

# Barton Mills Parish Council

## Minutes for the Meeting of Barton Mills Parish Council

Held in the Village hall on Tuesday 4<sup>th</sup> July 2017 at 7.30 pm.

**Councillors Present:** Cllr. A. Dawson (AD) - Chair, Cllr. A. Harji (AH) – Vice Chair, Cllr. K. Fuller (KF), Cllr. F. Lewis (FL), Cllr. R. Lewis (RL), Cllr. G. Flack (GF), Cllr. P. Boura & Cllr. S. Mullender (SM).

**Also Present:** Clerk – Vicky Bright. Cllr. Brian Harvey – FHDC Cllr. Louis Busuttil – SCC (arrived late).

Item	The Chairman welcomed everyone.	Action
	<p><b><u>Public Forum – LGA 1972, Section 100(1):</u></b> There was one member of the public in attendance.</p> <p>Mr. Ian Pauley put forward a proposal to the Council for use of Parish Land, relating to the triangular parcel of land off the A11. His proposal is for the parcel of land to be planted with cider apple trees to produce apple juice and cider, with the Parish Council leasing the land to Mr. Pauley for a minimum of 30 years. It was agreed that this should be added to the next agenda for consideration.</p>	
17/07/1	<p><b><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u></b> None.</p> <p><b><u>Absent:</u></b> None.</p>	
17/07/2	<p><b><u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u></b> Cllr. A. Dawson declared an interest in Item 7 (c).</p>	
17/07/3	<p><b><u>Minutes:</u></b></p> <p>i) <b>Minutes of the Parish Council meeting held on Tuesday 6<sup>th</sup> June 2017</b> Cllr. Boura proposed amendments to the minutes. Cllr. Dawson proposed that the Minutes were accurate and a true record and should be adopted and approved, a vote was taken with one against and seven for adopting the minutes and not making any proposed changes. <b><u>Resolved 17/07/3.01</u></b> The Minutes of the Parish Council meeting of 6<sup>th</sup> June 2017 were adopted as a true statement and signed by the Chair, Cllr. Dawson.</p> <p>ii) <b>To discuss the Draft Minutes of the Annual Parish Meeting held on 17<sup>th</sup> May 2017</b> The Clerk confirmed that the amendments suggested by Cllr. Boura had been made in regards to spelling, grammar, punctuation and typo's. It was clarified by the Chairman (AD) that the Minutes are formally adopted at the next Annual Parish Meeting, and would be discussed in full then.</p> <p>Cllr. Dawson proposed that in future the Council follow procedure set out by legislation (paragraph 41(1) of Schedule 12 to the 1972 Local Government Act, to correct any inaccuracies in the draft minutes by resolution at the next suitable meeting when the minutes are formally adopted. A vote was taken with one against and seven for following legislation procedure in future. <b><u>Resolved 17/07/3.02</u></b> In future the Council will follow procedure set out by legislation (paragraph 41(1) of Schedule 12 to the 1972 Local Government Act, to correct any inaccuracies in the draft minutes by resolution at the next suitable meeting when the minutes are formally adopted.</p>	

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17/07/4

## **Police Matters:**

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>. It was brought to the Council's attention that there had been an attempt to break into the Church the night before.

17/07/5

## **Local Authority Reports:**

i)

### **Suffolk County Council**

Cllr. Louis Busuttil gave his apologies for arriving late and reported on the following;

- Meetings had been attended with the Citizens Advice Bureau (CAB) regarding the introduction of Universal Credit on 18<sup>th</sup> September. There is concern over the impact it will have on Community & Economic hardship, and SCC are trying to use CAB services to help mitigate the problems that may arise.
- A study of the retail centre in Newmarket is being undertaken to include a Cinema.
- The Fire Service have pulled out of the Hub plans.
- SCC are working to close the budget gap of £502 million, with £56 million savings needing to be found.
- Highways issues currently being addressed are potholes, Fiveways roundabout, the infrastructure study for the West Suffolk Operational Hub Plans and also for the north part of Bury St Edmunds (Railway bridge and Tayfen Road) for signalised/toucan crossing at the junction, due to a growth in population and the resulting need to upgrade the station and roads. More people and more cyclists also means cycle way improvements are needed.

ii)

### **Forest Heath District Council**

Cllr. Brian Harvey reported on the following;

- The possible One Council merger between FHDC & SEBC is currently undergoing consultation.
- The Solar Farm at Lakenheath is holding its Annual Tour on 10<sup>th</sup> July 2017, which is a walk around for local Parish Councils to attend.
- The 6 Estate Agent signs on Worlington Road are being looked into and action may be needed.
- There is currently a narcotics investigation underway by the SNT in the Mildenhall area.

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17/07/6

## Councillor Vacancy Update

The Clerk advised that the Council could now advertise the vacancy. It was hoped to advertise in the next edition of the Barton Miller, with a closing date of 21<sup>st</sup> August, and to co-opt in September.

Clerk

17/7/7

## Planning Matters:

### General & For Consideration:

i) **DC/17/1115/FUL - Planning Application-(i) Replacement building, (ii) canopy reduction and (iii) parking - Barton Mills Service Station Fiveways Barton Mills IP28 6AE**

The new shop proposed is bigger, but is set further back from the pumps. Cllr. Boura proposed no objections and all voted in favour.

### Resolved 17/07/7.01

It was agreed to offer No Objections to application DC/17/1115/FUL.

### Awaiting Forest Heath decisions and pending appeals:

- a.) DC/17/0975/FUL – 1no. Dwelling – Minden House, Station Road, Barton Mills – *Refused 27<sup>th</sup> June 2017*
- b.) DC/17/1015/TCA - Trees in a Conservation Area Notification - (i) 1no. Horse Chestnut (T1 on plan), 3no. Conifers (T2 and T6 on plan), (iii) 3no. Scotts Pine (T3, T4 and T5 on plan) (all to be felled) and 1no. Redwood (T7 on plan) - crown lift to 6 metres. - 35 The Street Barton Mills – *Approved 14<sup>th</sup> June 2017*
- c.) DC/16/1877/FUL – 1 dwelling - Land Adjacent to The Old Maltings The Street Barton Mills – *The application has been withdrawn, a resubmission is expected, but so far no timescales have been confirmed.*
- d.) DC/16/0683/FUL Retention of hand car wash operation - Car Wash Fiveways Services Fiveways Barton Mills – *No update.*

17/07/8

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

### Clerks Report

- Instructed INL to cut ivy on the trees by car park and spray weeds in car park.
- Hedge & dead trees – Chased Hastoe Homes - Works to proceed in the next few weeks.
- Nettles – Footpath Mildenhall to Barton Mills – Reported, awaiting reply
- Cancelled Chairman's email with TsoHost
- Village sign added to Asset Register & Insurance
- Chased Old Mill Lane (Highways) Ref: Bollards Installation date, also asked Sgt. Jason Francis to chase Highways as well.
- Football sessions booked for Summer & October Half Term, awaiting funding.

Dates: *Summer:*

*Week 1 Monday 24th July 2017 1:30pm-3:30pm*

*Week 2 Monday 31st July 2017 1:30pm-3:30pm*

*Week 4 Monday 14th August 2017 1:30pm-3:30pm*

*Week 5 Monday 21st August 2017 1:30pm-3:30pm*

*October Half Term:*

*Monday 23rd October 2017 1:30pm-3:30pm & Tuesday 24th October 2017 1:30pm-3:30pm*

Posters are to be made up and placed around the village and surrounding villages and put in the Barton Miller and on Facebook, by Cllr. Boura.

PB

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- Potholes A11 – works scheduled.

17/07/9

## **Correspondence:**

- West Suffolk Single Council consultation [www.westsuffolk.gov.uk/singlecouncil](http://www.westsuffolk.gov.uk/singlecouncil)
- SCC Notification of Road Closure – U6029 Church Lane, Barton Mills, outside Bell Vue Barn for new electrical connection 17<sup>th</sup> Jul – 21<sup>st</sup> July 2017.
- A complaint has been received from a resident regarding excessive Estate Agent boards being displayed on the Worlington Road. Cllr. Harvey had already mentioned this in his report and advised he will be raising it at the FHDC Planning meeting on 5<sup>th</sup> July. Balmforths Estate Agents confirmed that they usually only display boards at relevant properties but had been forced 3 months ago to move their boards to the front of the site (roadside), due to other companies doing this and after complaints to FHDC from Balmforths there had not been any change in the practice. It was suggested that the Clerk write to FHDC and the Management Company at Bridge Farm Close and raise the issue stressing the need for safe and appropriate advertising and to advise they are kept within the curtilage of the property they refer to.

BH

Clerk

17/07/10

## **Affordable Housing**

Cllr. Boura advised the report should be completed by CAS within the next two weeks. 114 surveys had been returned, with a 21.5% return, this is considered by CAS to be suitable sample. The data has indicated housing needs for 37 people. It was suggested that Hastoe Homes be invited to the September meeting.

Clerk

17/07/11

## **Parish Matters:**

i)

### **SID Scheme Options for Rotation to be Considered**

Andrew Dawson and Richard Hayward are to move the SID to the Worlington Rd site on 14<sup>th</sup> July, Cllr. Flack & Cllr. Harji will assist them. Cllr. Boura is to approach Peter Cumber to see if he is in a position to help move the SID regularly. Cllr. Flack offered to act as a second volunteer. The data needs to be collated from the unit, Cllr. Dawson is to look into doing this. Cllr. Brian Harvey requested that he receive the Worlington Road data once it has been collected and collated.

PB

AD

ii)

### **Asset Maintenance & New Notice Board Quotes for the Playing Field**

Playing field asset works have now been completed. Cllr. Boura advised the Toddler swings need re-painting and advised it would cost £20 to do this. A vote was taken and it was unanimously agreed to proceed.

#### **Resolved 17/07/11.01**

It was agreed to re-paint the Toddler swings for a cost of £20.

Quotes and options for a new notice board at the playing field were presented. It was suggested that the students at the West Suffolk College or Mildenhall Technical College might be able to make the notice board as part of their course, the Clerk is to approach them and also look into funding for the next meeting.

Clerk

iii)

### **Street Lighting Update & Annual Maintenance Quotes**

The Clerk reported on the current deal that is offered through SCC for energy supply and explained that the Council pay a reduced amount, due to SCC buying in Bulk from Npower. The quotes for the annual maintenance from Pearce & Kemp and K&M Lighting were considered and compared to the current SCC contract. Cllr. Boura proposed continuing with

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SCC, a vote was taken and a unanimous agreement was reached to continue with SCC.

## **Resolved 17/07/11.02**

The Parish Council resolved to continue their annual street lighting maintenance and energy supply through SCC.

The Clerk was asked to ensure the lights to be maintained by K&M Lighting were removed from the SCC annual maintenance schedule.

Clerk

### iv) **Worlington Road Street Lighting**

SCC Street Lighting, Andrew Allberry reported that the lighting designer had commented on the lamp types stated in the plan submitted, as they would now advise the installation of LED luminaires and not SonT. In addition, SCC currently have no plans to install any additional new units anywhere in the county as budgets do not provide for this, they are only assigned budget to maintain and replace existing units. If The Parish Council wished to pay for additional units then SCC could assist in the design and installation of these, however they would remain the property of the Parish Council and any maintenance and energy costs would also remain the responsibility of the PC.

The Clerk advised she is waiting for a report and costings from the Designer at SCC.

### v) **Addresses at 'Worlington Road'**

Cllr. Dawson confirmed that Royal Mail had all addresses on Worlington Road formally listed as Mildenhall. It was agreed that the Parish Council do wish to be supportive of Worlington Road residents and to include them within the Parish, but change of address was not practical.

### vi) **Playing Field Notices Quotes**

The Clerk presented draft wording for the notices, it was agreed that the Clerk would email to Cllr. Dawson for final approval. The Clerk presented quotes for an A2 and A5 signs.

## **Resolved 17/07/11.03**

It was agreed to order two A2 signs for either end of the Playing Field and four A4 signs from ImpressExpress.

Clerk

### vii) **Defibrillator Quotes & Phone Box Adoption Update**

The Clerk confirmed that the adoption had been completed and contracts signed with BT. BT will supply a free Paint Kit to refurbish the Phone Box, Cllr. Boura offered to clean and re-paint the phone box. The Clerk presented the costs and package from Community Heartbeat Trust (CHT) and it was suggested that the Clerk proceed with ordering the Defibrillator from CHT and arranging a public information session. The Clerk is also to update and check funding with Terry Waters.

PB

Clerk

### viii) **Grange Lane Turning Area – To consider installing posts**

Cllr. Boura raised concerns that the area is being used for parking and the gravel is being spread and holes and mud are becoming an issue, she proposed installing 4 posts at a cost of £175 + VAT. It was discussed that the area is a useful space for overflow parking and it might be sensible to concrete the area. It was agreed to defer the item for 3 months to monitor whether any complaints are received from residents.

17/07/12

### i) **Highways: A11 Fiveways Update**

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Cllr. Boura provided a report from the meeting attended by Cllr. Boura, Cllr. Dawson and Cllr. Lewis;

## Short Term Measures

### Traffic Lights

It is proposed to install traffic signals on the two A11 and the Mildenhall approaches to the Fiveways roundabout. These signals will operate 24/7 because experience has shown that this is the safest option. This should cause negligible delay off peak as the signals will be vehicle operated. The work will be carried out in 2018. Modelling has shown that this will greatly reduce queueing, especially from Mildenhall, until 2025 and that the measure is cost effective. By 2025, queueing is predicted to have returned to current levels so this is not a long term solution.

### Speed Limits

The presence of traffic lights will slow down vehicles approaching the roundabout. It is also proposed to impose 50mph speed limits on all approaches to the roundabout and on the roundabout itself. There will also be a 40 mph speed limit on the A11 leaving the roundabout towards Newmarket to provide some increased safety at the Tuddenham Road junction. At present it has not been decided exactly where this speed limit will end. This 40 mph speed limit will be enforced by a permanent camera. A hard standing will be created adjacent to the north bound carriageway near to the Bull to make a safe location for regular parking of a speed van to discourage speeding on the northbound carriageway of the A11.

### Signage and Lane Markings

There will be some changes to lanes and lane markings as a result of the signalisation on the roundabout. The option of having two lanes turning right from Mildenhall has been considered and rejected. All signage in the region of the roundabout will be rationalised and reduced and there will be effective signage for the services.

### Junction Improvements

It was agreed at the consultation meeting held on 26<sup>th</sup> June, that the length of the right turn lane into Barton Mills will be investigated again. The Highways England representatives considered that the Chalk Hill / Cherry Hill junctions were outside their brief but, following the meeting, they will also be looking at possible safety improvements in this location.

### Longer Term Solutions

Modelling confirms that these short term measures are not permanent solutions to the problems on the A11 at Fiveways. A long term improvement scheme will be put forward this autumn for inclusion in the RIS2 programme but this long term solution could be prejudiced if too much money is spent on short term improvements now.

If a scheme is accepted as part of the RIS2 programme, all options will then be investigated and there will be a period of public consultation. Construction work would be anticipated to be carried out in the period 2025-7.

Cllr. Harvey advised he had raised the issue of the data being incorrect and he had supplied

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them with accurate data.

ii)

## **Car Boot Sales**

No update other than confirmation that the application for Saturdays has been withdrawn. So there remains permission for Sunday's and Bank Holiday Mondays. Wednesdays are no longer held due to lack of profit being made. With regards to rumours that opening earlier has been granted, no update on this has been received.

17/07/13

i)

## **Finance:**

### **Parish Council Bank Balances and Reconciliation from list of Payments & Receipts**

#### **Resolved 17/07/13.01**

It was proposed by Cllr. Boura that the bank balances and reconciliation of payments and receipts be received and adopted and initialled & signed as such by the Chairman (AD). All were in favour. The bank account balance as of 20<sup>th</sup> June 2017 is £24,694.13.

ii)

### **Cheques for Signing and Approval & to Authorise Payment of Outstanding Invoices**

Cllr. Boura proposed that the payments of the following outstanding invoices and the cheques be approved.

#### **Resolved 17/07/13.02**

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. A. Harji, Cllr. P. Boura and Cllr. A. Dawson.

Mr. P Cumber	Assets Maintenance	1527	£250.00
Mrs. P Boura	Expenses & materials for asset maintenance	1528	£134.87
BM Village Hall	Hall hire Apr-June 2017	1529	£67.50
Mrs. V Bright	Mileage & expenses	1530	£20.62
Mrs. V Bright	Overtime Oct 2016-June 2017	1531	£489.14

iii)

### **Discuss Clerks Overtime**

Cllr. Dawson presented the Council with a report detailing the hours of overtime the Clerk had worked since her employment in October. The Clerk and Cllr. Dawson explained that due to several outstanding issues that needed addressing when the Clerk started, and due to a high volume of email correspondence that the Clerk had been dealing with, along with the extra work created by being asked to amend Minutes and Agenda's produced and excessive research into legislation and best guidance to advise the Council on points raised or highlighted at meetings or between meetings by the Chairman, the Clerks workload had increased greatly and it had been impossible to keep within the contracted hours. The Clerk confirmed that as long as the Minutes were now to be dealt with at the next meeting, when they are approved, and as long as the emails were reduced significantly and now that all outstanding issues had been dealt with, then the contracted hours would be sufficient and overtime was not expected to be an issue. Cllr. Dawson proposed accepting the overtime and paying the Clerk for the extra hours worked. All voted in favour.

#### **Resolved 17/07/13.03**

It was agreed to pay the Clerks overtime at her usual salary rate of £11.054 per hour, for the 44.25 hours worked at a total of £489.14.

iv)

### **Update on Lloyds 32-Day Notice Account**

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No update, the Clerk is to chase up with Lloyds.

Clerk

17/07/14 **Barton Miller Back Page to be agreed**

Items to be included are;

- Councillor vacancy
- SID advert for volunteers to move the unit fortnightly
- Football Coaching Sessions dates

PB

17/07/15 **Councillors Reports and Items for the next agenda**

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

Cllr. Lewis (FL) reported on the recent SALC meeting she had attended, there were a dozen or so attendees. The guest speaker was Andrew Smith, a Planning Enforcement Officer, he talked about the two main enforcement tasks. SALC website links were discussed.

ii) **Councillors Reports**

None.

iii) **Items for Future Agendas**

- Peace Garden
- Fishing on Mildenhall river bank
- Councillor Vacancy Update
- Update on 32-Day Notice Account
- Defibrillator & Phone Box Update
- Worlington Road Street Lighting Design & Costs
- Notice Board (Playing Field) Options
- SID Rotation Volunteers Update & action to be taken
- Affordable Housing Update (Hastoe Homes)

The next meeting will be held on Tuesday 5<sup>th</sup> September 2017 at 7:30pm, in the Village Hall.

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

Signed: *A. Dawson*  
Chair, Barton Mills Parish Council

Date: 5<sup>th</sup> September 2017



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