soon and that Cllr N. Horne would obtain quotes for more permanent signs to be installed in the future.

Updates of the park reopening would be published on the Parish Council Facebook page and website. (JC/NH)

20/07/09.6 Receive quotes and suggestions to replace the trees at the entrance of Church Meadows

-Barcham Trees have suggested and quoted:

Supply and plant 2 x Prunus Avium, 12-14cm girth at £248 per tree. This would not include maintenance and Barcham have suggested a resident takes on the job of watering the trees.

-DM Trees have suggested and quoted the following:

3 x Malus Sentinal, 6-8cm girth, 2-3mtr high, with planting compost, strong stake driven into the grounds with tie and guard at £165 net each, or alternatively an Acer. It would cost £235 per year to maintain and water the trees for three years, including replacement if necessary (excludes vandalism).

-SP Landscapes have suggested and quoted the following:

Supply and plant 2 x trees, 10-12cm standard Sorbus Intermedia at £435 net, and carry out weekly watering visits for the remaining growing season of 2020 at £50 net per week

RH Landscapes have not responded despite the clerk emailing them several times

It was proposed and agreed to accept the quote from Barcham Trees. (JC)

20/07/09.7 Covid-19 update and issues in the Parish

The members discussed how meetings could be held in the future to ensure social distancing guidelines were met.

20/07/09.8 SID Rota

This was agreed until the end of August. The clerk would email the rota to all volunteers. (JC)

20/07/10 Finance & Policies

20/07/10.1 Parish Council Bank Balances and Reconciliation from list of Payments and Receipts.

The clerk reported that at 19th June £3,721.86 was held in the current account and £33,178.08 in the deposit account.

20/07/10.2 Approve and authorise payment of invoices.

<u>Date</u>	<u>Payee</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	<u>Chq</u>
30-Jun	J Coe	Clerk expenses	27.01	0.00	27.01	1769
30-Jun	J Coe	Salary	237.48	0.00	237.48	1770
05-Jun	K & M Lighting	Unit 65 repair	220.00	44.00	264.00	1771
09-Jul	RH Landscapes	May grass cutting	400.00	80.00	480.00	1772
30-Jun	HMRC	Clerk PAYE/NI	262.20	0.00	262.20	1773
16-Jun	S Limmer	Gardening incl. rose bush	40.95	0.00	40.95	1774
16-Jun	Ayentee Accountancy	2020 internal audit	40.00	8.00	48.00	1775
			1,227.64	132.00	1,359.64	

20/07/10.3 Agree and approve bank mandate to add Cllr N Horne as a signatory including online access

It was proposed and agreed that Cllr N. Horne becomes a signatory and has online access. (NH/JC)

20/07/10.4 Agree process to pay current month invoices

It was agreed that the clerk would write the cheques and forward these along with stamped addressed envelopes to Cllr. R Lewis who would then sign before forwarding to Cllr. S Mullender who would sign the cheques and post to the suppliers. (JC/SM/RL)

20/07/11 Parish Councillors reports (for information only)

Cllr G. Flack requested that the Allotment's next annual rent payment is reduced to nil, as no car boot sale was held in the year to raise funds for the Allotment Society.

It was agreed that this was a reasonable request and no annual rent would be due.

20/07/12 Items for future agendas and agree whether to hold August meeting

It was agreed to not hold a meeting in August unless a planning application was submitted and/or the members felt a meeting was required.

The meeting closed at 8.55pm

Next meeting: 1st September 2020

J.Coe

J. Coe Clerk