

# 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 remotely on Tuesday 5th May 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 Jadi Coe

### Public Forum:

No members of the public were in attendance.

### 20/05/01 Accept and receive apologies for absence

None

### 20/05/02 Declarations of members interests

None

### 20/05/03 Minutes

The minutes of the Parish Council Meetings dated 7<sup>th</sup> April 2020 were proposed and approved as a true record of the meeting held.

### 20/05/04 Police reports

None of relevance

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

Cllr Busuttil reported on the number of cases of Covid-19 in the County and the issues within care homes. He also reported that the County Council are still working on revised HGV routes in the county of which draft proposals should be available soon.

Cllr Harvey reported on several issues in the District including; how Council meetings are taking place; Sunnica; Civil Parking Enforcement; County Lines. He also reported on the issues of Covid-19 including money available to local schemes who are supporting vulnerable people and the business support that is available.

Cllr Harvey requested that the Parish Council reminds residents of what items can be placed in the blue bins. It was agreed that the clerk would publish this information on the website and Facebook page. (JC)

### 20/05/06 Planning and Environment

#### General & For Consideration:

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.

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

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.

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

#### 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

#### Applications awaiting West Suffolk decision and pending appeals:

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 – *pending at 29<sup>th</sup> April 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 29<sup>th</sup> April 2020*

DC/19/2447/FUL – Planning application, orangery on west elevation, at The Manor, Newmarket Road, Barton Mills, IP28 6BL – *pending at 29<sup>th</sup> April 2020*

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DC/20/0001/FUL – change of use from residential care home to 1no. dwelling at Barton Hall, The Street, Barton Mills, IP28 6AW – *pending at 29<sup>th</sup> April 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 - *pending at 29<sup>th</sup> April 2020*

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

DC/20/0408/HH – single storey extension at Bridgemans House, 86 The Street, Barton Mills, IP28 6AA – approved 20<sup>th</sup> April 2020

## **20/05/07 Clerk's Report & Matters Arising from the Minutes of the Last Meeting (For Info Only)**

The clerk had nothing of relevance to report

## **20/05/08 Correspondence**

The clerk reported that Sarah Limmer had contacted the Parish Council as she was concerned about the small tree at the centre of the Peace Garden which has never thrived. She has suggested replacing this with a columnar Irish Yew, which grows slowly by 1m every 10 years, the cost of one of these at 1m high is about £75.00

It was agreed that the clerk should contact the landscaper who carried out the work to determine whether the small tree is under a work guarantee, and if not, then the clerk should contact Sarah to ask for suggestions of other replacement trees.

The clerk reported she had an email from Kevin Barry at Highways England stating the following:

*The RIS2 document laid out the long-term strategic vision for the strategic road network, stated the funding that will be available and listed planned enhancement schemes. It also includes a 'RIS3 pipeline' of schemes that Highways England will develop, but not begin, over the next five years. These schemes will then be considered for inclusion in RIS3 (2025-30). A proposed development of Fiveways Roundabout was one of the schemes included in this RIS3 pipeline.*

*This means just as the new projects announced in RIS2 have been under development during the period covered by RIS1, the projects proposed in RIS3 will enter development between now and 2025. As part of this early scheme development we are likely to be gathering views from stakeholders and local people who might be affected by a potential proposal. Please note this initial development process will not be a commitment to future funding or construction of a particular project.*

## **20/05/09 Parish Matters**

### 20/05/09.1 Exception site on Newmarket Road update

The following update was reported:

- surveys have been completed
- the architect is making progress and may have a drawing for the next meeting
- the legal work has not yet been completed as they are waiting on above points

CLlr R Lewis reported that the shielding between the land and the A11 may need to be installed on the whole field not just the part for an exception site.

### 20/05/09.2 Update on issue of horses using local footpaths and the playing field

There have been reports of a pony being ridden on the playing fields.

There have been no further reports of horses using the public footpaths.

### 20/05/9.3 Maintenance of Assets

#### a) Lighting

The clerk reported that Suffolk County Council have informed the Parish Council that unit 104 in Manor View is damaged and is beyond repair and needs replacing. The following quotes have been received to replace the single lantern:

- Pearce and Kemp have quoted £238.29 to fit LED replacement lantern
- K and M Lighting have quoted £220 to fit the light with a 25w LED lantern

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

Suffolk County Council have also now reported that two more lights (102 and 103) in Manor View which are owned by the Parish Council have been damaged and it appears they may have been damaged by people cutting back the trees.

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Cllr A. Harji stated that unit 102 is not near any tree and unit 103 is new and simply needs a bulb replacement.

It was agreed the clerk should contact Suffolk County Council asking them to confirm the status of the two lights. (JC)

Suffolk County Council have reported unit 65 on The Street needs replacing, the clerk received a quote from K & M Lighting of £220 and has requested a quote Pearce and Kemp Lighting. Item to be carried forward to the next agenda.

b) Other

No report.

## 20/05/9.4 Substation update

Cllr S Mullender reported that he has looked at the plans and site map and believes there is enough buffer for the Parish Council to maintain control if the Parish Council agree to sell on a freehold basis.

Savills have been in contact wanting to know the latest update, the clerk responded stating the issues and the reasons for delay. Previously UKPN had agreed to pay the Parish Councils solicitor fees up to a value of £750 only. Bendall and Sons agreed to charge the Parish Council £750 but following the change made by the Parish Council to sell on a leasehold basis and not freehold, Bendall and Sons will charge an additional £400.

UKPN have now agreed that they would fund the additional £400 if the Parish Council wanted to continue to sell on a leasehold basis.

It was agreed to sell the land on a leasehold basis of 99 years and to also ask that a clause is put into the contract stating that the land cannot be sublet or reassigned and that if they sell the land the Parish Council must get first refusal. (JC)

## 20/05/9.5 Scope textile bin update

The clerk reported that the new Scope bin has not yet been installed and there is no update when this will be installed.

It was reported that the existing clothes and shoe bank is currently full and items are being left beside the bank.

It was agreed that Cllr. N. Horne would clear the items left and put in the Village Hall bins (NH), and that the clerk would produce a sign regarding dumping of items and contact the clothes and shoe bank to inform them that the bank is full. (JC)

## 20/05/9.6 Glass bale update

It was reported that two banks have now been installed by West Suffolk Council following the reports of overflowing recycling bins, and they will remove one bank once government restrictions are lifted if one bank is sufficient.

It was agreed the clerk should contact West Suffolk Council thanking them for acting so quickly and confirming that the site the banks have been placed is only temporary. (JC)

## 20/05/9.7 Tree replacement at entrance of Church Meadows

Cllr N Horne reported that the area of land in which replacement trees is 18ft from the centre of the Highway, which is more than the 15ft required by Suffolk County Council. Suffolk County Council do not replace trees but have stated that local councils are able to propose the replant and maintenance of new trees if approved and funding available.

It was agreed that Cllr Horne and the clerk would look into type of trees that could be planted and costs of the work to install and maintain trees until they are established. (JC/NH)

## 20/05/9.8 Update on clock repairs

It has been agreed that the Parish Council will organise and pay the invoice for the repairs as the input VAT can be reclaimed. The Parish Council will pay £371 as agreed at the previous meeting, the Preservation Trust will also pay £371 and funding of £500 is to be donated by the 100Club, totalling the £1,242 quoted. Smiths of Derby require 30% deposit on this which amounts to £447.12 (gross) which the cheque is for approval at the meeting under agenda item 10.2.

## 20/05/9.9 Request to purchase land by A11

RH Landscapes have enquired about purchasing/leasing the land by the A11 owned by the Parish Council.

The members discussed the request and agreed a mid-term rental could be possible. It was agreed that the clerk should inform RH Landscapes of this and obtain more details from RH Landscapes including intended use of the land and whether a short-term lease would be suitable. (JC)

## 20/05/9.10 Public footpath cutting update

It was agreed that no footpaths required cutting by the Parish Council as Suffolk County Council are due to carry out the cutting of the footpaths to Mildenhall in May

## 20/05/9.11 Covid-19 update and issues in the Parish

No update or action required.

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## 20/05/10 Finance & Policies

### 20/05/10.1 Parish Council Bank Balances and Reconciliation from list of Payments and Receipts.

The clerk reported that at 20<sup>th</sup> April 2020 £7,209.07 was held in the current account and £10,011.76 in the deposit account. At date the deposit account holds £35,175.76 as the precept was received on 27<sup>th</sup> April 2020.

### 20/05/10.2 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-Apr	J Coe	Clerk expenses incl TSOHost	54.77	3.00	57.77	1757
16-Mar	SCC	Street Light energy and maintenance	2,730.21	546.04	3,276.25	1758
31-Mar	Barton Mills VH	Hall hire and bin collection	128.34	0.00	128.34	1759
30-Apr	J Coe	Salary and untaken holiday	574.06	0.00	574.06	1760
30-Apr	ICO	ICO Data Protection	40.00	0.00	40.00	1761
15-Apr	Smiths of Derby	30% deposit for clock repairs	372.60	74.52	447.12	1762
30-Apr	RH Landscapes	April grass cutting	500.00	100.00	600.00	1763
14-Apr	National Allotment Society	Membership Renewal	55.00	11.00	66.00	1764
4-May	Sarah Limmer	Gardening	25.00	0.00	25.00	1765

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**4,440.20    734.56    5,174.76**

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Payments to be made by clerk and repaid via expenses

Computer anti-virus software

**49.99**

It was proposed and agreed to accept and pay all invoices except from the invoice from the National Allotment Society, it was agreed that the membership was not required.

Cllr R. Lewis, Cllr C. Miller and the clerk agreed to discuss via email issues with the anti virus software and how to password protect all files. (RL/CM/JC)

It was also agreed that the clerk would produce a letter to Lloyds Bank requesting £2,000 is transferred from the deposit account to the current account. (JC)

### 20/05/10.3 Agree process to sign cheques approved

It was agreed that the clerk would complete the package of cheques and envelopes and pass the package to Cllr R. Lewis to sign who would then pass to Cllr. S. Mullender who would sign all items before posting the cheques. (JC/SM/RL)

### 20/05/10.4 Agree how to make future payments

The clerk reported that it is possible for the Parish Council to make payments online. In order to do this though the clerks internet banking access will need to be altered from 'view only' to 'full access'.

The clerk suggests that the list of payments for approval would be provided and approved at the monthly meetings in the usual way. The clerk would then make the payments, then print out the list and the online bank statement which could be approved by the Chairman at the following meeting and then someone other than the Chairman approves the monthly bank reconciliations as usual.

It was agreed that the clerk should look into options to protect both the clerk and the Parish Council including payment limits and two-person authorisation for online payments and whether the Parish Council are insured to make payments in such a way. (JC)

## **20/05/11 Parish Councillors reports (for information only)**

No reports.

## **20/05/12 Items for future agendas**

Street lights – units 102,103 and 65

Substation

Exception site update

Lease/purchase land request

Tree replacement update at the entrance of Church Meadows

Online payment of invoices update

Cllr A. Harji thanked everyone for attending and confirmed the date of the next meeting as Tuesday 2<sup>nd</sup> June 2020



**J. Coe Clerk**