

Barton Mills Parish Council

Minutes for the Meeting of Barton Mills Parish Council

Held in the Village Hall on Tuesday 6th December 2016 at 7.30 pm.

Councillors Present: Cllr. P. Boura (PB) - Chair, Cllr. A. Harji (AH) – Vice Chair, Cllr. F. Lewis (FL), Cllr. R. Lewis (RL), Cllr. S. Mullender (SM), Cllr. R. Hayward (RH), Cllr. K. Fuller (KF) and Cllr. A. Dawson (AD).

Also Present: Clerk – Vicky Bright.

Item		Action
	The Chairman welcomed everyone.	
	<p><u>Public Forum – LGA 1972, Section 100(1)</u> Five members of the public in attendance.</p> <ul style="list-style-type: none"> • One resident raised concerns regarding Planning Application DC/16/1877/FUL, to be discussed later on the agenda. • One resident raised concerns over the proposed RIS2 Highways improvements at Barton Mills, regarding a strong need for a Bypass, that the wait is too long and interim plans are needed to remediate hold ups and problems at Fiveways and noise. • The issue of overgrown hedges and trees on the Newmarket Road and along the footpath between The Bull and Bell Lane were raised, the Clerk is to report it online to SCC Highways. 	Clerk
16/12/1	<p><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2)</u> None. <u>Absent</u> Cllr. Gary Flack.</p>	
16/12/2	<p><u>Declarations of Members’ Interests (for items on the agenda) – LGA 2000 Part III:</u> Cllr. Dawson declared a personal interest in Item 6 (iii). Cllr. Frances Lewis declared an interest in Item 10 (vii).</p>	
16/12/3	<p><u>Minutes of the last meeting held on Tuesday 8th November 2016– LGA 1972, Schedule 12, para41(2)</u> Cllr. Harji (AH) proposed the minutes as a true record of the meeting held on Tuesday 8th November 2016, and the minutes were accepted by vote. <u>Resolved 16/12/3.01</u> The Minutes of the meeting of 8th November 2016 were adopted as a true statement and signed by the Chair, Cllr. Boura (PB).</p>	
16/12/4	<p><u>Police Matters</u> The latest edition of your local Safer Neighbourhood Team (SNT) newsletter is now available to view on the Suffolk Constabulary website https://www.suffolk.police.uk/your-area</p>	
16/12/5	<p><u>Local Authority Reports</u></p> <p>i) <u>Suffolk County Council</u> None received.</p> <p>ii) <u>Forest Heath District Council</u> Cllr. Brian Harvey sent apologies.</p>	

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16/12/6

Planning Matters

General & For Consideration

- i) **DC/16/2420/TCA - Trees in a Conservation Area Notification - 1no. Sorbus (T1 on plan) fell - Cherry House 66 The Street Barton Mills IP28 6AA**

Cllr. Boura proposed supporting the application. A vote was taken with the majority in agreement.

Resolved 16/12/7.01

It was agreed to support application DC/16/2420/TCA.

- ii) **DC/16/2088/HH - Single storey rear extension - 40 The Street Barton Mills Suffolk IP28 6AA**

Cllr. Boura proposed supporting the application. A vote was taken with the majority in agreement.

Resolved 16/12/7.02

It was agreed to support application DC/16/2088/HH.

- iii) **DC/16/1877/FUL - 1no dwelling - Land Adjacent to The Old Maltings The Street Barton Mills**

The issues of parking, the site being on a flood plain and the size of the plot were discussed. Cllr. Mullender proposed supporting the application. A vote was taken with 2 in favour, 1 against and 4 abstaining.

Resolved 16/12/7.03

It was agreed to support application DC/16/1877/FUL.

Awaiting Forest Heath decisions and pending appeals:

- a.) **DC/16/1871/FUL - 1no dwelling (following demolition of existing outbuilding) and new access to serve 35 The Street Barton Mills IP28 6AA = Delegation Panel - recommendation Approve.**
- b.) **DC/16/1910/HH Pitched roof to existing rear flat roofed extension at 19 Church Meadow IP28 6AR = Approved 27/10/2016.**
- c.) **DC/16/1957/HH (i)Single storey rear & side extension & (ii)attached garage to side at 27 The Street Barton Mills IP28 6AA= Decision approved.**
- d.) **DC/16/2112/TE3 Notification of removal of public payphone from the phone box in Bell Lane. = No update.**
- e.) **DC/16/0683/FUL Retention of hand car wash operation LOCATION Car Wash Fiveways Services Fiveways Barton Mills= No update.**
- f.) **DC/13/0927/OUT Reserved Matters Application - Submission of details under outline planning permission - the means of access, appearance, landscaping, layout and scale for a residential development of 78 dwellings with associated garages, landscaping and ancillary works. Land South of Worlington Road Mildenhall Suffolk = No current update on Crossing.**

16/12/7

Clerks Report Matters Arising from the Minutes of the Last Meeting (For Info Only):

- i) **Clerks Report**

The Clerk reported that she had reported the issue of leaves on the footpaths and the sweeper was due to be sent out. The usual sweeper cycle is every 8 weeks.

The Clerk advised that the Police had advised an update on the Old Mill Lane traffic issue and had advised "the high kerb has been removed thereby allowing access through to the rear of the waffle shack and thereon to the A11 via the service area. They have sent a request through to highways liaison department to speak with Highways to get either the high kerb

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reinstated or another type of barrier put in place. We are waiting to hear back from them.”

The Clerk advised that the funds had now been transferred from the Football Club to the Parish Council account. The Clerk has approached Lesley-Ann Keogh regarding potential funding for further coaching sessions next year.

- ii) **HMRC PAYE Update**
Cllr. Boura and Cllr. Dawson advised they are waiting for information and copies of records from HMRC for the last 4 years PAYE. Once received Cllr. Dawson will investigate and hopefully get the issue resolved. Cllr. Boura is to chase HMRC for the records.

AD/PB

16/12/8

Correspondence

- i) **West Suffolk Community Governance Review Consultation**
Deadline for response 20th January 2017 by email CGR@westsuffolk.gov.uk.
www.westsuffolk.gov.uk/community/cgr.cfm

- ii) **Parish & Town Forum**
The West Suffolk Parish & Town Forum has been postponed to the New Year, date yet to be confirmed.

- iii) **Suffolk Constabulary Local Policing Review (SLPR)**
Deadline for response 23rd December 2016
https://www.suffolk.police.uk/sites/suffolk/files/page/downloads/suffolk_change_constables_county-partner_version_2.pdf

- iv) **SCC Suffolk Minerals & Waste Local Plan**
Deadline for response 5pm 6th February 2017.
<https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/consultations/minerals-and-waste-local-plan-issues-and-options-consultation/>

16/12/9

Affordable Housing

Cllr. Boura and Cllr. Harji met with Sunila Osborne (Rural Affordable Housing at CAS) she has provided two possible surveys which can be used. A new survey includes questions for occupiers who may wish to downsize. It was suggested that a Working Group look at the surveys and agree the final questions to go on our Survey. Cllr. Boura, Cllr. Harji and Cllr. Dawson are to form a working group and discuss the surveys. The costs of the survey will be met by Hastoe Homes.

PB/AH/AD

16/12/10

Parish Matters

- i) **Footpath to Mildenhall**
Claire Dickson provided the following update by email;
“It has come to light that there may be some funding for the path in connection with the proposed Mildenhall Hub. They are aware that I want to carry out further improvements to the route and ideally want to see the route extended fully with a boardwalk rather than just resurfacing the path. Obviously I don't want to spend some of your funds on a path resurfacing when we can potentially have the path funded this financial year.

I am chasing this as I would like an answer as soon as possible. In the meantime, Barton Mills had said they would £2,000 towards the surfacing works. These total £4510 plus vat. The boardwalk extension is £14,220.00 plus VAT and if we can access the grant money then we

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would not require a contribution from Barton Mills parish council.

I have the contractor on hold until I receive an answer to this. He has the capacity to do either job at just a few weeks' notice".

ii) VAS/SID

The Clerk advised that the Speed Watch Group would need their own bank account if they were to get funding of £500 from Cllr. Harvey. The Clerk is to look into options of how to arrange this.

Clerk

Cllr. Boura advised that the scheme had been consulted on in the Barton Miller, and she had received responses in support of the scheme from residents.

iii) Good Neighbour Scheme

Cllr. Boura advised that they had recruited another volunteer and that the meeting with Lakenheath Scheme had been constructive. The next meeting is scheduled for January 2017.

iv) Street Lighting Quote Update

Cllr. Boura confirmed she had been chasing Pearce & Kemp for the quote. She also advised she had contacted another company, K&M Lighting, and had arranged a site visit with a view to obtaining a further quote.

PB

v) Quotes to Repair the Tarmac in the Car Park

The Clerk advised that she had requested quotes from 3 other contractors, but had only received one quote from Tilbrooks for £1,543.20. The INL quote previously received was for £462.50. Cllr. Lewis (RL) proposed to accept the INL quote, all were in favour.

Resolved 16/12/10.01

It was agreed to accept the quote for the works to the car park, from INL for £462.50.

vi) BMFC Land Lease – Discussion regarding renewal of lease

It was made clear that the Council are in full support of the Football Club, and renewing the lease was a formality only, and to protect the Councils ownership of the land. Cllr. Lewis (RL) proposed renewing on similar terms as previously for a 10-year lease. All were in favour and the Clerk is to draft a lease for approval by the Parish Council at the next meeting, before being approved and signed by the Football Club.

Clerk

Resolved 16/12/10.02

It was agreed to renew the lease on a 10-year arrangement on similar terms.

vii) Car Boot Sales 2017 – To confirm the arrangements proposed by co-ordination meeting and review the donation required for the use of the field

Day	Date	Hall	Field	BBQ
Easter Monday	17/04/17	Village Hall	Village Hall	
May Day	01/05/17	WI	WI	
Spring Bank Holiday	29/05/17	Church	Allotments	Football Club
Late Summer Bank Holiday	28/08/17	Church	Football Club and Church	Football Club

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Cllr. Boura proposed the above dates be agreed and confirmed. All were in favour.

Resolved 16/12/10.03

The dates suggested at the coordination meeting on 16th November were agreed and confirmed.

A request had been made to reduce the expected donation to the Parish Council for the use of the field to 10% of takings up to a maximum of £100. Cllr. Dawson proposed to accept this. All were in favour.

Resolved 16/12/10.04

It was agreed to reduce the expected donation for use of the field to 10% of any takings up to a maximum of £100.

viii) Parking opposite Church Meadow Junction

The Clerk advised that the SNT will be inspecting the issue and determining whether the cars parked are causing a danger, their decision will be based on Threat/Harm/Risk. The Clerk is to advise the SNT Team of the resident residing in the road, who requires her carers to park nearby.

ix) Pot Holes in Church Lane

The Clerk confirmed she had reported the potholes online to Highways and they had responded to confirm the repairs were pending.

x) RIS2 Fiveways and at Grade Crossings Update and Decision on Comments to be Submitted

Cllr. Boura reported that at the RIS2 meeting earlier that day, four options were put forward, with estimates for costings;

- Option A Bypass = £90 million
- Option B Do More = £50-55 million
- Option C Do Something = £40-45 million
- Option D Do Minimum = £10-15 million.

The option of a Flyover or Hamburger Junction was discussed, this would mean access to extra land that has not been taken into consideration, and could mean homes and businesses being demolished. Costs for this had not been included in the estimates. The options are hoped to be put forward as part of the 2020-2025 RIS2 program (they may look at all options), but they hoped for feedback on what local people wanted and what was considered essential local connectivity. No decisions have been taken at this stage. The consensus appeared to want Option A, the Bypass. It was discussed that the Do Something and Do Minimum options were unacceptable because of the restrictions these placed on local connectivity. Cllr. Boura reported that Tuddenham Parish Council had put forward proposals for an A14/A11 link Road, to help decrease levels of HGV and traffic through their village.

No changes are currently proposed for Chalk Hill > Red Lodge. It was suggested that a small slip road and Barton Mills access onto the A11 be considered.

Cllr. Boura proposed supporting Option A, Bypass and that it be stated that Options C & D are not wanted, as they will cause clogging of Fiveways and insufficient local connectivity. This was discussed in full, but it was felt that this implied support for Option B and 4 voted in favour, with 4 voting against, the Chairman abstained from the casting vote, the proposal was therefore dismissed.

Clerk

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Cllr. Dawson proposed supporting Option A, Bypass only. A vote was taken and 5 voted in favour, with 2 against and 1 abstaining.

Resolved 16/12/10.05

It was agreed to submit comments in support of Option A for a Bypass.

Short term options were also discussed. The proposals are for a feasibility study for putting traffic lights at Fiveways, a review of speed limits and camera enforcement, and improvements to signage and road markings, including signage for McDonalds, a low noise road surface could be requested. Cllr. Lewis (FL) made the comment that the study should take into account that traffic is heavier in the summer. The low noise road surface was discussed and it was agreed that this could be done at relatively low cost and with little expenditure difference and therefore should be supported. It was also suggested that re-modelling of the Chalk Hill Junction be considered. It was confirmed that there were no plans to close the central reservation crossings as part of short term measures so it was also suggested that some re-modelling of the Chalk Hill Junction should be requested.

It was agreed that a small working group be formed to draft comments to be put forward on behalf of the Parish Council. Cllr. Lewis (RL) and Cllr. Boura will form the group and send around comments by email for approval before submission.

RL/PB

The next consultation period will be held in April when results of the traffic lights feasibility study and the review of speed limits and enforcement should be available.

xi) Parish Council Printer and Printing of the Barton Miller Cover

Cllr. Dawson advised the printer was broken and she had to use her own printer for the last edition of the Barton Miller front cover.

Resolved 16/12/10.05

It was agreed to dispose of the printer and to sell the remaining ink cartridges on eBay. Cllr. Boura will print the Barton Miller front covers on her printer, with Cllr Lewis (RL) acting as back up.

PB/RL

16/12/11 Finance

i) Parish Council Bank Balances and Reconciliation from list of Payments & Receipts

Resolved 16/12/11.01

It was proposed by Cllr. Lewis (RL) That the bank balances and reconciliation of payments and receipts be received and adopted and initialled & signed as such by the Chairman (PB). All in favour. The bank account balance as of 21st November 2016 is £31, 272.12.

ii) Cheques for Signing and Approval & to Authorise Payment of Outstanding Invoices

Resolved 16/12/11.02

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. S. Mullender, Cllr. F. Lewis and Cllr. R. Lewis.

Mr. I Roberts - INL	Peace Garden works	1468	£15.00
Sporting 87 Trust	Autumn Football Coaching	1469	£221.00
St Mary's Church BM	Room hire	1470	£30.00
Barton Mills Village Hall	Hall hire	1471	£45.00

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Big Red Wine Comp.	Wine for Remembrance Sunday	1472	£60.10
Mrs. F Lewis	Expense Remembrance Sunday	1473	£38.90
Mrs. V Bright	Mileage & expenses	1474	£20.59
Mrs. V Bright	November salary	1475	£262.66

- iii) **Update on Bank Mandate**
 Cllr. Boura confirmed she had spoken again with the Bank Manager and the bank has lost the mandate form. A new form is to be completed and signed tonight by those parties present and Cllr. Boura will re-submit the form to Lloyds as soon as possible. The new mandate will request the Clerk's address to go onto the account for correspondence and statements.
- iv) **Adoption of Financial Regulations**
Resolved 16/12/11.03
 The revised 2016 Model NALC Financial Regulations were approved and adopted by the Full Council, and were signed by the Chairman (PB).
- v) **Adoption of Terms of Reference for the Finance Committee and to Formally appoint a Chairperson**
Resolved 16/12/11.04
 It was agreed that no Chair would be appointed. The Terms of Reference for the Finance Committee were approved and adopted by the Full Council, and were signed by the Chairman (PB).
- vi) **Adoption of Financial Risk Assessment 2016-17**
Resolved 16/12/11.05
 The Financial Risk Assessment for the financial year 2016-17 was reviewed and adopted by the Full Council and signed by the Chairman (PB).
- vii) **Review of Effectiveness of Internal Audit 2016-17**
Resolved 16/12/11.06
 The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Ayentee Accounting for the financial year 2016-17.
- viii) **Budget 2016-17 Review & Adoption**
Resolved 16/12/11.07
 The projected budget for 2016-17 was scrutinised and approved and signed by the Chairman (PB).
- ix) **Review of Reserves & Expenditure – To consider projects to authorise expenditure within 2016-17**
 The Clerk confirmed the following reserves and earmarked reserves;
- | | |
|-----------------|------------------|
| Reserves | 26,587.19 |
| Elections | 2,760.00 |
| Street | 6000 |
| Lighting | |
| Peace | 1000 |
| Garden | |
| VAS/SID | 2000 |
| General | 14827.19 |
- Resolved 16/12/11.08**

PB

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The following projects were agreed for the 2016-17 financial year, to be paid for out of the General Reserves fund;

- Replacing the ply board backing and installing a metal lining to the notice board on The Street at a cost of £50 approximately.
- Purchasing new nets for the 9 a side football goals at a cost of £150 approximately & Delivery & VAT.

PB

PB

Councillors voted against installing posts on Grange Lane near the Turning Area.

x) **Projected Budget 2017-18 Adoption**
Resolved 16/12/11.09

The projected budget for 2017-18 was scrutinised and approved and signed by the Chairman (PB).

xi) **Precept Setting and Adoption 2017-18**
Resolved 16/12/11.10

It was agreed to set the precept request for 2017/18 at £19,792.00, with no increase to the tax payer, which equates to £58.63 per household (Band D).

xii) **Investment of Reserves Options Update**

The Clerk advised that after seeking guidance from SALC and a firm of auditors, it was advised that reserves only be invested in easy to access accounts, i.e. Savings Accounts. Reserves should ideally not be invested in Property or Shares. The Clerk advised she would look at High Interest Savings accounts, with no fees and report back at the next meeting.

Clerk

16/12/12 **Councillors Reports and Items for the next agenda**

i) **External Meetings that Councillors may wish to report upon**

Cllr. Boura advised that she and the Clerk had attended the West Suffolk Joint Parish Conference. The following topics were discussed;

- Affordable Housing (Barley Homes)
- Devolution
- Finance
- Growth & Local Development (RAF Mildenhall)
- Road & Rail Infrastructure (RIS2 & CP5 (Network Rail))

Cllr. Lewis (FL) advised that she had been unable to attend the last SALC meeting and had sent her apologies.

ii) **Councillors Reports**

Cllr. Boura advised that she had completed the archiving and sorting of old Parish Council paper records and had passed the metal archive box on to Cllr. Dawson.

Cllr. Lewis (FL) requested that the Parish Council look at further Football Coaching sessions for February Half Term, it was confirmed that all funding for this year had been spent, and the Parish Council would look at further sessions for the next financial year, if further funding could be obtained.

iii) **Items for Future Agendas**

- HMRC PAYE Update
- Affordable Housing Needs Survey Update

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- Footpath to Mildenhall Update
- VAS Update
- Street Lighting Quotes
- BMFC Lease Draft Approval
- Code of Conduct Review
- Bank Mandate Update
- Investment of Reserves Options Report
- Football Goal Nets Quotes
- Noticeboard Works Update
- Football Coaching Funding/Sessions – Feb Agenda

16/12/13 2017 Meeting Dates

It was agreed to hold the meetings on the first Tuesday each month (subject to change).

Tuesday 7th February 2017

Tuesday 7th March 2017

Tuesday 4th April 2017

Tuesday 2nd May 2017

Tuesday 6th June 2017

Tuesday 4th July 2017

Tuesday 5th September 2017

Tuesday 3rd October 2017

Tuesday 7th November 2017

Tuesday 5th December 2017

The next meeting will be held on Tuesday 10th January 2017 at 7:30pm, in the Church Room.

There being no further business the meeting closed at 9:43pm

Signed: *P. Boura*
Chair, Barton Mills Parish Council

Date: 10th January 2017

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