

Barton Mills Parish Council

Clerk to the Council:

James Bercovici
Barton Coach House
The Street
Barton Mills
Bury St Edmunds
Suffolk
IP28 6AA

Clerk: James Bercovici
Home (01638) 510803

Chairman: Mr R Lewis
Home (01638) 713363

Minutes of the Meeting of Barton Mills Parish Council

Held in the Village Hall on Friday 10th May 2013 at 7.00 pm.

Attendance: Cllr Amin Harji (Vice Chairman)
Cllr Kay Blanchard
Cllr Pamela Boura
Cllr Garry Flack
Cllr Steve Mullender
Cllr Tim Harris
Cllr Frances Lewis
Cllr Charlie Peachey
District Cllr Tim Huggan
County Cllr James Waters
PCSO David Cowan
James Bercovici (Clerk)

0. Opportunity for members of the Public to speak (3 minute limit, not statutory part of meeting).
None present.

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

Apologies: Cllr R Lewis

Declarations: Cllr Mullender (item 7a)

2. Police Matters

PCSO Cowan reported a total of 33 crimes in the village in the year to May 2013 and summarised these. He reported one crime this month: criminal damage in Church Meadow.

3. Election of Chairman for the coming year

Cllr Boura proposed the re-election of Cllr R Lewis: all in favour.

4. Election of other officers and representatives (2012/2013 holder)

Vice Chairman (Cllr Harji)

Barton Mills Allotments Association (Cllr Peachey)

SALC (Cllr F. Lewis)

Lark Valley (Cllr F. Lewis)

Village Hall Management Committee (Cllr Flack)

Responsible Financial Officer (the Clerk)

Councillors with responsibility for finance (Cllrs Boura and Harji)

Councillor with responsible for Planning (Cllr Boura)

Councillor with responsible for Inspection of Play Equipment (Cllr Boura)

Cllr Peachey proposed the re-election of all officers for the forthcoming year: all in favour.

5. Minutes of the meeting held on 19th April 2013

Cllr Boura proposed agreeing the minutes: all in favour.

6. Matters arising and pending

a. Playing Field - a sub-group of Cllrs R Lewis, Boura, Harji, Flack and Mullender agreed to look at various issues concerning the field:

i. Trees - pruning or felling of any trees to improve lighting at the vehicle entrance to the field. Work on trees around the field - the clerk had 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. He said the options were to do nothing, fell the tree or install a separate light. Cllr F Lewis suggested the possibility of installing a security light on the side of the village hall. Cllr Boura thought it could be mounted on a pole for more height. Cllr Peachey asked who would pay the running costs. Cllr Boura thought this could be set from dusk to late evening rather than motion sensed. Cllr R Lewis agreed it should not be a floodlight and asked Cllr Boura to investigate. It was agreed the trees require crown lifting and removal of growth around the base. The Clerk is pursuing separate quotes for Mildenhall Road and Grange Lane. However, Cllr R Lewis has suggested that only the trees overhanging Grange Lane need attention at this time as well as the removal of growth around the base of all trees. Three quotes had been received which the Clerk outlined. Cllr F Lewis proposed accepting the quote from SP Landscapes for Grange Lane (£425) for them to undertake the work when they can: all in favour. Cllr Harji suggested the Mildenhall Road trees could be looked at later in the year.

Cllr Boura reported on her meeting with Cllr R Lewis. She said they had agreed it is a good idea to install the plastic surfacing on the overflow parking area. She thought a quote had been received from Dave Wicken for re-levelling and the soakaway.

ii. Parking - installation of a light and notice at the entrance to the field. Neil Horne has the sign and Cllr R Lewis has looked into signs and solar lights and found they should not cost in excess of £100. Matting will be required to protect the field - Cllr Boura has 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. (£2,000 budgeted in the current financial year). Neil Horne has installed the sign which is reflective so Cllr R Lewis wonders whether a light is unnecessary and suggests that this be put in hold with the funds for this diverted to filling in the dip on the car park side of the gates. The Clerk suggests that the gate needs attention.

Cllr Flack asked about priorities between football players and people parking cars. Cllr R Lewis suggested obtaining a standard notice stating that cars are parked at the owner's risk. Cllr Flack suggested the overflow parking could double up as disabled parking for car boot sales etc. Cllr R Lewis thought sleeves (two per gate) are needed for the bolts. The Clerk has asked John Squire to do this.

Cllr Flack expressed concern about the positioning of the overflow parking and whether a sign should be installed to advise car owners that the parish council is not liable if any damage occurs. Cllr Boura suggested it would be best to see where people park and decide if there is a problem. Cllr F Lewis agreed there should be a notice. The Clerk said he would look into this.

Cllr Boura said that a low energy (35W) lamp (on a pole 4-6 metres from the ground) would cost £295 with timers an additional £31.75 and bracket £35 (all prices ex VAT). Cllr F Lewis said the Village Hall Committee would have to approve the siting of the lamp. Cllrs Boura and F Lewis wanted to approach the Village Hall Committee but Cllrs Peachey and Mullender preferred to wait to give existing lighting a chance. Cllr F Lewis declared an interest. Cllr Boura proposed approaching the Village Hall Committee: four in favour, four against. Cllr Harji said he wanted to wait to see what happens with the trees so cast his additional vote as Chairman of the meeting against the proposal. Cllr Mullender proposed looking at what action is required in respect of the tree: all in favour.

iii. Protection of the grass around the new seat - additional matting required. The Clerk said he had obtained a price for a bench in memorial to John Wiggin: £748 ex VAT. Cllr Boura thought it would be good to have one and suggested inviting public subscription. Cllr F Lewis agreed that a bench should be purchased and reminded councillors that he had also been on the village hall committee and Rosemary Club. Cllr Boura suggested applying to Cllr Huggan for locality budget funding. Cllr Peachey proposed purchasing the bench, subject to obtaining a grant: all in favour. Cllr Huggan has advised that the application will need to be made by an organisation other than the Parish Council so the Clerk has approached the Village Hall Committee about this. Cllr F Lewis said the Village Hall Committee would like a formal approach. Cllr Harji asked if there is sufficient money for this. Cllrs Huggan and Waters said they would cover it from their locality budgets.

iv. Soakaway - it had been thought that a soakaway would be required for the car park; however, 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. Cllr F Lewis thinks a soakaway is needed in any case. Cllr R Lewis said he and the Clerk would chase up quotes. One quote has been received from Dave Wicken, also for re-levelling the field.

b. 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.

Cllr Boura thought the council should put in a bid for a multi-use hard court for games. Cllr Flack said this is not what is wanted; the Clerk confirmed this had been rejected during the last development of the play equipment. Cllr Harris suggested asking potential users what they would like. Following a general discussion, the Clerk was asked to obtain approximate prices for moveable goals. The Clerk has found a set of goals including nets for £2120 on the internet and Cllr R Lewis thought them suitable. However, the Clerk has also talked to a local specialist who thinks they are not appropriate and has provided a quote himself. Cllr Boura asked if this would be acceptable to FHDC. The Clerk said he would check with Ian Shipp. Cllrs Mullender and Flack agreed to look at the proposed goals and make a recommendation to the Parish Council.

- c. Website - 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 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 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.

Cllr R Lewis said he would print the May cover. Cllr Boura thought there is too much wording on the April back cover. Cllr Flack thought the colour cover a waste of money and said others had said the same. Cllr R Lewis insisted the parish council had agreed and voted to buy a printer to produce the colour cover. The Clerk clarified this stating that he could get a better deal by buying the inks and obtaining a free printer. Cllr Boura proposed giving the Clerk a budget of £350 ex VAT for this: all in favour except Cllr Harris who abstained. A printer has been acquired.

Cllr Boura asked the Clerk to request that Neil Horne uses less colour in future.

Cllr F Lewis asked if the printer could be used by other organisations. The Clerk said there was a problem with this as the printer is stored in his home. Cllr Harji said the costs of printing are not yet known so this would need to be looked at in the future.

- d. Noticeboard - Cllr F Lewis asked when this will be renovated. The Clerk has requested quotes. Cllr Harji suggested a new board may be desirable.
- e. Dog bin - Cllr F Lewis had asked when a new dog bin will be installed. The Clerk has been advised that this is still being looked at in West Suffolk but if the parish council wants to go ahead before any decision is made, it will need to purchase and install a bin and arrange for FHDC to empty it (cost: £137.80 per year). Cllr F Lewis said a new bin would be good but didn't want to pay for it. Cllr Huggan said a bin could be provided free of charge. Cllr Harji said that the Parish Council just needed to decide whether it wanted to meet the ongoing cost of having it emptied. Cllr Boura proposed the Parish Council pays for a new bin, to be provided free of charge to the Parish Council, to be emptied: all in favour. Cllr Huggan asked where the bin would be sited; Cllr F Lewis said it would be on the field at the end of Grange Lane.

5. Reports from the County and District Councillors

County Cllr James Waters introduced himself and said he looked forward to working with the Parish Council, reminding councillors of his locality budget. Cllr Peachey raised the drainage problem in Mildenhall Road and gave Cllr Waters details.

District Cllr Huggan gave his report (filed with the minutes). He said there were no objections to the proposed Church Lane Close development but that it was not yet approved. He said his locality budget had been carried forward from the last financial year so he has £5,000 this year.

6. **Finance - Standard Payments for approval (inc. VAT)**
a. £280.00 J Bercovici (clerk's net salary, April 2013) – chq. 1236
b. £70.00 HMRC (PAYE, April 2013) – chq. 1231 (£204 = Jan-March 2013)
c. £17.42 J Bercovici (clerk's expenses April 2013) - chq. 1236
Cllr Boura proposed agreeing the standard payments: all in favour.

Special payments for approval (inc. VAT)

- d. £420.00 IJT (printer inks - payable to the Clerk) - chq. 1236
e. £79.90 Freezone (domain hosting to 2018 and email to 2014 - payable to the Clerk) - chq. 1236
f. £66.00 National Allotments Society (membership) - chq. 1237
g. £511.20 Smith of Derby (clock service to 30/04/2016) - chq. 1238
h. £110 Rainbow Playgroup (2012/13 donation) - chq. 1239
i. £30 Community Action Suffolk (formerly Suffolk ACRE - membership) - chq. 1240
j. £400 Mildenhall Monumentals (church clock plaque) - chq. 1241

Cllr Boura proposed agreeing the special payments: all in favour.

Cllr F Lewis asked for contact details for Smith of Derby regarding the church clock as there is some rust around the connections between the clock face and hands.

Receipts

- k. £9367.50 FHDC (precept, first instalment)
l. £333.33 Preservation Trust (donation re. church clock plaque)

Finance - other

2012/2013 accounts and appointment of internal auditor. Sections 1 and 2 of the Annual Return were reviewed by the councillors at the May meeting. Cllr Harris proposed that the council accept the accounting statements and submit these to audit (signed by the RFO and chairman as approved) and that the council resolve to answer Yes to all questions in Section 2, the annual governance statement, and sign this as approved by the clerk and chairman. All in favour. Cllr Boura proposed that the Parish Council appoint Ant Preece as internal auditor: all in favour.

7. **Planning.**

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

General and for consideration:

- a. F/2013/0199/HOU Mulberry House 39 The Street - Erection of a single storey rear extension to dwelling and open car shelter extension to existing detached garage. Cllr Mullender left the meeting for this item. *Cllr Boura proposed no objections: all in favour.*

Awaiting Forest Heath decisions and pending appeals.

- b. F/2013/0154/LBC Dental Surgery, The Manor, Newmarket Road - alterations to boundary wall to create a new gateway.
c. F/2013/0134/FUL Dental Surgery, The Manor, Newmarket Road - creation of a new access onto Newmarket Road to serve the Orthodontic Practice, including a new gateway in existing boundary wall. Creation of a new parking area. Cllr Boura outlined the plans. *Cllr Peachey proposed no objections: all in favour except Cllr F Lewis (against).*
d. 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. *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.*

Forest Heath Decisions

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

- a. Cllr Flack asked how many football teams Barton Mills currently has; Cllr Mullender said he would find out. Cllr Harji asked who approves the teams playing on the field and whether any charge was made for use of the field. Cllr Mullender said teams were only charged if they used the football club's facilities.
b. Cllr Boura referred to an article in the Local Councillor about street lighting and asked for this to be included on the next agenda.

9. **Date of next meeting:** 14th June.