

# 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 10<sup>th</sup> July 2015 at 7.00 pm.

**Attendance:** Cllr Pamela Boura (Chairman)  
Cllr Amin Harji (Vice Chairman)  
Cllr Garry Flack  
Cllr Keith Fuller  
Cllr Richard Hayward  
Cllr Frances Lewis  
Cllr Robert Lewis  
Cllr Steve Mullender  
District Cllr Brian Harvey  
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: County Cllr James Waters, PCSO Tristan Askew  
Declarations of interest: None

2. **Police Matters**

PCSO Askew had advised there were no reported crimes for the period.

3. **Minutes of the meeting held on 12th June 2015**

Cllr Fuller proposed agreeing the minutes: all in favour.

4. **Matters arising and pending**

a. Resignation of Cllr Kay Blanchard. Cllr Boura said she had emailed to thank her and asked the Clerk to pass on the council's official thanks. She said that, as more than thirty five days have passed since the election in May, it is necessary to advertise to ascertain whether ten electors want to petition for an election before co-option could be considered.

b. Charlie Peachey. Cllr R Lewis had suggested that the Parish Council formally acknowledges the retirement of Charlie Peachey as a Parish Councillor after more than fifty years. The Clerk had suggested that he may prefer something that would benefit the whole community – such as a tree planted in recognition of his years of service - rather than having public money spent on him. Cllr Boura thought this a good idea and suggested an oak tree to be planted near Charlie Peachey's house and a personal gift; Cllr R Lewis agreed, suggesting the personal gift could come from councillors rather than public money. He proposed that the Parish Council buy an oak tree to be planted along the Mildenhall Road side of the village green with a small plaque to commemorate Charlie Peachey's service to the community: three in favour, one against, three abstentions. Cllr R Lewis had suggested that the Clerk could collect donations for the personal gift at the July meeting.

Cllr Boura suggested a clock mounted in glass suitable for engraving and outlined one she had seen online. Cllr F Lewis was not in favour of this but suggested waiting to see how much was raised in donations. Cllr Mullender thought a clock would be a good gift but thought it should be bigger than the one described. Cllr Hayward wondered whether something associated with Barton Mills would be more appropriate; Cllr Harji suggested a small version of the village sign. The Clerk said he would discuss this with Neil Horne. Cllr Mullender suggested obtaining quotes for both.

Cllr Boura said an oak tree from Barcham Trees would cost £175 so, with a guard and, if needed, a stake,

the total cost should not exceed £200. Cllr R Lewis proposed buying the tree and peripherals in the autumn as suggested: all in favour. Cllr R Lewis asked if the press should be invited to take a photograph.

- c. Standing Orders. a sub-committee comprising Cllrs Boura, Harji and F Lewis has met to consider the standing orders. Cllr Boura outlined the main proposals and highlighted a concern about 13f (dispensations) which was discussed and the draft was amended accordingly. Cllr Harji proposed adopting the draft standing orders as amended: all in favour. Cllr F Lewis asked for the work undertaken by Cllr Boura to be minuted and thanked her for it. Cllr Boura said that Cllr F Lewis had wanted a policy for dealing with the press and media and also a complaints procedure; she had drafted these and Cllr F Lewis agreed the wording and proposed adopting the draft policies: all in favour. Cllr Hayward suggested that any councillor who has contact with the press should advise the Clerk who can pass this on to other councillors in advance of the next meeting.

Cllr Boura said it was now necessary to review the Financial Regulations and suggested a new working group to comprise the Councillors with responsibility for finance (Cllrs Harji and R Lewis) and others. Cllr Harji agreed that Cllr Boura and the Clerk should be included in this. The Clerk said he would email the latest model regulations to the working group.

- d. Football coaching - there have been problems raising funding in time for the summer holiday. Cllr Hayward suggested the October half-term. Cllr Mullender suggested the Parish Council could budget for this and liaise with other parishes. Cllr Boura suggested getting prices for coaching. Cllr Hayward thought contributions from participants would mean greater commitment. Cllr Waters said he would check to see if there are any new grants available which may help.
- e Meeting times. Cllr Boura suggested the council could consider putting back the starting time for meetings to 7.30pm from the August meeting onwards. The Clerk pointed out that the August meeting had already been advertised with a start time of 7pm so Cllr Mullender proposed a 7.30pm start time from the September meeting: five in favour, three abstained.

- f. New play equipment: this has been installed. The total cost is £19,690 plus VAT. This was funded as follows:

£15,345 Forest Heath DC  
£1,500 Barton Mills 100 Club  
£1,700 Burrell Trust

This leaves a shortfall of £1,145 from parish council reserves. Cllr Boura outlined a small problem with the safety surfacing but said Proludic is sending a team on Tuesday to put this right.

The toddler swings have been re-painted. The contractor has also been asked to quote for repairing the damaged seats and benches and applying stains, preservatives etc as required. Cllr Boura had received a quote for £200 plus materials (at least £100) for the benches, Jubilee gate and bench and picnic benches (one bench not included in this quote as it is need of more work and may be better removed altogether). Cllr R Lewis proposed approving the quote: all in favour. After the meeting, several councillors inspected the other bench and decided it should be kept so the Clerk was asked to approve the additional spending for this.

- g. Litter bins on playing field. Cllr F Lewis said a bin is needed near the corner of the field heading towards Mildenhall Cllr Waters said he may be able to obtain a bin. Cllr R Lewis suggested it should also have a sign to remind people to use it. Cllr Fuller said the litter could be viewed as a symptom of the success of the playing field. Cllr R Lewis proposed that the Parish Council should obtain a bin and sign, requesting assistance from Cllr Waters: agreed. The cost of emptying bins is £2.80 each time (payable yearly in advance) and the cost of installation, if Cllr Waters is unable to get one for the village, would be £300 although cheaper ones can be sourced elsewhere.

Cllr Boura said an offer to empty the bin had been received from residents. Cllr R Lewis proposed that, if a bin could not be acquired free of charge, the Clerk should be authorised to purchase one at a cost of up to £300 and approve the charge for emptying it: all in favour.

Cllr Flack was asked to move the 5-aside goals to a safer location on the field. He agreed.

- h. Fiveways Roundabout – Cllr Boura said she had read a number of online concerns about lane discipline and near misses on the roundabout and wondered whether the Parish Council should press for traffic lights. Cllr Mullender was opposed to this. Cllr Flack said improved signage and road markings were needed for traffic coming into Mildenhall from the A11. Cllr R Lewis said there was a problem with traffic queuing in the fast lane of the southbound A11 trying to enter the village, especially when car boot sales were being held. He wondered whether a ‘no waiting except on slip road’ sign (or similar) would help. The Clerk was asked

to relay these concerns to the Highways Agency.

- i. Provision of a village notice board in the vicinity of Worlington Road – Cllr Hayward observed that there are now quite a lot of residents at that end of the village and that a noticeboard may help them feel more involved in Barton Mills. He suggested it could be sited at the proposed bus stop outside the entrance to Bridge Farm. He volunteered to look after it. The Clerk said the first thing would be to ascertain who owns the land and seek permission to site a board on it. Cllr R Lewis said he would pass the contact details for the management of Bridge Farm to the Clerk. Cllr Hayward also observed that there are no signs at that end of the village alerting people to the fact they are in Barton Mills.
- j. Charges for use of field by football teams other than those based in Barton Mills. The Clerk had been advised that the football club charges other teams £10 per week for use of the field alone (and £30 per week to include use of its club hut) and that the money is retained by the football club. Cllr Mullender said this information is false. Cllr Boura said she did not understand why the football club does not make a contribution for its use of the field; Cllr Flack thought it should do so; Cllr F Lewis said the football club used to contribute £200 per year towards the upkeep of the field but thought this stopped around ten years ago. Cllr Flack observed that other organisations such as the Allotments Association pay a regular amount to the Parish Council. Cllr R Lewis suggested the Clerk asks the club for clarification of which teams use the field, when and how much they pay for the facilities. Cllr Flack also pointed out that the 5-side goals which are used by some clubs were purchased specifically for use by Barton Mills children.
- k. Footpath to Mildenhall. The Clerk has been advised that, due to budgetary pressures, Suffolk CC will not be resurfacing the final section of the footpath as previously outlined. Councillors expressed dismay at this. Cllr R Lewis asked how much it would cost to complete the work, suggesting the Parish Council may be able to raise the funding elsewhere. Cllr Harvey asked the Clerk to forward this information to him when it is received.
- l. 30mph flashing speed limit sign – application form received. The Clerk said he would forward it to Cllr Boura for them to go through before submitting it. Cllr Hayward asked where the signs would be located. He was advised the following locations: Worlington Road, Mildenhall Road, Church Lane, Bell Lane.
- m. Fiveways Farm – the Clerk had requested an update. Cllr Harvey advised that enforcement notices are in place and that the site is part-cleared. He said the Forestry Commission is to pursue this. Cllr R Lewis asked if there is a date for this.

**5. Reports from the District Councillor**

Cllr Harvey advised that a 7.30pm start may be problematic for both him and Cllr Waters. He discussed devolution, the Police and Crime panel, investigation of planning concerns and the strategic plan which is to be finalised for primary locations by October 2015. Cllr R Lewis said he understood that consultation for secondary locations would be completed by December and asked the Clerk to write to FHDC to ask for the latest position and when consultation in respect of Barton Mills will take place.

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

- a. £309.60 Clerk's net salary (June 2014) – chq. 1346
  - b. £77.40 HMRC (PAYE June 2014) – chq. 1347
  - c. £29.70 Clerk's expenses (June 2014) - chq. 1346
- Cllr R Lewis proposed agreeing these: all in favour.

**Special Payments for approval (inc. VAT)**

- d. £30.00 SALC (councillor briefing) – chq. 1348
- e. £300.00 TOP Garden Services (grass cutting, May and June) – chq. 1349
- f. £61.80 Wicksteed (paint for swings, including delivery) – chq. 1350
- g. £23,628.01 Proludic (play equipment) – chq. 1351
- h. £240 BDO (audit) – chq. 1352
- i. £17.85 Cllr Boura (expenses) – chq. 1353
- j. £40 Peter Cumber (swing painting) – chq. 1354

Cllr Boura declared a prejudicial interest and left the meeting. Cllr R Lewis proposed agreeing the special payments: six in favour, one abstention.

**Receipts**

**9. Planning.**

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

**General and for consideration:**

## Awaiting Forest Heath decisions and pending appeals

### Decisions

#### Other

- a. Worlington Road site, adjacent to Bridge Farm. Cllr Boura wondered what is happening there. Cllr R Lewis said the land has been sold and the developer is working on designs. He thought it would be useful if the Parish Council could be involved at an early stage.
- b. Pancake and Waffle House. Cllr Boura expressed concern about a new vehicle entrance/exit on to Old Mill Lane which did not have planning permission. She also had observed bins on the highway. Cllr Fuller confirmed this. The Clerk said he would raise this with FHDC planning.

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

- a. SALC Report. Cllr F Lewis reported on the meeting on 16<sup>th</sup> June which included a discussion on councillor training. Cllr Fuller had attended one of these sessions and reported that it had been moderately useful.
- b. Meeting days and times. Cllr Mullender wondered whether the council should re-think the planned changes if the district and county councillors would have difficulty attending. Cllr Harji suggested the Clerk could email them for clarification.
- c. Branch overhanging Mildenhall Road. Cllr R Lewis raised this but Cllr Boura informed him it had been cleared.
- d. Planters on the field. Cllr Fuller said these were in need of attention. Cllr Boura suggested asking if anyone would like to adopt them. Cllr F Lewis suggested an appeal in the Barton Miller and asked if the Parish Council would be prepared to pay for plants and bulbs. Cllr R Lewis said Glynn East had funding for this sort of thing.
- e. Defibrillator. Cllr Boura pointed out an article outlining the use of a redundant phone box to house a defibrillator and suggested the Parish Council could look into this.
- f. Cllr Boura pointed out that on 9<sup>th</sup> September, Queen Elizabeth II will become the longest serving British monarch and asked if the Parish Council wanted to mark this in any way. Cllr Flack pointed out that in 2016 she will be ninety which would be a further opportunity to celebrate. Cllr Harji asked if the government is planning an additional bank holiday.

11. **Date of next meeting:** 4<sup>th</sup> August 2015 (Planning matters and payments for approval only). Apologies: the Clerk and Cllr R Lewis.