

Barton Mills Parish Council

Clerk to the Council:

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Clerk: James Bercovici
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Chairman: Mrs P Boura
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Minutes of the Annual Meeting of Barton Mills Parish Council

Held in the Village Hall on Friday 8th May 2015 at 7.00 pm.

Attendance: Cllr Pamela Boura (Chairman)
Cllr Amin Harji (Vice Chairman)
Cllr Keith Fuller
Cllr Frances Lewis
Cllr Robert Lewis
District Cllr Brian Harvey
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: Cllrs Kay Blanchard and Garry Flack
Declarations of interest: none

2. **Police Matters**
Cllr Harvey advised the council that he is chairman of the Crime Prevention Panel.

3. **Election of Chairman for the coming year**
Cllr R Lewis stood down from the post of chairman and Cllr Harji took the chair for this item. Cllr F Lewis asked Cllr Harji if he would stand for this position; Cllr Harji said he would not and nominated Cllr Boura who agreed to stand: all in favour.

4. **Election of other officers and representatives**
Vice Chairman Cllr R Lewis proposed Cllr Harji: all in favour.
Barton Mills Allotments Association Deferred to the June meeting.
Village Hall Management Committee Deferred to the June meeting.

Other positions were considered together:

SALC: Cllr F. Lewis

Lark Valley: Cllr F. Lewis

Responsible Financial Officer: the Clerk

Councillors with responsibility for finance: Cllrs Harji and R Lewis

Councillor with responsible for Planning: Cllr R Lewis

Councillor with responsible for Inspection of Play Equipment: Cllr Boura

Cllr Fuller proposed the above nominations: all in favour.

5. **Minutes of the meeting held on 17th April 2015**
Cllr R Lewis proposed agreeing the minutes: all in favour.

6. **Matters arising and pending**
a. Co-option. Following the uncontested election of seven councillors, there are two vacancies on the Parish Council. There is no requirement to offer an election at this time so the Parish Council can commence the co-option process. Cllr Boura reminded the council that there is no obligation to co-opt but Cllr F Lewis thought Steve Mullender would like to re-join the council so she wanted to proceed with the co-option process. Cllr R Lewis suggested the council co-opt Steve Mullender immediately but other councillors insisted the process should be open to all. Cllr Boura asked Cllr R Lewis to include a prominent advert on the back page of the Barton Miller and that prospective candidates should contact the Clerk with a view to

co-option on 12th June.

- b. Charlie Peachey. Cllr R Lewis suggested that the Parish Council formally acknowledges the retirement of Charlie Peachey as a Parish Councillor after more than fifty years. The Clerk was asked to ascertain whether the council could buy a gift.
- c. Standing Orders. Following discussions over several earlier meetings, it had been agreed that this should be left to the May meeting for the new Council to appoint a sub-committee which can later make recommendations to the full Council. Cllr Harji agreed to join this sub-committee but suggested deferring its appointment until the next meeting when there would be more councillors present.
- d. Football coaching in the summer holidays for school children. The Clerk had liaised with the football club secretary and Tim Huggan who had said he would help fund this if re-elected. Cllr Harvey said he would look into this.
- e. Meeting days. Cllr Harji had previously asked if this could be discussed at the May meeting. Cllr F Lewis pointed out that village hall availability would have to influence this discussion. The Clerk said it is available on the first Tuesday of each month and the first and third Wednesdays (as well as the second Friday). The third Wednesday was preferred but the Clerk said he would have to check his availability.
- f. New play equipment: Cllr Boura asked if there is an update on this and whether the balancing equipment needs to be removed first. The Clerk said he would follow this up.

7. Reports from the District Councillor

Cllr Harvey said he would endeavour to attend all meetings and asked what the council wants in terms of reports. The consensus was that matters directly affecting Barton Mills should be reported as well as big issues affecting the district as a whole.

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

- a. £309.60 Clerk's net salary (April 2014) – chq. 1340
- b. £77.40 HMRC (PAYE April 2014) – chq.
- c. £31.04 Clerk's expenses (April 2014) - chq. 1340
Cllr Harji proposed agreeing the standard payments: all in favour.

Special Payments for approval (inc. VAT)

- d. £14.99 TSO Host (email and website hosting, payable to the Clerk) – chq. 1340
- e. £15.58 Mary Parkin (fertiliser for daffodils) – chq. 1341
- f. £262.50 OPGS (grass cutting, April) – chq. 1342
Cllr Boura proposed agreeing the special payments: all in favour.

Finance – other

- g. Car boot sale donations. Cllr F Lewis declared an interest but asked if the council would consider reducing the amount it expects in donations. Cllr Boura agreed it is reasonable. Cllr R Lewis proposed 15% of field profits: all in favour (Cllr F Lewis abstained).
- h. 2013/2014 accounts and appointment of internal auditor. The Clerk outlined the accounts. Sections 1 and 2 of the Annual Return were reviewed by the councillors and Cllr R Lewis 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 Harji proposed Ant Preece as internal auditor: all in favour.

9. 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. DC/15/0298/VAR - Fiveways. Variation of condition 33 of planning permission F/2010/0527/FUL (to facilitate alterations to the internal road layout of the scheme, alterations to the car park arrangements of the scheme, the realignment of the drive-thru access to McDonalds, the reconfiguration of the proposed petrol filling station canopy and the repositioning of the proposed car (jet) wash without compliance with condition 31 to allow the fast food restaurant to be open for 24 hours. *Cllr R Lewis suggested 'no comment'.*

Decisions

- b. DC/15/0275/HH - 12 Mildenhall Road. Two storey side Extension and Alteration to existing car parking arrangement. Cllr R Lewis observed there are no railings proposes for the balcony but thought it looks better than the existing set-up. *Cllr Mullender proposed no objections: all in favour. APPROVED*
- c. DC/15/0071/HH - Hive Cottage 3 Worlington Road. Two and single storey rear extension (following partial demolition of existing extension) (householder application). *Cllr Boura proposed an objection to the weather-boarding but no objection to the principle of the application itself: all favour. APPROVED*
- d. DC/15/0397/HH - 16 Worlington Road. Extensions and alterations including a front extension to create a double garage, a rear infill extension (with balcony area) and raising of roof to create habitable rooms in the roof. *Cllr Mullender proposed no objections: all in favour. APPROVED*

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

- a. Barton Miller. Cllr Boura asked if Cllr R Lewis would continue to prepare the back page; he agreed to this in the short term but said he would prefer someone to take this on. He added that he was keen to continue with the colour cover as a means of communicating with the community; Cllr Harji agreed. Cllr R Lewis proposed that the Clerk can spend any money remaining within the current budget to secure the best prices on printer inks: all in favour.
- b. Tim Huggan. Cllr Boura asked the Clerk to write formally to Tim Huggan to thank him for all his work on behalf of Barton Mills during his period of office; this was agreed.
- c. Field users. Cllr F Lewis expressed concern that the field saw considerable use by non-Barton Mills groups for football training. It was suggested that Cllr Flack would probably know who is using the field currently. Cllr R Lewis said it is good that the field is being used; Cllr Fuller agreed but reminded councillors of the problem with litter. Cllr Harvey asked if the council has public liability insurance.
- d. A11. Cllr Fuller advised that the white lines in the central reservation at Cherry Hill were eroded. Cllr R Lewis said his wife had found the response rate to reports on the Highways Agency website highly satisfactory.
- e. Community projects. Cllr R Lewis advised that Glynn East wanted the council to know that £100 from the locality fund for bulbs would be available for community projects and that there would be an AGM in September to plan planting bulbs around the village.
- f. Grange Lane dip in field. Cllr Fuller reminded the Clerk of the need for gravel to fill the dip.

11. **Date of next meeting:** 12th June 2015. Cllr Harvey gave his apologies.