

Barton Mills Parish Council

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

Chairman: Mr N. Horne 07590 672963

Minutes of the Annual Parish Council Meeting of Barton Mills

held remotely on Tuesday 4th May 2021 at 7:27pm following the Annual Parish Meeting at 7:00pm

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, and four members of the public

The Chairman Cllr N Horne welcomed everyone to the meeting.

ANNUAL COUNCIL BUSINESS

AGM/21/01 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 the Parish Council.

AGM/21/02 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 the Parish Council

AGM/21/03 To Receive Members Declarations of Acceptance of Office

Not applicable as no new members.

AGM/21/04 Apologies for Absence

None

AGM/21/05 Appointment of Councillor Responsibilities & Representatives on Outside Bodies:

- Representative on Barton Mills Allotments Association – Cllr. K. Fuller
- Representative on Village Hall Management Committee - Cllr. K. Fuller
- SALC Liaison - Cllr. C. Miller
- Councillors for Finance Committee - Cllr. N. Horne, Cllr. C. Miller & Cllr. R. Lewis
- Councillor Responsible for Planning - Cllr. S. Mullender
- Councillor Responsible for Inspection of Play Equipment - Cllr N. Horne
- Councillors Responsible for Street Lighting - Cllr M. Colsey & Cllr A Harji

AGM/21/06 Appointment of Responsible Financial Officer

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

AGM/21/07 To approve the Accounts for the year ending 31st March 2021

The clerk had emailed all members a set of the Accounts for the year, following a review of the accounts it was proposed and agreed to approve the accounts for the year ended 31st March 2021.

AGM/21/08 Approve Annual Governance Statement 2020/21 (Section 1)

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

AGM/21/09 Approve Accounting Statements 2020/21 (Section 2)

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

AGM/21/10 Review Effectiveness of Internal Audit Procedure & Appoint Internal Auditor for 2021/22

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

AGM/21/11 Review of General Data Protection Policy (last amended May 2018, last reviewed July 2020)

The policy was distributed to all members prior to the meeting for review. It was proposed and agreed that the policy require no amendments.

AGM/21/12 Review of Data Audit and Risk Management Policy (last amended September 2020)

The policy was distributed to all members prior to the meeting for review. It was proposed and agreed that the policy require no amendments.

AGM/21/13 Review of Standing Orders (last amended September 2020)

The Standing Orders were distributed to all members prior to the meeting for review. It was proposed and agreed that the Standing Orders require no amendments.

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AGM/21/14 Review of Financial Regulations (last amended September 2020)

The Financial Regulations were distributed to all members prior to the meeting for review as well as SALC's model Financial Regulations. It was proposed and agreed to add within section 4.1, Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by: *'the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £200.'*

AGM/21/15 Approve Internal Control Statement

The clerk reported that SALC had sent an updated model template of Internal Control Statement, but the clerk believed such a statement had never been approved by the council. The model template was amended by the clerk to suit the Parish council's needs and distributed to all councillors prior to the meeting. It was proposed and agreed to approve the Control Statement appoint Cllr C. Miller to complete the report on an annual basis.

AGM/21/16 Review and adopt Parish Council Planning Statement

The draft statement has been published in two editions (end of March and end of April) of the Barton Miller. No members of the public have contacted the clerk to make comment on the Statement.

Public Forum:

A member of the public reported that the flint wall at Lambs Court was in a bad state. The clerk confirmed she would chase Flagship for an update. (JC)

21/05/01 Accept and receive apologies for absence

None

21/05/02 Declarations of members interests

Cllr R. Lewis – item 6, DC/21/0801/TCA & DC/21/0794/HH and item 10.2 Approve and authorise payments of invoices

21/05/03 Minutes

The minutes of the Parish Council Meeting dated 6th April 2021 were proposed and agreed that they were a true record of the meeting held.

21/05/04 Police reports

None

21/05/05 County and District Councillors report

Cllr B. Harvey reported on Council meetings not being able to be held remotely after 6th May.

21/05/06 Planning and Environment

General & For Consideration:

DC/21/0640/HH – detached double garage with new driveway at 60 The Street, Barton Mills, IP28 6AA

It was proposed and agreed to strongly support the application based on the proposal affecting no neighbouring properties and that there were no issues in relation to other similar garages in the area.

DC/21/0584/HH – detached double garage and bin store at Rose Forge, Worlington Road, Barton Mills, IP28 7DX

It was proposed and agreed to have no objections and support the application.

DC/21/0794/HH – two storey side extension and single storey rear extension at Tudor Lodge, Fiveways, Barton Mills, IP28 6AE

It was proposed and agreed to have no objections and support the application.

DC/21/0780/HH - a. single storey rear extension b. double garage with first floor studio above with balcony following demolition of existing garage c. alterations to existing access d. 1.8 metre fence and gates to front e. material changes to the existing dwelling to a render cream finish with a grey brick plinth at low level at The Willows, 36 Mildenhall Road, Barton Mills, IP28 6BD

It was proposed and agreed to have no objections and support the application.

Planning Appeals

DC/20/1063/HH – garage and vehicular driveway improvements at 60 The Street, Barton Mills, IP28 6AA

Tree Applications (for information only):

DC/21/0801/TCA - Trees in a conservation area notification - one Apple (T1 on plan) Fell at Street Farm House, 45 The Street, Barton Mills, IP28 6AA

Applications awaiting West Suffolk decision and pending appeals:

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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. - *pending at 28.4.21*

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. - *pending at 28.4.21*

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. - *pending at 28.4.21*

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 28.4.21*

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 28.4.21*

Decided/approved (for information only):

DC/21/0381/HH - a) two storey side extension, b) first floor side extension at 57 Church Meadow, Barton Mills, IP28 6AR – *withdrawn/abandoned 9.4.21*

21/05/07 Neighbourhood Plan

It was agreed to defer this item to the next meeting.

21/05/08 Clerk's Report, Matters Arising from the Minutes of the Last Meeting and Correspondence

- A resident has contacted the Parish Council asking whether The Bull Inn has sought permission to install signs on the area outside the hotel.
Cllr R Lewis reported that he would not partake in this discussion following false accusations made against him in regard to The Bull Inn.
It was confirmed the land the signs were installed on, is part owned by Highways England. It was agreed that the clerk would find out if The Bull Inn had sought permission to install the signs. (JC)
- The church volunteers who run the Barton Miller have requested their annual paper donation. The Parish Council annually purchase paper to the value of £100 net which covers the cost of the Parish Council's page within the Barton Miller at £10 per edition. The Parish Council cannot donate more than the cost of the advert as this would then be deemed a donation to the Church and Parish Councils cannot make donations to churches.
Over the last year the Barton Miller has printed only 5 of the expected 10 editions due to Covid-19, therefore the Parish Council should only donate paper to the value of £50 net. This was proposed and agreed. (JC)
- £160 was raised from the car boot of which £50 was given to BMFC for their help. Therefore, the Church received net of £110. It was confirmed that the Parish Council did not take the 10% field usage charge from the August 2020 car boot and therefore it was agreed the Parish Council would not take the 10% from the May car boot sale.

21/05/09 Parish Matters

21/05/09.1 Update on exception site at Newmarket Road update

It was reported WSDC confirm they are not satisfied of the housing need for 15 dwellings. Cllr B. Harvey agreed to discuss this with the Housing specialist strategy and enabling office at WSDC.

Cllr T Newman reported she had a resident contact her concerned about the proposal.

It was confirmed that the proposal is still in the initial stages and all residents will be given the opportunity to voice their concerns at a public consultation.

21/05/09.2 Maintenance of Assets

21/05/09.2a Lighting, including receiving quotes for new units

Quote from K & M Lighting has yet to be received as they are still waiting on costs from UKPN who are currently behind in quoting.

21/05/09.2b Play park, including goal part replacement

Cllr N Horne reported that to repair the goal, a net support is required, a pack of 4 costs £95.00 plus £38.25 for carriage, leaving spares for future use.

It was proposed and agreed to order the goal net supports. (JC)

21/05/09.2c Litter bins, agree whether more and/or bigger litter bins are purchased for the village

The clerk reported that the burnt bin on the playing field needs replacing at the cost to the Parish Council and if the Parish Council wish to install more bins, then each bin would incur weekly emptying charges of £160 per year.

It was proposed and agreed to install a large lock down wheelie bin at £295.99 to replace the burnt bin and to confirm the need for additional bins at the next meeting. (JC)

21/05/09.3 SID Rota

The rota was agreed until July.

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21/05/09.4 Update on request to tidy islands at Chestnut Close including sign and bench license

The Parish Council now have permission to maintain the land from both land owners which involves creating a 2meter diameter around a village sign and to grass the remaining area and to upkeep this throughout the year.

An application to install a sign has been submitted and once the Parish Council pay the one-off charge of £100 the application will be approved and the license issued.

RA Gardens have supplied a quote in the sum of £1,210 net to install the sign, hard landscaping (border of large charcoal paver kerbs forming and retaining the outer circle with a sloping infill of either granite setts or flint, embedded in strong sand and cement mix over compacted hardcore) around the sign and grassing of the remaining area.

SP Landscapes have provided a quote totalling £1,625 net, to install the sign, hard landscaping (std sandstone paving) around the sign and grassing of the remaining area.

RH Landscapes will supply a quote in the next two weeks following a site meeting.

The clerk confirmed if the Parish Council would like to install a bench on this land, then another license would be required at a cost of £100.

21/05/09.5 Litter issues update including Great British Spring Clean

The clerk to confirm whether WSDC will begin to lend out multiple litter pick sets as government restrictions are lifted to determine whether a litter pick day/weekend could be arranged. (JC)

21/05/09.6 Social media

It was agreed the clerk and Cllr T Newman would look to set up a page on the app Nextdoor. (JC/TN)

21/05/09.7 Request for memorial bench on playing field

The resident who had requested the memorial bench was sent three options of benches and websites of possible suppliers to determine the type of bench they would prefer. The clerk to ask the resident for an update. (JC)

21/05/09.8 Speeding issues in the village update

Cllr. B. Harvey and Cllr C. Miller to arrange a meeting to download SID data. (CM/BH)

21/05/09.9 Mallard's bridge

The clerk confirmed the latest update from SCC was at the end of March:

I wanted to update you on the current position regarding the planned replacement of the Old Lock / Mallards Bridge. We are still discussing the cost proposal and programme we have received from our contractors so cannot at this point confirm when the start date for the works will be. This is further complicated by the need for UK Power Networks to arrange a short-term shut-down of the overhead electricity cables that cross the site, required to enable the works to be undertaken. We are currently waiting for a firm date from them for when this can be arranged, so unfortunately, we are not in a position to confirm a start date for the work to replace the bridge.

I understand this will be disappointing to you and your communities but please be assured that we are doing everything we can to progress the work. I will of course let you know when we have a confirmed start date.

The clerk has requested a further update but have not yet received one.

It was agreed following the election of the County Councillor the Parish Council would ask the new councillor to pursue this on the Parish Council's behalf.

21/05/09.10 Meetings taking place in Village Hall

SALC have confirmed meetings cannot be held remotely after 6th May. The village hall should be able to reopen on 17th May as part of Step 3 of the roadmap out of lockdown.

Cllr M. Colsey agreed to carry out a risk assessment and Cllr K Fuller to confirm procedures from the Village Hall.

21/05/09.11 Unoccupied house update

Acknowledgement of enquiry was received on 20th April, the case officer has confirmed the site has been looked at and a warning letter has been sent to the owners.

21/05/10 Finance & Policies

21/05/10.1 Parish Council Bank Balances and Reconciliation from list of Payments and Receipts

The clerk reported that at the end of April £2,266 was held in the current account and £19,182 in the deposit account.

21/05/10.2 Approve and authorise payment of invoices

The following invoices were approved for payment:

Date	Pavee	Details	Net	VAT	Gross
30-Apr	J Coe	Salary incl. overtime and holiday	572.02	0.00	572.02
30-Apr	J Coe	Clerk expenses	27.50	0.00	27.50
30-Apr	R Lewis	Barton Miller printing	26.16	0.00	26.16
14-Apr	SALC	Training (TN)	150.00	30.00	180.00
22-Apr	RH Landscapes	Grass cutting April	300.00	60.00	360.00
08-Apr	ICO	Data Protection fee	40.00	0.00	40.00
01-Apr	SCC	1/2 year land rent	65.00	0.00	65.00
			1,180.68	90.00	1,270.68

Clerks overtime of 3 hours at £14.02 per hour was also approved.

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21/05/10.3 Amend 2021/22 budget in line with 2020/21 reserves carried forward

The budget for 2021/22 was completed before the 2020/21 accounts were finalised. The 2020/21 accounts now show reserves carried forward of £14,860, however the 2021/22 budget shows reserves brought forward of £9,460.

It was proposed and agreed to amend the budget so that the reserves carried forward in the 2020/21 accounts match the reserves brought forward in the 2021/22 budget.

21/05/11 Parish Councillors reports (for information only)

None

21/05/12 Barton Miller

To be agreed via email

21/05/12 Items for future agendas

A11 & other Highways issues

NH Plan

Increase in number of bins

The date of the next meeting was confirmed as 1st June 2021

The meeting closed at 9:10



J. Coe Clerk