

Barton Mills Parish Council

Clerk to the Council:

Vicky Bright
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IP28 7LT
Tel: 07712 232920
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Chairman: Cllr. Mrs. Pamela Boura
Vice Chairman: Cllr. Amin Harji

Minutes for the Meeting of Barton Mills Parish Council

Held in the Village Hall on Tuesday 4th October 2016 at 7.30 pm.

Councillors Present: Cllr. P. Boura (PB), Chair, Cllr. F. Lewis (FL), Cllr. R. Lewis (RL) and Cllr. A. Dawson (AD).

Also Present: Clerk – Vicky Bright.

Item		Action
	The Chairman welcomed everyone.	
16/010/1	<u>Public Forum – LGA 1972, Section 100(1):</u> One member of the public in attendance.	
16/10/2	<u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u> Cllr. Garry Flack, Cllr. Amin Harji, Cllr. Keith Fuller & Cllr. Steve Mullender. <u>Absent:</u> Cllr. Richard Hayward. <u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u> Cllr. Frances Lewis declared an interest in Item 8.	
16/10/3	<u>Police Matters:</u> The Clerk confirmed that she had been unable to access the newsletter online and would resolve the issue of access before the next meeting.	Clerk
16/10/4	<u>Minutes of the last meeting – LGA 1972, Schedule 12, para41(2):</u> Cllr. Dawson proposed the minutes as a true record and the majority voted to accept. <u>Resolved 16/10/4.01</u> The Minutes of the meeting of 6 th September 2016 were adopted as a true statement and signed by the Chair (PB).	
16/10/5	<u>Local Authority Reports:</u>	
i)	<u>Suffolk County Council</u> None received. Apologies sent by Cllr. James Waters.	
ii)	<u>Forest Heath District Council</u> None received. Apologies sent by Cllr. Brian Harvey.	

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16/10/6	<u>Planning Matters</u>	
i)	<p>A public consultation has been launched on the future of RAF Mildenhall and councillors were asked to view the documents at www.westsuffolk.gov.uk/mildenhallfuture and prepare our response. Items for comment suggested were Employment & Housing, Infrastructure and the need for a Relief Road and improved Transport Links. It was agreed the Clerk would draft a response on these issues raised and forward to the Chairman for her approval before submission to the consultation.</p>	Clerk/PB
ii)	<p>DC/16/1910/HH – Pitched roof to existing rear flat roofed extension at 19 Church Meadow, Barton Mills IP28 6AR. <u>Resolved 16/10/6.01</u> The Pc supports the application.</p>	
iii)	<p>DC/16/1957/HH – (i) Single storey and side extension and (ii) attached garage to side at 27 The Street, Barton Mills IP28 6AA. <u>Resolved 16/10/6.02</u> The Pc supports the application.</p>	
iv)	<p>DC/16/2112/TE3 – Notification of removal of public payphone from the phone box in Bell Lane, Barton Mills. It was suggested that the Clerk contact the Planning Officer and Community Heartbeat Trust to establish whether the phone could remain as an emergency phone for the Defibrillator, which is to be installed in the phone box, or whether a new phone would have to be installed. The Clerk is to clarify who would have responsibility for the phone and connection.</p>	Clerk
v)	<p>Tree Applications Yew Tree at Brook House – Trim all round by 1 ½ metres.</p> <p>6 Sycamore trees at Beeches Moat – Removal of 6 Sycamore trees, to be replaced with Oak and Walnut Trees.</p> <p><u>Resolved 16/10/6.03</u> It was agreed that any tree applications will in future be presented to the Council for information purposes and comment as necessary.</p>	
vi)	<p>RPA – Hatchfield Farm Decision Appeal The Rural Parishes Alliance plans to appeal against the Secretary of State's decision regarding Hatchfield Farm, they are asking local parish councils for support in this appeal. It was agreed that the Council would put forward their support for the development to proceed.</p>	PB
vii)	<p>DC/13/0927/OUT The Clerk is to chase up the consultation and conditions proposed for Traffic Calming and the gate feature and crossing, and also to enquire regarding Section 106 monies.</p>	Clerk

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16/10/7	<u>Matters Arising & Pending:</u>	
i)	Affordable Housing Cllr. Boura confirmed that Isobel Wright is able to attend the November Parish Council meeting. The Clerk is to add this to the agenda for November. The Clerk and Cllr. Boura are to draft a notice for the Barton Miller and also a letter to invite residents from Church Lane to attend the meeting.	Clerk/PB
ii)	Notice Board Worlington Road Cllr. Boura confirmed the installation should be completed in the next few days.	
iii)	Footpath to Mildenhall Claire Dickson has accepted a quote for the works and the contractor has been asked to carry out the works before Autumn. Following concerns raised by a resident, who uses a mobility scooter, about the condition of the surface on the entrance to the path at Hassall's Corner, Claire is also looking into this. She is also arranging for low branches and side growth to be cleared from both this path and the Lark Valley path along the river.	
iv)	VAS No update, deferred to the November agenda.	
v)	Good Neighbour Scheme A meeting is arranged for Wednesday 5 th October 2016. It looks encouraging for volunteers as Cllr. Boura has been approached by several, including an American serviceman who is interested in being a volunteer. Both Cllr. Flack and Fuller are also volunteering, although they have sent apologies for tomorrow night's meeting.	
vi)	Football Coaching The coaches are confirmed for 25 th and 27 th October 2016 at 1:30pm. Cllr. Boura has arranged publicity. Cllr. Lewis (FL) is to arrange the keys for access to the Village Hall Toilets for these dates. Cllr. Lewis (RL) advised there is no update yet on the transfer of the funds from the Football Club to the Parish Council, he is to follow this up.	FL RL
vii)	Missing Deeds to the Playing Field When looking through old records, Cllr Boura found a letter from Bendall & Sons dated 12 Sept 1995 confirming that they hold the deeds for the playing field. It was suggested that the Clerk contact Bendall & Sons to confirm this and also to request a modern and electronic version.	Clerk
viii)	Street Lighting Cllr Boura has not yet received the quote. Pearce and Kemp say that they are awaiting information from the County Council. The accidently damaged light in Worlington Road which was scheduled to be replaced in the week commencing 26th September, is still on the schedule of works and will hopefully be done soon.	
ix)	Improvements to corner of Playing Field This works has now been completed.	

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| x) | <p>Remembrance Sunday
Rev'd Sandie Barton had confirmed that the service read out was the National Service recommended by the RBL. She has confirmed that this year the service will take into account the opinions of the village, and she also confirmed she will be attending. Cllr. Boura is to book the Hall for Sunday 13th November 2016 and also to arrange the wreath with Charlie Peachey.
<u>Resolved 16/07.01</u>
It was agreed that the Parish Council would pay for the wreath and for refreshments.</p> | PB |
| | <p>The Clerk is to contact James Bercovici to ask him to provide and serve the wine again this year. Cllr. Lewis is to do the refreshments.</p> | Clerk
FL |
| xi) | <p>Community Showcase – Saturday 17th September 2016
This was a successful and well organised event and Cllr Boura received a variety of enquiries.</p> | |
| xii) | <p>West Suffolk Parish Conference
To be held at Newmarket Memorial Hall on Monday 14 November 2016. The Clerk is hoping to attend this event.</p> | |
| xiii) | <p>Meeting about RIS2 – A11 Mildenhall and Fiveways Roundabout and at Grade Crossings
A meeting was held on Friday 16th September 2016 at FHDC Offices and a further meeting will be held at 2pm on 6th December 2016. The County Council and Highways England have started investigating options for creating an expressway standard road for the A11 in Barton Mills. This is reviving the possibility of a bypass for Fiveways east of the current line of the A11. However, building would not take place until 2028. In the meantime, a working party is to be set up to look at minor changes which could result in short term improvements. Parish Councils have been asked to submit suggestions for essential local connections and junctions for an A11 bypass (Wish Lists) by mid-October. It was suggested that Cllr. Boura, Cllr. Lewis (RL) and Cllr. Dawson meet next week to draft our response to be submitted.</p> | PB/RL/
AD |
| xiv) | <p>Report on SALC Meeting - 8th September 2016
Cllr. Frances Lewis reported;
The main agenda item was the Speaker, Chief Inspector Kim Warner, (ex-Inspector at Mildenhall), on 'Police Reports to Councils' and 'Lost and Found Property'. Because of lack of funds, and the need to make the best use of staff, police will no longer attend Parish Council meetings to give reports. Information must be taken from websites and e mails. But Police will try to get to Public Events. There are fewer PCSOs (police community support officers), so we do not see them around so much, and their working day finishes at 6pm.
Suffolk Police no longer deal with 'Lost Property' at local Police Stations e.g. Mildenhall, only at Bury St Edmunds, Newmarket and Ipswich. A member questioned what to do with found property, as a colleague, on contacting police about an item he had found, had been told to take it home and try to find the owner. This could give rise to many further</p> | |

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ownership problems.

The public are encouraged to call 101 to talk to the Police – but it was admitted that there is often a backlog of calls waiting to be answered.

In 'Members Information Exchange', we learnt of the short notice (less than 7 weeks) for the changes and charges for using the 'One Suffolk' web site - see BMPC agenda item 10.

Parking problems – highlighted by the lack of police enforcement. In Beck Row they now have a splendid pirate ship in the children's playground, the new Parish Magazine is going well and the 'Rose and Crown' building is to be the new Community Centre, but they need a new Football Pavilion. In Brandon the level crossing continues to cause problems, parking is a problem, as is the allocation of school places, and there is much concern over the closing of the Heathcote Day Care Centre. The Mildenhall member spoke about the discussions on the future of the Base, and also about the 'Mildenhall Showcase Day', when local organisations have been invited to have stalls to show what they do.

For Barton Mills, I spoke about our great concern over the dangers and safety of the Five Ways roundabout and the A11 crossing from the Tuddenham Road, as I felt it important that it should be known that we are trying to move forward any possible short term solutions.

Direct contact with SALC, via the web site, should be restricted to chairman and clerks, who should do this on behalf of councillors.

16/10/8

i)

Finance:

Parish Council List of Receipts not previously recorded in the minutes

23/5 HMRC VAT refund £719.88, 2/6 Donation for boot sale £25, 29/7 FHDC £2988.00, 23/9 FHDC £6971

Payments for Approval & Cheques for Signing

Resolved 16/10/8.01

Cllr. Lewis (RL) proposed to approve the payments and it was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. P. Boura, Cllr. Frances Lewis and Cllr. Robert Lewis;

ch 1451 I Roberts £200.00 I NL Landscapes for field etc.

ch 1452 P Boura £37.60 Office costs, Printing etc.

ch 1453 BM Village Hall £208.80 Hall hire April-June, Brown bin collection

ch 1454 St Mary's (BM) PCC£15 Church Room for August meeting

ch 1455 Abigail Davies £249.60 Replacement for missing ch 1427

ch 1456 Abigail Davies £61.60 Replacement for missing ch 1428

ch 1457 Peter Cumber £100.00 Installation of noticeboard

ch 1458 I Roberts £1351.50 INL Landscapes for turning area

ch 1459 J Berrett £47.00 Plants for 3 planters at the field

ii)

Investment of the Reserve

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	The Clerk is to investigate options and report back at the next meeting.	Clerk
iii)	Change of Signatories on Bank Account Cllr. Boura reported she had taken the mandate form to the bank on 11 th August, but due to the mandate not being processed by the bank, there had been a delay. The Form had now been found and scanned and was being processed. It was agreed to keep the correspondence address as the Chairman for now. The Clerk advised she had no access to the account, but Cllr. Boura advised she was happy to handle any issues with the bank and would forward statements to the Clerk for account and bank reconciliations before meetings.	
iv)	Bank Balance and Reconciliation Cllr. Boura presented a bank reconciliation and bank balance as of 29 th September 2016. <u>Resolved 16/10/8.02</u> That the bank balances and reconciliation of payments and receipts be received and adopted and signed as such by the Chairman (PB). The bank account balance as of 29 th September 2016 is £34,959.86. The Clerk is to review the budget for the next meeting and will present bank reconciliations at each meeting.	Clerk
16/10/9	<u>Appointment of a new Clerk and RFO:</u>	
i)	Cllr. Boura welcomed the new Clerk. Cllr. Boura is to write to Abigail Davies to thank her for her work as Clerk. Cllr. Lewis (FL) offered thanks on behalf of the Parish Council to Cllr. Boura for her hard work as Interim Clerk.	PB
ii)	<u>Resolved 16/10/9.01</u> It was agreed to pay the Clerks salary by monthly Standing Order and to instruct SALC Payroll Service to perform the payroll duties for the Clerks salary on a monthly basis.	
iii)	The issue of the printing of the Barton Miller was raised by Cllr. Boura, who stated that it seemed silly for the new Clerk to have the printer in Mildenhall and have to collect the covers, print them, then deliver them back to the church. It was suggested that the Church has the printer and does all the printing, with the printer being available to the public for use. However, there is no room at the Church at present, until they move premises. Cllr. Dawson agreed to keep the printer in the interim and will do the printing, with Cllr. Boura as back up, if Cllr. Dawson is unavailable at any time.	AD/PB
iv)	The Clerk advised that she intends to make some changes to the format of the agenda, to bring the Parish Council in line with current legislation. She also advised her contact details and usual office hours, which will be made available on the website and notice board for residents.	
v)	Cllr. Dawson has agreed to store the Parish Council Archive files.	AD

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16/10/10	<p><u>Transfer of the OneSuffolk website from SCC to CAS</u> The Parish Council website provider is being transferred from SCC to CAS (Community Action Suffolk), and an annual fee of £50 is being introduced. It was felt that now was not a good time to look at other providers or start-up of a new website. <u>Resolved 16/10/10.01</u> It was agreed to accept the annual fee of £50, with effect from 1st November 2016. The Clerk is to advise CAS.</p>	Clerk
16/10/11 i)	<p><u>Correspondence:</u> Car Boot Sales The Council has been approached by the Village Hall, Church, WI, Football Club and the Allotments Association to agree dates for the Boot Sales. Cllr. Lewis (FL) and Cllr. Boura proposed that they arrange a meeting in the Church Room to agree a schedule and dates, date to be confirmed, with the Clerk to advise the Community Groups of the details.</p>	FL/PB Clerk
ii)	<p>Boundary Commission for England Review of the constituency boundaries across England initial proposals were last month published, showing what the changes could look like. From next week there will be another way people can get involved and have their say with a series of public hearings. Assistant Commissioners will be there, listening to people's views. The 36 two-day public hearings are being held across England, the full list is available online; http://www.eventbrite.co.uk/o/boundary-commission-for-england-10840540 The Clerk is to enquire to the Boundary Commission whether any of the changes affect Barton Mills directly.</p>	Clerk
16/10/12	<p><u>Date of the next meeting and Items for the next agenda:</u> The next meeting will be held on Tuesday 8th November 2016 at 7:30pm, in the Church Room.</p> <ul style="list-style-type: none">• Affordable Housing• Budget for Revision & Adoption• Investment of Reserve Options• RIS2 A11 Fiveways and at Grade Crossings Update• Street Lighting Update• Football Coaching Funds Transfer Update• Good Neighbour Scheme Update• VAS Update• Footpath to Mildenhall Update• Playing Field Deed Update• Defibrillator/Payphone Update <p>There being no further business the meeting closed at 9:40pm.</p>	

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Signed: *Pamela Boura*
Chairman Barton Mills Parish Council

Date: 8th November 2016