

Barton Mills Parish Council

Clerk to the Council:

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Minutes of the Meeting of Barton Mills Parish Council

Held in the Village Hall on Friday 8th February 2013 at 7.00 pm.

Attendance: Cllr Robert Lewis (Chairman)
Cllr Amin Harji (Vice Chairman)
Cllr Kay Blanchard
Cllr Pamela Boura
Cllr Garry Flack
Cllr Frances Lewis
Cllr Steve Mullender
Cllr Charlie Peachey
District Cllr Tim Huggan
PCSO Dawn Rowan
James Bercovici (Clerk)

0. Opportunity for members of the Public to speak (3 minute limit, not statutory part of meeting).

Dave and Tracey Wichlow enquired about the progress of the affordable housing scheme.

1. Courtesies. Apologies and Signing of the Register. Declarations of Interest.

Apologies: County Cllr Stephen Frost; Cllr Blanchard had advised she would arrive late.

Declarations: Cllr Boura (as CAB advisor and part of Barton Miller team); Cllr F Lewis (re. Barton Miller)

2. Police Matters

PCSO Rowan presented a report (filed with the minutes)

3. Minutes of the meeting held on 18th January 2013

Cllr Boura proposed agreeing the minutes: all in favour.

4. Matters arising and pending

a. Parking – Cllr F Lewis suggests a light should be installed over the gates into the field and a notice to indicate extra parking spaces. Cllr Boura said £2,000 had been budgeted this year. Cllr R Lewis asked what sort of light was wanted. After some discussion it was agreed to investigate solar lighting to illuminate a sign and the Clerk was asked to obtain a price for a sign installed reading "Overflow car parking through gate". He has made an enquiry with H Signs but not yet received a quote. Cllr Flack thought this project a waste of time. Cllr F Lewis outlined the original plan. Cllr Flack asked if there had been any progress with the football club light. Cllr Harris asked if tree pruning would reduce the loss of light from other streetlights. Cllr Peachey agreed and Cllr R Lewis asked the Clerk to obtain quotes. The groundsman has quoted £360 either to fell the tree or for crown reduction. Cllr Peachey thought this expensive; the Clerk agreed to obtain more quotes. Cllr Boura felt the tree needs to be felled as it is in the direct line between the gate and the lamp post. Cllr Flack thought it was costing a lot of money. Cllr R Lewis suggested councillors could look at the gate and trees to make the best suggestions for the next meeting. In respect of the extended parking area, Cllr Boura said she could check the pricing for the matting in case it was needed at a later stage. She advised that for two metres in width by 20 metres in length, the cost would be £245.20 ex VAT and thought two quantities of this would be appropriate. This would require seven packs of pegs costing £225 ex VAT so the total would be £715.40 ex VAT. It was generally agreed that the grass would also need protecting around the new seat once it is installed.

Cllr Boura has looked at all the trees at the playing field and does not think any are in need of crown lifting. One adjacent to Grange Lane and several on the Mildenhall Road side are growing shrubby

growth from the bottom of the trunk which needs to be removed. Some of the trees adjacent to the car park and on the opposite side of the field need ivy removing. This work would be suitable for the groundsman and doesn't require a tree surgeon. Cllr Boura estimated the work would cost around £500 including the tree works. The clerk has asked the groundsman to quote for this.

Cllr R Lewis had looked into signs and solar lights and found they should not cost in excess of £100. Cllr Boura said the positioning needed be decided; Cllr F Lewis said the right-hand gate needs a bolt to fix it to the ground when open. The Clerk has raised this with John Squire. Cllr F Lewis proposed obtaining a sign up to one metre in width: all in favour except Cllr Flack (abstained). The Clerk has obtained a quote for the sign (post and installation not included) from Neil Horne for £30 which has been accepted. Neil has ordered the board and post. Cllr R Lewis showed a photograph of the gate and suggested the board should be positioned in front of the hedge, to the left of the gates. Cllr F Lewis asked if there is any progress on the bolt for the gate; the Clerk advised this is in hand. Cllr Flack suggested it would be sensible to move the goals away from where cars would be parked; Cllr R Lewis suggested a disclaimer sign could be installed.

Cllr Flack said the corner of the car park is flooding again. Cllr R Lewis thought a soakaway and drain were needed. Cllr Harji suggested asking County Cllr Frost for a locality grant. The Clerk was asked to obtain quotes for this work and to proceed if the cost does not exceed £250 plus any locality grant he can obtain. The Clerk is pursuing the locality grant.

- b. Website - The Clerk has investigated the OneSuffolk option and done some preliminary work to transfer to this free software. It should be noted that, as the OneSuffolk software develops, the parish website will be able to upgrade. Cllr R Lewis said another group meeting was required. The Clerk said he would liaise with Cllr Harris. Cllr R Lewis asked Cllr Harris when a meeting would work for him.

The Village Hall committee has agreed to host a banner in the window publicising the website and the Clerk has obtained an agreement in principle from the Barton Miller editor to let the website feature on the back page each month (although it will take a few issues to move things around to accommodate this). Cllr F Lewis declared an interest. The Clerk has obtained a quote for colour printing of the cover of the Barton Miller: £550 per annum (Riverside Press). As an alternative, the Clerk agreed to investigate purchasing a dedicated printer and to provide an estimate of costs.

Cllr R Lewis asked if councillors wanted a colour cover of the Barton Miller. He was aware that some thought the occasional one-off had a greater impact. He asked how much it would cost but went on to discuss the Barton Miller's finances, suggesting that profits were around £1800 per year in which case it could be said that the parish council has been making a contribution to church funds. He said he would like to see a colour cover but thought the Barton Miller had enough funds; Cllr Peachey agreed. Cllr F Lewis countered that this year the Barton Miller income had been around £1700 with profits closer to £1000. She said the parish council page should cost £100 per year but paper is provided instead. Cllr R Lewis said it is not clear the publication is raising money for the church. Cllr Peachey said it was originally a vehicle for advertising village events. He said it was not originally a profit making concern. Cllr R Lewis asked if, for example, the village hall pays for entries. Cllr Boura said most organisations pay for regular entries. However, she pointed out the parish council has limited resources so if the Barton Miller has an income of almost £2000, the parish council should not have to pay more than £100 for its page. Cllr Harris said that must be up to the church as it is their publication. He expressed concern about the risk of destroying the relationship between the two organisations. Cllr F Lewis asked what the parish council would contribute for the back page; she said a commercial enterprise would not be queried this way. Cllr Harris pointed out this is a village institution so the church could give ground on this. He suggested a one-off colour cover could be paid for by the parish council and that the church could be clearer about its finances.

Cllr R Lewis summed up: does the parish council want the back page to promote the website? Would it prefer a colour cover? Does it want to ask the church to clarify where the profits go? He proposed that the parish council does want the back page: all in favour. Cllr F Lewis then asked if the parish council is prepared to pay for it. It was discussed that if the printing is undertaken professionally it would cost around £550 per year; a little over half that if the parish council buys a printer. Cllr Boura suggested an alternative: use colour paper for the cover instead. Cllr F Lewis said this idea had been rejected at the December meeting. Cllr R Lewis proposed asking the Barton Miller to agree to a colour cover with a cost sharing arrangement. Cllr Mullender thought it better to investigate actual figures and proposed that the parish council could request offering to print the cover in return for having the back page. This was agreed.

Cllr R Lewis said it would be necessary to switch over to One Suffolk soon as Karl Benton now has a permanent position with the police. When this is complete, the process of expanding the information and promoting the site could begin. He thought the consensus was to provide a colour cover and circulated a sample he had prepared which, he said, could change in content with each issue. It was suggested that Neil Horne could design a template. Cllr F Lewis clarified that the church needs to ratify the

proposal to give the parish council the back page in return for the colour cover printed by the parish council.

- c. Leisure facilities – Cllr Boura attended a meeting at FHDC on "Open Spaces and Playing Fields". She reported that the Community Levy (replacing s106) would mean that all new developments will contribute to leisure facilities. She advised that Barton Mills is in the middle zone and that all such villages had to put forward projects which Forest Heath DC would then prioritise. She suggested making this an agenda item for the next meeting. Cllr Harris asked if the village hall would be eligible for funding.

Cllr Boura asked if the parish council wants Barton Mills on the list for equipment or facilities in which case it would be necessary to put forward a project. She suggested a hard play area or trim trail equipment. Cllr R Lewis suggested an all weather surface under the goals; Cllr Peachey suggested portable goals but Cllr Mullender advised these were less durable. Cllr Harji thought a sub-committee could meet to discuss this. Cllr Boura thought a development plan for the field is necessary. Cllrs Flack, Harji and Mullender all agreed to be involved with this. Cllr R Lewis asked the Clerk to contact FHDC to ascertain whether there is any cut-off date for this and the requirements of any proposal.

- d. Affordable Housing update. Isobel Wright of Hastoe has advised that the tenders came back in last week. at a very reasonable level. With regards to the land purchase things are moving albeit rather slowly. She has told Suffolk CC that completion must take place by the end of March and hopes to be ready to start work around then.
- e. Parish and Town Forum - rescheduled to 13th February. Cllr Boura will be attending. Cllr R Lewis outlined the background to this and said he hoped to attend.
- f. John Wiggin. Cllr F Lewis advised the meeting of the death of John Wiggin on 20th January, aged 98. She said he had moved to Barton Mills in 1948 since when he had been registrar and parish clerk amongst other things. She thought it would be appropriate for the Chairman to send a letter to his son in appreciation. She also suggested a donation from the parish council to the Friends of Market Cross Surgery. Cllr Mullender thought a plaque or bench would be more fitting. Cllr Boura pointed out there is already a permanent memorial in Wiggin Close. She suggested contributions could be invited to put towards a bench. Cllr R Lewis asked the Clerk to investigate benches and suggested it could be installed in the corner of the playing field nearest to where John Wiggin had lived.

5. Reports from the District Councillor

Cllr Huggan gave his report (filed with the minutes). He said Forest Heath had been red carded over its lack of affordable housing. He reported that the land adjacent to the old Dairy site had been highlighted for extension. Cllr R Lewis thought it would be useful to follow up Flagship in respect of the garage site.

6. Finance - Standard Payments for approval (inc. VAT)

- a. £272.00 J Bercovici (clerk's net salary, January 2013) – chq. 1223
- b. £68.00 HMRC (PAYE, January 2013) – chq.
- c. £17.92 J Bercovici (clerk's expenses October 2012) - chq. 1223

Special payments for approval (inc. VAT)

- d. £85.50 BMVH (hall hire - October to December) - chq. 1224

Cllr Boura proposed agreeing all the above payments: all in favour except Cllr F Lewis who declared an interest and abstained.

Other

d. Donations. Cllr Boura suggested deferring the donation to the Barton Miller until the issue of the cover had been concluded. Cllr F Lewis suggested adding a donation of £25 to the Friends of Market Cross Surgery; Cllr Boura did not think this necessary if a bench was to be purchased in John Wiggin's memory. Cllr Peachey proposed keeping donations at the 2012 level: all in favour. Cllr R Lewis said they could be revisited later in the year if funds were available.

- i. Rainbow Playgroup - goods to the value of £110 plus VAT
- ii. Citizens Advice Bureau: £130 - chq. 1225
- iii. Barton Miller (deferred)
- iv. Suffolk Accident and Rescue: £110 - chq. 1226
- v. East Anglian Air Ambulance: £160 - chq. 1227

7. **Planning.**

Note - *ITALICS: Parish Council comments passed to Forest Heath DC.* **Bold: Forest Heath DC decision**

General and for consideration:

Awaiting Forest Heath decisions and pending appeals.

- a. F/2012/0757/HOU 43 Church Meadow - erection of single storey front and side extension. Cllr Boura outlined the plans. *Cllr Harris proposed no objections: all in favour.*
- b. F/2012/0544/FUL Land at Church Lane – erection of 6 No. affordable houses with new vehicular access and landscaping (Departure from the Development Plan), as amended by plans received on 01/11/2012. [See also below]. Cllr Boura said the changes did not incorporate the amendment required. Cllr R Lewis suggested resubmitting the previous views. He said he had asked the Clerk to seek clarification of the selection procedure which he had received; Cllr R Lewis outlined the intention for the Parish Council to be involved in determining the selection criteria but not in considering individual applications.

Previously: *Cllr Boura proposed no objection subject to a small amendment that the footpath be extended across all the houses to the driveway to enhance the visitor parking access to the front of all the houses: all in favour.*

Cllr F Lewis asked when publicity would go out for possible residents. Cllr Boura thought the criteria for conditions and procedures for who should be awarded the properties should be set out in the application; the Clerk said he would seek clarification on this. Cllr R Lewis thought the right balance had been struck between shared ownership (two properties) and rental properties (four).

- c. F/2012/ - Use of storage building for the relocation of chalk processing plant including revised layout and modification to the building to accommodate chimney: consultation on planning application which will be determined by Suffolk County Council. Cllr Boura thought there was no problem with this.

Forest Heath Decisions

- d. F/2012/0758/LBC The Grange - removal of unsafe lean to, alterations to two windows and associated minor works in connection with refurbishing the kitchen area. Cllr Boura said the Historic Buildings Officer will raise any concerns but thought there is no need for the parish council to be concerned. Cllr R Lewis thought there is no need to comment. Cllr Mullender agreed this should be left to the HBO. **APPROVED with conditions.**

- e. F/2012/0784/HOU 15 Church Lane Close - erection of two storey side extension. Cllr Boura outlined the plans. *Cllr Flack proposed no objections: all in favour.* **APPROVED with conditions.**

8. **Any other business (with consent of the Chairman)**

- a. Car park light - the Clerk said he would investigate this further.
- b. SALC meeting - Cllr F Lewis is unable to attend on March 5th but Cllr Boura can.
- c. Car park drain and field releveling - the Clerk advised that quotes for the drain had not been forthcoming but that re-leveling had been booked for the spring.
- d. Village Hall banner - the Clerk advised this had been ordered.
- e. Street lighting - the Clerk was asked to obtain a quote for a wayleave
- f. Bell footpath rubbish - Cllr R Lewis said he would speak to the landlord about this.
- g. Locality budget grants - Cllr R Lewis asked District Cllr Huggan if the proposed car park work could be appropriate. Cllr Huggan advised that FHDC prefers applications to come from organisations other than the parish council.

9. **Date of next meeting:** 8th March 2013