

# Barton Mills Parish Council

Clerk: Mrs Judi 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 remotely on Tuesday 2<sup>nd</sup> June 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, Cllr. M. Colsey, County Cllr. L. Busuttil, District Cllr. B. Harvey and the clerk Judi Coe

The Chairman welcomed everyone to the meeting

### **Public Forum:**

No members of the public were in attendance.

### **20/06/01 Accept and receive apologies for absence**

None

### **20/06/02 Declarations of members interests**

Cllr M Colsey declared a non-pecuniary interest on item DC/20/0720/HH due to this address being close to his home.

### **20/06/03 Minutes**

The minutes of the Parish Council Meetings dated 5<sup>th</sup> May 2020 were proposed and agreed as a true record of the meeting held.

### **20/06/04 Police reports**

None of relevance

### **20/06/05 County and District Councillors report**

County Cllr L. Busuttil had no report to give.

District Cllr B. Harvey reported on district matters including District meetings; funding and grants; Sunnica; County Lines; parking enforcement; fly tipping and rough sleeping.

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

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

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

It was noted by the Parish Council that the plans were not clear and this was also noted by Highways as this was stated in their comments on the application. It was proposed and agreed that the Parish Council had no objections to the application as long as the plans comply with Highways regulations.

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

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

DC/20/0740/FUL – 1 dwelling at The Old Maltings, The Street, Barton Mills, IP28 6AA

Cllr. A. Harji reported a resident had contacted him in regards to the application, voicing their concerns including the lack of car parking spaces.

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

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 – *amendments made to application previously submitted*

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/20/0667/ADV – advertisement application – 3 digital free-standing signs and 1 digital booth screen at McDonalds, Fiveways, Roundabout, Barton Mills, Suffolk, IP28 6AE – *pending at 26<sup>th</sup> May 2020*

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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 – *pending at 26<sup>th</sup> May 2020*

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 – *pending at 26<sup>th</sup> May 2020*

DC/19/2447/FUL – Planning application, orangery on west elevation, at The Manor, Newmarket Road, Barton Mills, IP28 6BL – *pending at 26<sup>th</sup> May 2020*

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

DC/20/0001/FUL – change of use from residential care home to 1no. dwelling at Barton Hall, The Street, Barton Mills, IP28 6AW – *approved 11<sup>th</sup> May 2020*

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 – *approved 11<sup>th</sup> May 2020*

## **20/06/07 Clerk's Report & Matters Arising from the Minutes of the Last Meeting (For Info Only)**

The clerk stated she had nothing to report on that wasn't already included within the agenda.

## **20/06/08 Correspondence**

-The clerk reported that a resident contacted the Parish Council via Facebook and reported the public bins and dog waste bins were full, following this the clerk contacted West Suffolk Council to inform them of this.

-Cllr R. Lewis and the clerk reported a resident has raised the issue that the footpath between The Waffle Shack and the Jubilee Field and the footpath between Newmarket Road and Herringswell Road are both overgrown.

Last year the Parish Council accepted a quote from R H Landscapes to cut the footpath between Newmarket Road and Herringswell Road on an ad hoc basis at £150 per visit.

It was agreed to ask RH Landscapes to cut the footpath as quoted. (JC)

The footpath between The Waffle Shack and the Jubilee fields is maintained by Suffolk County Council, who cut this twice annually and the first cut was due last month.

The clerk has requested details of when the next cut is due and will pass this information onto the all members when this is received. (JC)

## **20/06/09 Parish Matters**

### 20/06/09.1 Exception site on Newmarket Road update

Cllr R. Lewis reported the following:

Havebury Housing have been through a couple of versions of the plans and now has an acceptable one. This established the exact size and shape of the land required.

This will now go to land owners agent, Mr James Waters and the expected contractor for approval.

The Heads of terms will then be issued confirming the details of the legal purchase of the land and solicitors will start their work.

Once the legal work is underway Havebury Housing will start early work on the planning application, although lots of the surveys and preliminary work have already been done.

At the July meeting it is hoped to report on:

- the legal processes underway
- the planning application being prepared for submission
- drawings available for Parish Council review and comment
- a plan for an "open consultation" for the village.

### 20/06/09.2 Update on issue of horses using local footpaths and the playing field

As agreed by email, the clerk had written to the family that had recently been exercising their pony on the playing fields.

It was noted that the horses riders who had been using the footpaths had now been using the roads.

### 20/06/09.3 Maintenance of Assets

- a) Lighting (incl. units 102, 103 and 65)

Unit 102 – Suffolk County Council have reported that this has been damaged by tree surgeons.

The clerk has requested more information as to how they know this and who the tree surgeons were.

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Unit 103 – the bulb has been replaced by Suffolk County Council and this is now working

Unit 65 – K & M have quoted £220 net to replace the lantern and a quote from Pearce and Kemp has not yet been received

It was proposed and agreed to accept the quote from K & M Lighting to repair the light. (JC)

b) Other

It was reported a rotting log by the play park had been removed by Cllr. N. Horne.

## 20/06/09.4 Substation update

The clerk reported she had contacted both Savills and Bendall and Sons on 7<sup>th</sup> May stating:

-That the Parish Council agreed to sell the land on a 99year leasehold, this will cost an additional £400 but UKPN will cover this additional charge.

-The Parish Council would also like to protect themselves by having a clause in the contract stating that the land cannot be sub-let or reassigned, and that if you wish to sell the land then the PC must have first refusal.

Lyn Stonebrook at Bendall and Sons responded that she was being furloughed for three weeks and therefore no work would be carried out until she returned on 2<sup>nd</sup> June.

## 20/06/09.5 Scope textile bin and glass bank update

It was reported a member of the public had contacted the Parish Council in May stating both glass banks were full and that they had contacted the number on the bank to report this, following this the banks were emptied but are now becoming full again.

It was agreed the clerk would contact West Suffolk Council and report this. (JC)

It was also agreed that the clerk would publish on Facebook a post in regards to leaving items by recycling bins which is fly tipping. (JC)

## 20/06/09.6 Receive quotes and suggestions to replace the trees at the entrance of Church Meadows

The following contractors have been contacted:

-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

-Barcham Trees have suggested trees and the Parish Council need to agree the tree type in order to receive a quote from Barcham Trees

-RH Landscapes have yet to respond.

It was agreed that Cllr. N. Horne and Cllr. M. Colsey would agree the tree types in order to obtain a quote from Barcham Trees and that the clerk would pursue RH Landscapes for the quote. (NH/MC/JC)

## 20/06/09.7 Update on request to purchase land by A11

The clerk reported she had contact RH Landscapes with the potential of renting the land. RH Landscapes responded stating they would only be interested in buying the land, as they feel by that if they clear the area, put in infrastructure and security it wouldn't be worth their while to rent.

## 20/06/09.8 Covid-19 update and issues in the Parish

No update or issues arising

## 20/06/09.9 Receive quotes and suggestions for tree replacement at the centre of the Peace Garden

The contractor who carried out the work on the Peace Garden responded to the clerk and reported that the tree was not under any guarantee as it was a healthy specimen when planted and has only suffered through lack of regular watering, especially as the two summers following the planting were very dry.

Following this the clerk contacted Sarah Limmer and she has suggested either a Peace Rose at a cost of £13.50 plus delivery or a dwarf Cherry Tree £36.00 plus delivery which has Spring colour and lovely autumn colours.

It was proposed and agreed to replace the small tree with a Peace Rose. (JC)

## **20/06/10 Finance & Policies**

### 20/06/10.1 Parish Council Bank Balances and Reconciliation from list of Payments and Receipts.

The clerk reported at 19<sup>th</sup> May 2020 £4,340.69 was held in the current account and £33,176.75 in the deposit account.

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## 20/06/10.2 Approve and authorise payment of invoices.

The following payments were approved for payment:

<u>Date</u>	<u>Payee</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	<u>Chg</u>
30-May	J Coe	Clerk exps incl internet security	76.03	8.33	84.36	1765
30-May	J Coe	Salary	237.48	0.00	237.48	1766
14-May	K & M Lighting	Light Manor View	220.00	44.00	264.00	1767
2-Jun	Sarah Limmer	Gardening	25.00	0.00	25.00	1768
			<b>533.51</b>	<b>52.33</b>	<b>585.84</b>	

## 20/06/10.3 Agree process to sign cheques approved

It was agreed that the clerk would write the cheques and pass these onto Cllr. R. Lewis who would sign and then pass onto Cllr. S. Mullender for signing and posting to the suppliers. (JC/RL/SM)

## 20/06/10.4 Agree how to make future payments

It was proposed and agreed to make online payments with a two person authorisation set up.

The clerk is to amend her online access to 'delegate full access' from 'delegate view only' and state that any two signatories are required to authorise payments.

The Finance Committee and Vice Chairman N. Horne would register for full access online banking, also ensuring they have appropriate online anti-virus software.

The process each month would be:

The payments are agreed at a meeting in the usual way

The clerk prepares the online payments

The clerk scans the invoices to each signatory registered for online banking

Two online registered signatories approve the payments

The payments are made

The clerk produces a monthly bank reconciliation detailing all receipts and payments as usual and this is reviewed and signed at the at the following Parish Council meeting.

## **20/06/11 Parish Councillors reports (for information only)**

Cllr G. Flack reported the road sweeper doesn't sweep the whole length of Grange Lane but stops at Burrell Crescent.

The clerk agreed to report this to West Suffolk Council. (JC)

Cllr. G. Flack reported he would be moving from the village and would be resigning from the Parish Council in due course.

## **20/06/12 Items for July agenda and how the meeting will be held.**

It was agreed that if it is possible, then the next meeting would be held in the Village Hall and this would be the AGM of the Parish Council.

If the meeting still needed to be held remotely then the clerk would seek guidance as to whether the AGM can be held remotely or not.

**Cllr A Harji thanked everyone for attending and confirmed the date of the next meeting as Tuesday 7<sup>th</sup> July 2020**



J. Coe Clerk