

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 March 2013 at 7.00 pm.

Attendance: Cllr Robert Lewis (Chairman)
Cllr Pamela Boura
Cllr Garry Flack
Cllr Frances Lewis
Cllr Steve Mullender
Cllr Charlie Peachey
County Cllr Stephen Frost
District Cllr Tim Huggan
James Bercovici (Clerk)

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

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

Apologies: Cllr Kay Blanchard, Cllr Amin Harji (Cllr Tim Harris by email, not seen prior to meeting)

Declarations: Cllr F Lewis made a general declaration in respect of any matters concerning the church or village hall.

2. Police Matters

Apologies were received on behalf of DCSO David Cowan. PC James Greenhalf reported two crimes: one theft of oil, one drink driver.

3. Minutes of the meeting held on 8th February 2013

Agreement of the minutes was deferred until after item 4b. Cllr Boura proposed agreeing the minutes: all in favour except Cllr F Lewis who abstained.

4. Matters arising and pending

a. Parking – Cllr F Lewis suggested 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 Harris asked if tree pruning would reduce the loss of light from other streetlights. Cllr Peachey agreed. Cllr Boura felt the tree needs to be felled as it is in the direct line between the gate and the lamp post. Cllr R Lewis suggested councillors could look at the gate and trees to make the best suggestions for the next meeting. Cllr Boura suggested the field group could look at this.

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 obtained quotes from the groundsman totalling £435. Cllr Boura suggested leaving the decision to fell the tree to the field group. Cllr Peachey said the car park would be completely lit if the tree is felled. Cllr F Lewis passed on complaints about the trees on Grange Lane which some felt were too big and blocked the view of the field. Cllr R Lewis said the field group needed to look at both concerns.

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. This has been installed.

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 but has not heard back from County Cllr Frost. Despite reminders, the building firms he approached have not supplied quotes. Cllr Mullender suggested asking Suffolk Highways to unblock the drains on Mildenhall Road which were causing the flooding of the car park and would alleviate the need to install a soakaway.

- b. Website - The Clerk has completed the transfer to the OneSuffolk software which can now be found at www.bartonmills.net.

The Village Hall committee has agreed to host a banner in the window publicising the website - this has been ordered from Neil Horne.

Prior to any figures being put forward, councillors had discussions about the desirability of a regular colour cover. Cllr Blanchard had suggested an occasional one-off would have a greater impact. Cllrs R Lewis and Peachey thought the Barton Miller could afford to pay for a colour cover from advertising revenues although Cllr F Lewis asserted that profits were lower than estimated by the parish council. Cllr Peachey said it was not originally a profit making concern. 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 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. 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 put forward some actual figures and proposed that the parish council could offer to print the cover in return for having the back page. This was agreed. 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.

The church has agreed to let the parish council have the back page of the Barton Miller in exchange for a printed colour cover subject to certain caveats concerning the timing of publication, editorial control and costings. The Clerk had previously obtained a quote from Riverside Press for colour printing of the cover of the Barton Miller: £550 per annum (£55 per issue). As an alternative, the Clerk had investigated purchasing a dedicated printer which he estimates will cost approximately £400 per year.

Cllr R Lewis said the subgroup needs to meet and asked if anyone else wants to join it. Cllr F Lewis advised that the church now has a dedicated website and asked if reciprocal links could be set up. Cllr Boura suggested telling organisations that it is not necessary to include contact details if they prefer to publish only their programs.

Cllr R Lewis said there were differences of opinion about the front cover. He said there are differences in costs between using Riverside Press and the Parish Council procuring a printer and that in the latter case the printer could be available to others. He said the parish council currently has a page inside the Barton Miller costing £100 per year and that it had been agreed to provide a pre-printed colour cover instead of paying for the back page. The cost to the parish council is anticipated to be around £400. He said the PCC had agreed, subject to some reservations. He said he wanted to promote the website more. He did assert that if, after a year, it was felt this is not money well spent, this could be reviewed.

The Clerk had requested an opportunity to outline some practical and financial concerns that have been raised in discussions he has had with those directly involved in the production of the Barton Miller and other residents. He said it was unfortunate that the plan had not been discussed in advance with those who would be involved in producing the colour cover as both Joy Willis and Neil Horne had highlighted some potential problems. He said the agreed proposal was inconclusive as Cllr Mullender had proposed that the parish council "could" offer to print the cover in colour, not that it would do so. He also impressed upon the councillors the cost of producing the cover, reminding them that it would amount to

£2,000 over five years and suggested that alternative methods of promoting the website could be more cost effective. He said that website usage was already being monitored using Google Analytics so that it would be straightforward to determine the success or failure of this project. He suggested that, rather than trialling a colour cover for a year, it may be more effective to trial a black and white cover for a year to allow the website to be promoted in this format at a considerably lower cost which would free up revenue for other advertising streams.

Cllr R Lewis said the parish council had debated the colour cover and agreed its proposal. Cllr Boura agreed. He offered to print the first issue on his work printer at a cost of £0.055 per copy (£28.60 in total) so that everyone involved could see how the logistics would work. Cllr Boura suggested trialling the colour cover for a couple of months to see how it goes.

Cllr F Lewis raised the question of where the printer should be housed, suggesting it could be at the Manor along with the risograph. Cllr Boura said it should remain under the control of the parish council who would be able to ensure it was not misused. The Clerk was asked to write to Joy Willis to explain the intention regarding the first issue.

Cllr F Lewis said she assumed the donation for the internal page would remain the same as the previous year (£180 ex VAT in goods). The clerk reminded her that the decision in respect of this had been deferred until the matter had been decided. Cllr Boura agreed that no donation had been agreed yet. She said that, if the parish council is providing the cover, it was reasonable to pay only £100 for the internal page and proposed providing the Barton Miller with paper to the value of £100 ex VAT: all in favour except Cllr Peachey who abstained.

Cllr R Lewis said he would bring a camera to the next meeting to photograph councillors for the website. Cllr Mullender suggested setting up a poll on the website to determine the popularity of the colour cover. The Clerk said he would look into this.

- 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. Summer Solstice event - Cllr R Lewis advises that an application to close part of Bell Lane on Saturday 22nd June will be sent in to Forest Heath.
- e. Car park light - now fixed according to one resident who asks if the light can be redirected and/or have a lower wattage bulb. Alternatively he suggests it could be put on a timer.
- f. Street lighting - wayleave quote requested. Quote received in conjunction with SALC for £750 ex VAT.
- g. Rubbish on Bell Lane pavement, outside the Bell. Cllr R Lewis said he had asked the landlord about this but the landlord is currently on holiday.

5. Reports from the County and District Councillors

Not present.

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

- a. £272.00 J Bercovici (clerk's net salary, January 2013) – chq. 1228
 - b. £68.00 HMRC (PAYE, January 2013) – chq.
 - c. £17.90 J Bercovici (clerk's expenses October 2012) - chq. 1228
- Cllr Boura proposed agreeing the standard payments: all in favour.

Special payments for approval (inc. VAT)

- d. £25.44 John Squire (re. bolt) - chq. 1229
- Cllr Peachey proposed agreeing the special payment: all in favour.

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/2012/0544/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).

- b. 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

- c. 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.* **APPROVED with conditions.**

Cllr Boura asked the Clerk to follow up item a and suggested dropping b from future agendas.

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

- a. Noticeboard - Cllr F Lewis suggested replacing the perspex on the village noticeboard with glass. The Clerk advised that the parish council noticeboard needs replacing. Cllr R Lewis suggested a general refurbishment of the noticeboards.
- b. Tidy Up Day - Cllr F Lewis suggested the first Saturday in April (6th) and said she would contact FHDC to see if there would be any support this year.
- c. Open Gardens - Cllr F Lewis said this was planned for the weekend of 8th/9th June and asked if the Preservation Trust could book the field. This was agreed.
- d. Village Hall curtains - Cllr Flack said the Burrell Trust had agreed to pay for the curtains but asked if the Trust could donate the ex-VAT amount to the parish council which could in turn donate the curtains to the village hall. Cllr R Lewis proposed agreeing this: all in favour except Cllr F Lewis who abstained (see agenda item 1).
- e. Dog bin - Cllr Flack asked if there was an update on this. The Clerk advised he had been told FHDC was reviewing its policy but said he would chase this.
- f. Jubilee bench - Cllr Flack advised this is ready; the Clerk said he would ask John Squire if he would install it. Cllr R Lewis asked the Clerk to contact County Cllr Frost to find out if he would be available to unveil it just before the start of the next meeting on 19th April.
- g. Field group - Cllr Boura said it would be necessary to arrange a meeting and suggested 22nd March at 6.45pm. The Clerk was asked to send out a reminder email.
- h. Parish Forum - Cllr R Lewis has attended and learnt that all parish councils had problems with Flagship so FHDC had agreed to approach them on behalf of Barton Mills in respect of the Church Lane Close garages.
- i. SALC meeting - Cllr Boura said she would attend this.

9. Date of next meeting: 19th April 2013