

Barton Mills Parish Council

Minutes for the Annual Meeting of Barton Mills Parish Council

Held in the Village Hall on Wednesday 17th May 2017 at 8:38 pm.

Councillors present: Cllr. P. Boura (PB) - Chair, Cllr. K. Fuller (KF), Cllr. F. Lewis (FL), and Cllr. R. Lewis (RL), Cllr. G. Flack (GF), Cllr. A. Dawson(AD), Cllr. A. Harji (AH), Cllr. S. Mullender (SM) & Cllr. R. Hayward (RH).

Present: Clerk – Vicky Bright.

		Action
17/05/1	<p>Meeting opened at 8:38pm ANNUAL COUNCIL BUSINESS <u>Election of Chairman:</u> Cllr. Annette Dawson was proposed by Cllr. Mullender and seconded by Cllr. R. Lewis. Cllr. Annette Dawson was elected following a vote of four in favour, with 3 abstaining, and Cllr. Dawson accepted the position of Chairman for the year 2017-2018.</p> <p><u>To Receive the Chairman's Declaration of Acceptance of Office:</u> Cllr. A. Dawson signed the declaration of office of Chairman for the year 2017-2018 and this was witnessed and countersigned by the Clerk.</p>	
17/05/2	<p><u>Chairman's Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):</u> Pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960 to consider the exclusion of the public and press for confidential items had taken place before the public meeting.</p> <p>The Chairman welcomed everyone. Apologies: None Absent: None</p> <p>The Clerk advised that Cllr. Richard Hayward had tendered his resignation with immediate effect. The Clerk advised that FHDC had been informed and the vacancy notice would be published soon.</p>	FHDC/ Clerk
17/05/3	<p><u>Election of Vice Chairman:</u> Cllr. Amin Harji was proposed by Cllr. R. Lewis and seconded by Cllr. F. Lewis. Cllr. Harji was elected following a majority vote for and Cllr. A. Harji accepted the position of Vice Chairman for the year 2017-2018.</p> <p><u>To Receive the Vice Chairman's Declaration of Acceptance of Office:</u> Cllr. Harji signed the declaration of office of Vice Chairman for the year 2017-2018 and this was witnessed and countersigned by the Clerk.</p>	
17/05/4	<p><u>To Receive the Declarations of Office by Members:</u> All members signed their declaration of office of Councillor for the year 2017-2018 and these were witnessed and countersigned by the Clerk.</p>	
17/05/5	<p><u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u> None.</p>	

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17/05/6 **Appointment of Councillor Responsibilities & Representatives on Outside Bodies:**

Resolved 17/05/6.01

The following was agreed;

Representative on Barton Mills Allotment Association – Cllr. G. Flack.

Representative on Village Hall Committee – Cllr. K. Fuller.

SALC Liaison – Cllr. F. Lewis.

Lark Valley Association Liaison – Cllr. F. Lewis.

Councillors on Finance Committee – Cllr. P. Boura, Cllr. A. Harji, Cllr. R. Lewis and Cllr. A. Dawson.

Councillor responsible for Planning – Cllr. P. Boura.

Councillor responsible for Inspection of Play Equipment – Cllr. P. Boura.

Councillor responsible for Street Lighting – Cllr. P. Boura.

17/05/7 **Appointment of the Responsible Financial Officer:**

Resolved 17/05/07.01

It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2017-2018.

17/05/8 **Adoption of the Annual Governance Statement and Internal Audit Report for 2016-2017:**

The Clerk presented the Internal Auditors report and highlighted that the Auditor had mistakenly entered Yes, under the Petty Cash item, when it should have been Not Applicable, this may be highlighted by the external auditors, BDO.

It was requested that the Clerk send a letter of thanks to Mr. Preece on behalf of the Parish Council.

Clerk

Resolved 17/05/8.01

The Annual Return for 2016-2017 was scrutinised and the Annual Governance Statement Section 1 was adopted as a true statement by all Councillor's present and signed as such by the Chairman (AD) and the RFO.

17/05/9 **To Approve the Final Accounts for the Financial Year ended 31st March 2017:**

Resolved 17/05/9.01

The final accounts and Bank Reconciliations for the financial year ended 31st March 2017 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (AD) and the RFO.

Resolved 17/05/9.02

Section 2 Accounting Statements 2016/17 of the Annual Return were approved and accepted by all Councillor's and signed as such by the Chairman (AD) and the RFO.

17/05/10 **To Review & Adopt the Budget for 2017/2018:**

Resolved 17/05/10.01

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

17/05/11

**Review & Adoption of Financial Risk Assessment 2017/2018:
Resolved 17/05/11.01**

The Financial Risk Assessment for the financial year 2017-18 was reviewed and adopted by the Full Council and signed by the Chairman (AD).

17/05/12

**Review Effectiveness of Internal Audit Procedure:
Resolved 17/05/12.01**

The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Ayentee Accounts for the financial year 2017-18.

17/05/13

ORDINARY COUNCIL BUSINESS

Minutes of the meeting held on 4th April 2017- LGA 1972, Schedule 12, para 41(2):

Cllr. Boura raised concerns over the accuracy of Item 17/04/11 (v); "Cllr. Hayward put forward the suggestion that the street lighting on Worlington Road was very spaced apart, the lighting past the bridge and further up was between 33-35m apart and resulted in very dark areas. He proposed that as the road is seeing increasing traffic and pedestrian footfall that two new lights were needed at Bridge Farm Close and on the corner of the bridge". The Clerk confirmed that Cllr. Hayward had informed the Clerk that he had made mistakes when reporting the street light issue and has since sent the Clerk a map explaining the correct details of locations and distances of the street lighting issues in Worlington Road. The Clerk advised that she is not able to amend the minutes to the correct information, as the minutes need to be a true reflection of what was discussed at the meeting, and therefore need to minute what was actually said by Cllr. Hayward at the time.

Resolved 17/05/14.01

The minutes of the meeting held on 4th April 2017 were adopted as true statements and signed by the Chairman (AD).

17/05/14

**Planning Applications:
General & For Consideration:**

None.

Awaiting Forest Heath decisions and pending appeals:

- a) DC/16/1877/FUL – 1 dwelling - Land Adjacent to The Old Maltings, The Street Barton Mills – *Amendments to the design have been requested. However, the results of the highway survey the agent is undertaking will confirm if highway concerns can be solved. This will steer whether they progress the application or withdraw it, for which a deadline of the 30th May 2017 has been agreed.*
- b) DC/16/0683/FUL Retention of hand car wash operation - Car Wash Fiveways Services Fiveways Barton Mills – *Planning is negotiating an acceptable landscaping scheme for the site. A provisional TPO has now been served and are looking to agree further enhancement/mitigation.*
- c) DC/16/2847/OUT - Outline Planning Application (Means of Access to be considered) - Redevelopment of site to provide 55 dwellings, (including 16

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affordable units) and access arrangements – Land to South of Worlington Rod, Barton Mills – *Refused 21st April 2017.*

17/05/15

i)

Parish Matters:

SID Update / Rota for SID Rotation

The SID has had some issues with the battery running out very quickly, it is thought this may be because it was a brand new battery. Cllr. Flack & Cllr. Harji confirmed that the batteries have now been fully charged and it was agreed to monitor the performance over the next month. The Clerk is to clarify the expected battery life with Swarco. It was agreed to hold off sending the final payment and the Completion Certificate until the Parish Council is happy that the battery issue has been resolved.

GF/AH

Clerk

With regards to the rota for rotation of the SID Unit fortnightly, several options were discussed; setting a group, agreeing monthly or employing a contractor to move it. It was suggested that the Clerk get quotes from contractors for the next meeting to be considered.

Clerk

ii)

Street Light Grange Lane, to Confirm Location and Quotation

Cllr. Boura and Cllr. Flack had a site meeting on Grange Lane and have suggested a better location for the proposed street light, it was suggested the light should be sited to light the end of the footpath rather than half way between the two existing lights. Cllr. Boura confirmed that Pearce & Kemp had quoted £500 extra for this (estimate of additional UKPN costs). Cllr. Boura proposed accepting the quote and this was seconded by Cllr. Dawson.

Resolved 17/05/15.01

It was agreed to accept the quote for an extra £500 from Pearce & Kemp, for the new proposed location of the street light in Grange Lane.

iii)

Adoption of BT Phone Box / Defibrillator Update

The Clerk advised that BT had refused adoption, based on the fact they believed the phone box was on Private Land owned by the Bell Pub. Cllr. Lewis and Cllr. Mullender looked into this issue and Cllr. Lewis (RL) obtained a copy of The Bell Title Deeds to be 100% sure of who owns the Bell. These Deeds showed that it is owned by a Company controlled by Bill Flynn (Safepac) and the title deeds actually show that the Telephone box is not on The Bells land and is therefore on highway land. The Clerk has reported this back to BT and is awaiting their reply.

BT/Clerk

iv)

Assets Maintenance & Inspection

Cllr. Boura reported that the second notice board at The Bell pub needed a new lining and proposed the galvanised lining recently used on the other notice board, at a cost of £30 be used.

Resolved 17/05/15.02

It was agreed for Cllr. Boura to go ahead with the repairs to the notice board at a cost of £30.

PB

Cllr. Boura advised that the hedge in the playing field and the ivy on the trees beside the car park need dealing with. The Clerk is to instruct INL to carry out the works.

Clerk

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**PB
Clerk**

Cllr. Boura advised that the street furniture on the Playing Field needs sanding and re-staining. She advised that Peter Cumber was hired to do the labour and she had provided materials at a cost of £150, the last time they were done. Cllr. Boura advised she is happy to provide the materials again. The Clerk is to get 3 quotes for the labour for the next meeting. Cllr. Boura will prepare a specification for the works.

17/05/16

Correspondence:

The Clerk advised she had been contacted regarding a traffic monitoring rubber strip across the Street behind the Bull, and what it was for. The Clerk confirmed that on enquiry Highways had replied with information that it is a private company (Capital Traffic Management LTD) on behalf of a private client and they presume it will have something to do with potential development. They are allowed to do this, but they must gain permission from Highways first, which has been given.

17/05/17

**i) Finance & Policies:
Parish Council Bank Reconciliation from List of Payments/Receipts April 2017**

The Payments and receipts for April 2017 were scrutinised and approved. The Lloyds Treasurer account balance was confirmed as £24,969.70 as of 20th April 2017.

Resolved 17/05/17.01.

That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Chairman (AD).

ii)

Parish Council Account Cheques for signing and approval

Resolved 17/05/17.02

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. R. Lewis, Cllr. Boura & Cllr. Dawson.

Ayentee Accountancy	Internal Audit 2016-17	001505	£40.00	
FHDC	Bins 2017-18	001506	£145.60	
SCC	County Farm Rent (Allotments)	001507	£50.00	
SCC	Street Lighting 2016-17	001508	£3,166.16	
INL	April/May Grass cutting & Tidy Peace Garden	001509	£504.00	
K&M Lighting	Street Light Works	001510	£144.00	
BM Village Hall	Hall Hire & Brown Bin 2017-18	001511	£104.28	
SALC	Subscription 2017-18	001512	£347.85	
National Allotments Society	Membership 2017-18	001513	£66.00	

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Proludic Ltd	Play Area parts	001514	£46.30	
Swarco	SID Balance	001515	£2,728.08	
Mrs V Bright	Mileage & Expenses	001516	£28.94	
Mrs F Lewis	Expenses Car Boot Sales	001517	£17.90	
Mr J Berrett	Local History Recorder expenses	001518	£38.00	
Mrs P Boura	Expenses	001519	£57.37	
Mr J Berrett	Village Planting	001520	£51.00	

iii) **Update on 32-Day Notice Account for Reserves (Lloyds)**
 The Clerk advised that the branch had lost the letter to request opening the account. The letter was re-signed at the meeting and the Clerk is to post it directly to the Business Banking Team for attention. Clerk

17/05/18
 i) **Councillors Reports and Items for Future Agenda's:**
Urgent Councillors Reports
 Cllr. Boura confirmed that the play area repairs had been carried out and it was apparent that the bearings were not needed to be replaced.

 Cllr. Lewis (RL) asked the Chair if a letter of thanks should be sent to Cllr. Hayward for his hard work and effort on many successful projects. The Clerk was instructed to send a letter on behalf of the Parish Council, thanking Cllr. Hayward. Clerk

ii) **Items for next Meeting to be held on Tuesday 6th June 2017 at 7:30pm, in the Village Hall.**

- New Notice board for the Field
- Hatchfield Farm
- Update on 32-Day Notice Account Reserves
- SID Update & Quotes/Options for Rota to be considered
- Quotes for Maintenance of Assets
- Update on Phone Box Adoption & Defibrillator
- Street Lighting Update & Approval of Annual Maintenance Quotes
- Football Coaching Update

Meeting closed at 9:37pm

Signed: *Annette Dawson*

Date: 6th June 2017

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