

Barton Mills Parish Council

Minutes for the Meeting of Barton Mills Parish Council

Held in the Church Room on Tuesday 8TH November 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. G. Flack (GF), Cllr. K. Fuller (KF) and Cllr. A. Dawson (AD).

Also Present: Clerk – Vicky Bright, Cllr. Brian Harvey – FHDC & Isobel Wright – Hastoe Homes

Item		Action
	The Chairman welcomed everyone.	
16/11/1	<p><u>Public Forum – LGA 1972, Section 100(1)</u> Sixteen members of the public in attendance.</p> <p>Affordable Housing Update – Isobel Wright</p> <ul style="list-style-type: none"> • No decisions have been confirmed regarding the need, number of houses and type or possible locations for another development. • Discussions with the Local Authority will need to happen, as will another Housing Needs Survey. The survey will go to every household in Barton Mills and will be carried out by Community Action Suffolk at the expense of Hastoe Housing. • Government Funding has been massively cut and, is currently mainly for shared ownership but funding is likely to be re-introduced for rented properties. It will all depend on programme scale. • The planners will determine which sites may be most suitable, and it also depends on the owners' willingness to sell. Residents will be consulted and will have input. • The criteria for occupation will be the same as before if a new development goes ahead. It was confirmed that social housing provided as part of the new development which now has planning permission at Worlington Road does not meet local needs criteria and homes would be offered to people at the top of the waiting list. • There has been some interest shown already. • Issues were raised regarding the previous development, i.e. road condition & road width, paving/kerb stones still not replaced. Isobel Wright is to investigate these issues. Isobel confirmed that the footway was not Highways requested and residents should use the opposite footpath. • Next steps will be 1st stage – Needs Survey (it is expected the results will be collated early next year). 2nd stage – Look at possible site. It is estimated that we are looking at a 3-year timescale before houses are ready for occupation. 	
16/11/2	<p><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2)</u> None. <u>Absent</u> None.</p>	
16/11/3	<p><u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u> None.</p>	
16/11/4	<p><u>Minutes of the last meeting held on Tuesday 4th October 2016– LGA 1972, Schedule 12, para41(2)</u> Cllr. Lewis (FL) proposed the minutes as a true record of the meeting held on Tuesday 4th October 2016, Cllr. Dawson (AD) seconded and the majority voted to accept.</p>	

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Resolved 16/11/4.01

The Minutes of the meeting of 4th October 2016 were adopted as a true statement and signed by the Chair, Cllr. Boura (PB).

16/11/5

Police Matters

The Clerk confirmed that she has now been able to access the newsletter online. 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>

16/11/6

Local Authority Reports

i)

Suffolk County Council

None received. Apologies sent by Cllr. James Waters.

ii)

Forest Heath District Council

Cllr. Brian Harvey reported to the meeting;

- Fiveways Farm Update – Enforcement Officers have been on site. The land is owned by FHDC and the Forestry Commission and is rented to Highways. Mr. Dale has made a claim on the land and FHDC are now challenging at 1st Tier Tribunal at Land Registry. It is expected to be a long process.
- Taxi's Licensing – Licensing is looking into zoning. In addition, the panel voted to introduce a level 2 BQ qualification for all new drivers, existing drivers will need to complete this certified training before their license is renewed.
- The new development at Worlington Road has now started. Drainage to cope with the Housing Estate is underway, with a pumping station and a 15m inclusion zone.
- Police & Crime Commissioner Public Meeting – 6th December 2016 at Newmarket (Public invited).

16/11/7

Planning Matters

i)

General & For Consideration:

DC/16/1871/FUL - 1no dwelling (following demolition of existing outbuilding) and new access to serve 35 The Street. - 35 The Street Barton Mills IP28 6AA

The District Councillor has raised that a new entrance gate has been constructed with no Planning Permission granted. Enforcement Officers have been asked to visit the site.

Cllr. Boura proposed objections due to insufficient size of plot and over development of the site. A vote was taken, 4 abstained, 1 no objections and 3 object.

Resolved 16/11/6.01

It was agreed to object to planning application DC/16/1871/FUL on the grounds of insufficient size of plot and over development of the site.

Awaiting Forest Heath decisions and pending appeals:

- a.) DC/16/1910/HH Pitched roof to existing rear flat roofed extension at 19 Church Meadow IP28 6AR = No Update.
- b.) DC/16/1957/HH (i)Single storey rear & side extension & (ii)attached garage to side at 27 The Street Barton Mills IP28 6AA= No Update.
- c.) DC/16/2112/TE3 Notification of removal of public payphone from the phone box in Bell Lane. See Item 10 (iii).
- d.) DC/16/0683/FUL Retention of hand car wash operation LOCATION Car Wash Fiveways Services Fiveways Barton Mills= No Update.

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- e.) **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 – Update on Traffic Calming/Gate Feature & S.106 Monies**

The Clerk reported that so far no S.106 monies had been released. She has had confirmation from West Suffolk that a signalised crossing was suggested. The Clerk is to respond stating that a signalised crossing is the preferred choice for the Parish.

Clerk

16/11/8

i)

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

The Clerk reported that she had liaised with Sgt. Mark Shipton-SNT regarding concerns raised by some residents regarding the opening of Old Mill Lane as a short cut to avoid the A11. Sgt. Shipton has assigned one of his team to investigate with Highways.

The Clerk advised that she had reported the issue of Taxis being unavailable at night time to Cllr. Brian Harvey, who has addressed the Licensing Team regarding this issue.

The Clerk advised that there was an outstanding issue regarding the previous two Clerk's PAYE with HMRC.

ii)

Remembrance Ceremony

Sunday 13th November 2016 at 10:45am in the Peace Garden, followed by refreshments in the Village Hall, provided by the Parish Council. The wreaths have been purchased by Charlie Peachey, and the Ceremony is to be performed by Glynn East. James Bercovici will be providing the wine and help is needed to serve refreshments and setting up tables and chairs.

iii)

RIS2 A11 Fiveways and at Grade Crossings Update

Councillor's Dawson (AD), Lewis (RL) and Boura (PB) compiled comments and Cllr. Boura submitted the comments to Peter Grimm on behalf of the Parish Council, which have been acknowledged. The next meeting is on 6th December 2016 at 2pm. It was confirmed that Councillors Boura, Lewis (RL) and Mullender will attend.

PB/RL/
SM

16/11/9

i)

Correspondence

Forest Heath District Council and St Edmundsbury Borough Council (West Suffolk Councils) are currently consulting on a joint Sex Establishment Licensing Policy for West Suffolk.

The proposed West Suffolk policy is mostly the same as the existing policies across both councils. For St Edmundsbury, the main difference is the introduction of a wider range of minimum standard conditions. This is based on national best practice. For Forest Heath, there are no significant differences other than minor amendments to enable it to become a joint document for West Suffolk.

It should be noted that the policy includes a fee increase which reflects the high cost of processing licensing applications.

The consultation is open between 24th October and 5th December 2016 and the full policy is

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on the website www.westsuffolk.gov.uk/consultation. Consultation responses would be welcome from existing licence holders, the public and statutory stakeholders. Please send your comments in writing to licensing@westsuffolk.gov.uk.

16/11/10

Parish Matters

i)

Footpath to Mildenhall

Cllr. Boura (PB) is to follow up on progress and report back at the December meeting.

PB

ii)

VAS/SID

Cllr. Hayward gave a report from Sue Dampier, the Speed Watch Coordinator from Worlington, which gave costings of a Westcotec mini-SID at £2625 and a Data collector at an extra £250, to be shared on a 2/3 proportion between Worlington and Barton Mills. Brackets cost £50 per pair. The Clerk confirmed that Highways had agreed to install the posts free of charge. Consultation with residents and a site visit by an engineer to inspect the proposed sites would be the next step. Councillors discussed the option of co-share with Worlington or purchasing their own unit outright. Cllr. Dawson (AD) proposed buying own unit, a vote was taken with 3 abstaining, 5 for and 1 against.

Resolved 16/11/10.01

It was agreed that the option to purchase own unit was the agreed option.

The Clerk is to email the information and costs to Cllr. Harvey for possible Locality Budget Funding support.

Clerk

iii)

Defibrillator and Phone Box Adoption Update

The Clerk confirmed that a formal request to adopt the phone box under Planning Application DC/16/2112/TE3 had been submitted and she is awaiting an update. Cllr. Boura advised she will update Terrence Waters.

PB

iv)

Good Neighbour Scheme

Cllr. Boura reported that only a few volunteers turned up at the meeting. A small group has agreed to go forwards and a meeting with Gt. Barton and Lakenheath schemes is to be arranged to discuss practicalities. Cllr. Boura advised that John Eaton had offered his services at a cost of £25 per hour to assist with the coordination of the meeting and the scheme. Cllr. Lewis (RL) proposed that an amount of £100 be agreed for John Eaton's services and for Hall Hire, and that this be reviewed at the next stage of the scheme. A vote was taken and it was agreed unanimously.

Resolved 16/11/10.02

An amount of £100 be agreed for John Eaton's services and for Hall Hire, for the meeting and that this be reviewed at the next stage of the scheme.

v)

Football Coaching

Cllr. Lewis (FL) confirmed a good turnout (32 plus), following further advertising using posters and social media. Thanks were offered to the Parish Council by many that attended. Thanks were given to Cllr. Harvey for Locality Funding. Cllr. Harvey suggested that the Clerk write to Lesley-Ann Keogh (Community Engagement Manager – FHDC) to see if any funding was available for further sessions in the future.

Clerk

Cllr. Lewis (RL) confirmed that the bank details had been sent for the funds to be transferred to the Parish Council account.

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- vi) **Street Lighting Quote Update**
 Cllr Boura has not yet received the quote and is to chase this and she has also requested a quote for a maintenance contract for the four lights that Kier are unable to maintain. PB
- vii) **Notice Board on Worlington Road**
 Cllr. Hayward (RH) raised concerns that the height of the board is too low. Cllr. Boura confirmed she had confirmed the height of the board with the contractor when it was installed, however there appeared to have been miscommunication and the board has already been moved once. The poles have been cut to the current height, so options of how to resolve the situation were discussed, such as welding the poles back together, if the contractor still had the other bits, or purchasing new poles. It was suggested to monitor any public concern raised regarding the height before any decision is made regarding expenditure to change the height of the board.
- viii) **Peace/Rose Garden Maintenance Works**
 Quotes from INL landscapes were presented regarding options to put down slate or wood chippings on the Peace Garden. The condition of the garden was discussed and whether new posts were also needed, or whether it was best just to re-landscape the whole garden. It was suggested that the Finance Committee look at this when the budget is reviewed and **consider budgeting £1000 for future improvements.**
- ix) **Quotes to Repair the Tarmac in the car Park**
 Cllr. Boura (PB) raised the issue of the tarmac in the car park being broken away and needing repair/replacement. Options were discussed, including whether edging was required to be installed. Cllr. Boura presented quotes for two options from INL Landscapes. The Clerk advised that any decision would need to be deferred until a minimum of 3 quotes could be obtained. The Clerk is to source like for like quotes for the two options provided by INL Landscapes. Clerk
- 16/11/11 **Finance**
- i) **Parish Council Bank Balances and Reconciliation from list of Payments & Receipts Resolved 16/11/11.01**
 That the bank balances and reconciliation of payments and receipts be received and adopted and initialled & signed as such by the Chairman (PB). The bank account balance as of 4th November 2016 is £32,897.56.
- ii) **Cheques for Signing and Approval & to Authorise Payment of Outstanding Invoices Resolved 16/11/11.02**
 It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. P. Boura, Cllr. F. Lewis and Cllr. R. Lewis
- | | | | |
|----------------|---------------------|------|---------|
| INL Landscapes | Grass Cutting | 1460 | £305.00 |
| Mrs V Bright | October Salary | 1461 | £262.66 |
| Mrs V Bright | Mileage & Expenses | 1462 | £24.95 |
| CAS | OneSuffolk Website | 1463 | £60.00 |
| Mr C Peachey | Remembrance Wreaths | 1464 | £60.00 |
| Mrs P Boura | Expenses | 1465 | £9.89 |
- iii) **Update on Bank Mandate**

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Cllr. Boura confirmed she had spoken again with the Bank Manager and there was still no progress. Cllr. Boura will chase them again tomorrow and report back an update. The issue of the Clerk not having any access to the bank or statements was discussed, it was suggested that until the current mandate is finally processed the position remain and James/Cllr. Boura continue to scan any statements and email to the Clerk.

PB

iv) **Finance Working Group**

Cllr. Lewis (RL) proposed that a Finance Committee be formed to meet annually to discuss Budget, Precept setting and Capital Expenditure. A vote was taken 1 abstained and 8 voted in agreement. The Clerk confirmed that the Committee would need to meet in public and formal agenda's and minutes published and recorded. She also confirmed that the Committee is set up for advisory purposes only and has no delegated authority to make decisions on or authorise expenditure.

Resolved 16/11/11.03

It was agreed that a Finance Committee be formed to meet annually to discuss Budget, Precept setting and Capital Expenditure. It was agreed that the members would be Cllr. Boura, Cllr. Lewis (RL) and Cllr. Harji.

A meeting of the Finance Committee to urgently review the 2016/17 budget and to discuss the budget and precept for 2016-18 was arranged for Tuesday 29th November 2016 at 7:30pm in the Church Room.

v) **Procedural Change**

The Clerk outlined her suggestions for the Agenda format and the Minutes format, and agreed that the Public Forum remain as an open discussion for any issues, not just those related on the agenda, but suggested that it be given a time limit of 15 minutes. However, it was pointed out that this was unnecessary as there was currently a three-minute limit for each speaker. It was agreed to try out the new formats for a trial period and the Clerk urged Councillor's to put forward any concerns or suggested changes. Agenda's and draft minutes are to be drafted in consultation with the Council as a whole. Cllr. Boura asked that the Header on the minutes template be removed.

Cllr. Lewis (RL) proposed this be agreed and all voted to accept

Resolved 16/11/11.04

That the Clerk make the necessary changes as suggested and that it be given a trial period of 2-3 months.

vi) **Clerk & Council Working Relationship and Communication Procedure**

The Clerk reiterated the days and hours she works and requested that correspondence between herself and Councillors be by email, as the preferred choice. It was agreed that the Chairman and Clerk would liaise by email once a week for update on progress and any new issues raised or to be addressed, and that the Vice Chairman would be courtesy copied on all emails exchanged. It was also agreed that unless there was an urgent need, meetings between the Chairman and Clerk would be kept to a minimum, with no unnecessary meetings and that a second Councillor would be present at any meetings. It was agreed that the Clerk should be allowed to carry out her duties and that she would only confer with the Chairman or Council when she felt it necessary.

Cllr. Lewis (RL) proposed and Cllr. Dawson (AD) seconded and all voted to accept the communication procedure.

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Resolved 16/11/11.05

It was agreed to accept the Clerks communication procedure.

16/11/12

i)

Councillors Reports and Items for the next agenda

External Meetings that Councillors may wish to report upon

None.

ii)

Councillors Reports

Cllr. Boura advised she had received correspondence from the Royal British Legion seeking new members.

Cllr. Boura advised she had now sorted through archive files and had handed over a box of archived Minutes and Financial Records to Cllr. Dawson for storage. She continues to work through the rest of the archiving.

PB

Cllr. Lewis (RL) reported that the leaves on the footpaths and roads were becoming a problem. The Clerk said she would enquire with Highways to see if a road sweeper could come out to the village.

Clerk

iii)

Items for Future Agendas

- Budget 2016-17 Revision for Adoption
- Budget 2017-18 and Precept for Adoption
- Bank Mandate Update
- Investment of Reserve Update
- Street Lighting Update
- Football Coaching Funds Transfer Update
- Good Neighbour Scheme Update
- VAS/SID Funding Update
- Footpath to Mildenhall Update
- Defibrillator/Payphone Update
- Car Park Quotes
- A11
- Code of Conduct Adoption
- 2017 Meeting Dates

The next meeting will be held on Tuesday 6th December 2016 at 7:30pm, in the Village Hall.

There being no further business the meeting closed at 10:04pm

The Meeting re-convened at 10:07pm.

Cllr. Dawson (AD) raised the issue of the outstanding PAYE bills from HMRC for James and Abi's tax. It was confirmed that Enforcement Officers had attended the Clerks home and that they had stated they would return in 1 week. It was proposed by Cllr. Dawson (AD) that the Council pay the outstanding amounts and that she would then resolve the issue with HMRC and try and get a refund for any amount paid incorrectly. Cllr. Harji seconded and a vote was taken. All agreed in favour of paying the outstanding amounts to HMRC.

Resolved 16/11

It was agreed to approve the payment of the amount of £232.44 for Abi's tax and for the

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amount of £926.70 for James Bercovici's tax to HMRC for PAYE and the following cheques were approved and signed by Cllr. Boura, Cllr. Lewis (RL) and Cllr. Harji (AH).

HMRC	PAYE - Abi	1466	£232.44
HMRC	PAYE – James Bercovici	1467	£926.70

There being no further business the meeting closed at 10:15pm.

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

Date: 6th December 2016