

Barton Mills Parish Council

Minutes for the Meeting of Barton Mills Parish Council

Held in the Village hall on Tuesday 7th March 2017 at 7.30 pm.

Councillors Present: Cllr. P. Boura (PB) - Chair, Cllr. K. Fuller (KF), Cllr. F. Lewis (FL), and Cllr. R. Lewis (RL).

Also Present: Clerk – Vicky Bright. Cllr. Brian Harvey – FHDC & Cllr. Louis Busuttil

Item		Action
	The Chairman welcomed everyone.	
	<u>Public Forum – LGA 1972, Section 100(1):</u> There were no members of the public in attendance.	
17/03/1	<u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u> Cllr. Annette Dawson, Cllr. Stephen Mullender, Cllr. Gary Flack, Cllr. Amin Harji & Cllr. Richard Hayward. <u>Absent:</u> None.	
17/03/2	<u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u> Cllr. R. Lewis & Cllr. F. Lewis declared an interest in Item 7. There being only two other members present to discuss this item and vote on any resolutions, the Clerk advised that this item could not be discussed due to there not being a quorum. The Clerk clarified that this consultation was to consider FHDC's proposals to be taken to the Inspector. Cllr. Boura questioned this and said that she believed that responses had to be made on the official response form and to challenge the plan on the basis of soundness, legal compliance etc.	
17/03/3	<u>Minutes of the last meeting held on Tuesday Friday 10th February 2017 – LGA 1972, Schedule 12, para41(2):</u> Cllr. Fuller (KF) proposed the minutes as a true record of the meeting held on Friday 10 th February 2017, and the minutes were accepted by vote. <u>Resolved 17/03/3.01</u> The Minutes of the meeting of 10 th February 2017 were adopted as a true statement and signed by the Chair, Cllr. Boura (PB).	
17/03/4	<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	
17/03/5	<u>Local Authority Reports:</u>	
i)	<u>Suffolk County Council</u> None received. Apologies sent by Cllr. Waters.	
ii)	<u>Forest Heath District Council</u> Cllr. Harvey reported on the following; <ul style="list-style-type: none"> • Broadband Meeting was well received and attended. Lots of information was given at the meeting. There is an App. Available that logs & checks broadband progress and reports to OFCOM. • Funding has now been approved for the Barton Mills SID Scheme and the Good Neighbour Scheme. 	

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- New fund available from Sports England for sporting activities and village hall/community buildings who hold sporting activities, for between £1,000 - £150, 000.

17/03/6
i)

Planning Matters:

General & For Consideration:

DC/17/0276/TPO – TPO 238 (1973) T1 – T5 – Beech/Sycamore/Mixed species – Prune back to 1 meter of the boundary – Alexander House, 15 The Street, Barton Mills IP28 6AA

Cllr. Boura proposed no objections and the vote was unanimous in favour.

Resolved 17/03/6.01

No objections to DC/17/0276/TPO.

The Clerk advised that street names for the new 78 dwellings land south of Worlington Road had now been proposed as Mace Road and Sceptre Drive in honour of the Royal Regalia in the Queens 65th year on the throne. Councillors agreed that these names were suitable and offered no further comments.

Awaiting Forest Heath decisions and pending appeals:

- a.) DC/16/1877/FUL – 1 dwelling - Land Adjacent to The Old Maltings The Street Barton Mills – *No update received.*

- b.) DC/16/0683/FUL Retention of hand car wash operation - Car Wash Fiveways Services Fiveways Barton Mills - *The Landscape officer did not agree to the amended landscaping scheme, which basically reverted back to no additional planting. The agent has been advised that the previously agreed landscaping is considered necessary to mitigate the impact of the development on the SSSI and SLA. The matter has been raised with the landscape officer and the enforcement team and should an acceptable landscaping scheme not be agreed FHDC are minded to refuse the application.*

- c.) 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 – *To consider Highways Gate & Signage*

Councillors discussed how signage could be confusing. It was suggested that it was time to educate people so that the area does not remain in 'limbo'. It was clarified that although the postal addresses on Worlington Road are Mildenhall, the area is actually within the Barton Mills Parish. It was discussed that it was not on the Barton Mills site plan and that the bridge boundary for Barton Mills and Mildenhall confuse people. It was discussed whether signage was needed and whether just gates (some feature) to show leaving Worlington into a new settlement would be perfectly viable. It was agreed to defer the item until the April meeting to allow more Councillor's to have their say.

- d.) 'Fiveways Farm' – *Update*

The Clerk confirmed she had sent a letter to Highways England, SCC Highways, Cllr. Colin Noble & Cllr. James Waters expressing the disappointment at the lack of progress and asking for an update. The Clerk advised that Cllr. Noble had emailed to say he agreed with the Parish Councils concerns, but offered no update. Cllr. Harvey advised that he has reported

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concerns raised to him regarding the welfare of the animals on the site. It was suggested that the Clerk invite Cllr. Noble & Cllr. Waters to the next meeting to provide a history and update and to answer questions from Councillors and residents.

Clerk

17/03/7

FHDC Local Plan Consultation:

Item unable to be discussed as not quorate, due to declaration of interest by Cllr. F. Lewis and Cllr. R. Lewis.

17/03/8

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

Clerks Report

The Clerk advised that she was still trying to resolve the issue of outstanding rent with SCC, for the land used as allotments, however so far she has received no response.

Clerk

The Clerk confirmed she had arranged for the Annual RoSPA Inspection of the Play Area; the date is to be confirmed.

Old Mill Lane update – The Clerk advised that Highways had confirmed concrete bollards to restrict access are to be installed within 14 weeks. No date confirmed yet.

Leaves on Grange Lane Update – Reported & awaiting action.

Potholes Church Lane – Added to inspection program at Highways. So far no action taken.

17/03/9

Correspondence

Councillors have received an invitation to the Jarman's Lane Community Garden 'The Shed' at West Row to a BBQ and 'Gardeners Question Table' on 22nd April 2017 4pm-6pm. RSVP by 12th March 2017.

Bury St Edmunds Master Plan Consultation

Over the next eight weeks until 21 April, we will be running a public engagement campaign to get your views on what the Issues and Options are for Bury St Edmunds Town Centre.

Events include:

8 March, 8am to 3pm at Bury St Edmunds market

8 March, 6pm to 8pm at The Apex

9 March, 10am to 5pm at Tesco, St Saviours Interchange, Bury St Edmunds

17 March, 10am to 5pm at Sainsbury's, Bedingfield Way, Bury St Edmunds

24 March, 10am to 5pm at Waitrose, Robert Bobby Way, Bury St Edmunds

7 April, 10am to 5pm at Bury St Edmunds Leisure Centre

8 April, 8am to 3pm at Bury St Edmunds market

The Issues and Options report and associated documents are available online at

www.westsuffolk.gov.uk/bsemasterplan

PCC/CC Public Meeting Dates

May		SNT VENUE
Tuesday	02-May	EYE SNT
Wednesday	10-	IPSWICH SOUTH

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	May	EAST
Tuesday	23-May	FELIXSTOWE
Thursday	25-May	STOWMARKET
June		
Wednesday	07-Jun	MILDENHALL
Tuesday	13-Jun	HALESWORTH
September		
Tuesday	05-Sep	NEWMARKET
Thursday	07-Sep	HAVERHILL
Tuesday	12-Sep	BURY ST EDMUNDS
Thursday	14-Sep	BECCLES
Wednesday	20-Sep	IPSWICH CENTRAL
Wednesday	27-Sep	BRANDON
October		
Tuesday	10-Oct	LOWESTOFT
Tuesday	17-Oct	IPSWICH WEST
November		
Thursday	02-Nov	WOODBIDGE
Wednesday	08-Nov	SUDBURY
Wednesday	15-Nov	HADLEIGH
Tuesday	28-Nov	LEISTON

Better Broadband Suffolk

Keep an eye on <http://betterbroadbandsuffolk.com> for the latest news on local broadband activity led by SCC.

Sport England Community Asset Fund

The fund offers between £1,000 - £150,000 for Sporting activities and community buildings

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where sporting activities take place. The Clerk is to forward this to the Village Hall Committee and the Football Club.

17/03/10

Affordable Housing

Cllr. Boura confirmed the survey had been printed by CAS and will be delivered to her this week. Due to its bulk, Cllr. Boura is planning to organise a distribution separately from the Barton Miller.

PB

17/03/11

Parish Matters

i)

Footpath to Mildenhall Works Update

Cllr. Boura advised that Paul Kerridge has confirmed he will offer £250 towards the footpath works. Mildenhall Parish Council voted at their last meeting to offer a donation of £750 towards the works. Cllr. Boura advised that no reply from Claire Dickson had been received, but Cllr Boura confirmed that Claire is aware that work needs to start before the next financial year.

PB

It was suggested the Clerk write a letter of thanks to Mildenhall Parish Council.

ii)

SID Scheme Update

The Clerk confirmed that funding had now been received and the posts had been installed. The equipment has been ordered.

iii)

Good Neighbour Scheme

Cllr. Boura confirmed that questionnaires had been distributed to the residents with the Barton Miller, some replies have been received. The launch meeting planned for April had now been deferred to early May. The Clerk advised that the invoice received from John Eaton (CAS) was for £125 + £25 VAT, this was £50 in total more than agreed (Resolved 16/11/10.02) at the November meeting. Cllr. Lewis (RL) proposed approving the extra £50 and all were in favour.

Resolved 17/03/11.01

It was agreed to approve the extra £25 on the fee and £25 VAT for the invoice from CAS for help in setting up the Good Neighbour Scheme.

iv)

Street Lighting Quote Update & Update on Worlington Road Street Light

Cllr. Boura advised that a site meeting with UKPN had been arranged for 28th March with Pearce & Kemp.

PB

The Clerk confirmed that she had accepted the quote from K&M Lighting for the ivy works and works had been scheduled for 31st March, Cllr. Boura is to meet the contractor on site. The Clerk confirmed that she had also accepted the quote for the maintenance to the 4 Victorian Lamps. Cllr. Boura queried whether the Clerk had requested a quote from K&M Lighting regarding the annual maintenance contract for the street lights, the Clerk confirmed that she has requested a quote and is still waiting for this from K&M Lighting.

PB

Clerk

Cllr. Boura advised that one Worlington Road Street Light needs removing as the two new lights on the other side of the road have replaced it. It was agreed that the street lighting standard is sufficient.

v)

Title Deeds & Land Registry Quotes for Playing Field

The Clerk advised that the agreement had been signed and she is to attend Bendall & Sons

Clerk

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this week to have her witness ID verified and to submit the first payment for searches & fees.

- vi) **Update on Village Hall Car Park Works**
Cllr. Boura confirmed these works are scheduled to be done this week.

- vii) **Update on Football Club Lease**
The Clerk confirmed that the Football Club had agreed the lease terms and she is just waiting receipt of the signed lease back from them.

- viii) **Horses on the Playing Field**
Cllr. Boura reported that she had received a report of a horse on the playing field and had investigated. When Cllr. Boura confronted the rider and asked her to leave, the rider spoke with a group of people she was with and continued to ride on the field. Cllr. Boura then approached the group of people who refused to leave. It was agreed that the damage to the field caused by the horse's hooves and also manure could be an issue, and the Parish Council would be liable for any consequence of this. Cllr. Fuller also reported drones being flown on the field. It was suggested that the Clerk draft some notices to be displayed at the playing field, covering issues, such as no horses, no drones, no unapproved Golf/sport matches, no vehicles without permission and dogs to be kept under control etc..... Guidance will be sought from SALC/FHDC Legal advice on the subject.

Clerk

Clerk/FL

17/03/12

Finance

- i) **Parish Council Bank Balances and Reconciliation from list of Payments & Receipts**
Resolved 17/03/12.01

It was proposed by Cllr. Boura (PB) that the bank balances and reconciliation of payments and receipts be received and adopted and initialled & signed as such by the Chairman (PB). All were in favour. The bank account balance as of 1st March 2017 is £27, 947.26.

- ii) **Cheques for Signing and Approval & to Authorise Payment of Outstanding Invoices**
Cllr. P. Boura proposed that the payments of the following outstanding invoices and the cheques be approved.

Resolved 17/03/12.02

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. P. Boura and Cllr. F. Lewis.

Smiths of Derby	Clock Service Agreement	1487	£511.20
Mrs. V Bright	Mileage & Expenses	1488	£24.13
Swarco Traffic Ltd	SID	1489	£1,169.17
Mrs. P Boura	Expenses	1490	£25.86
Bendall & Sons	Playing Field Land Registry	1491	£150.00
CAS	GNS Support Fee	1492	£150.00
The Rainbow Club	Annual Donation	1493	£125.00
CAB	Annual Donation	1494	£130.00
SSAR	Annual Donation	1495	£130.00
East Anglian Air Ambulance	Annual Donation	1496	£200.00

Cllr. Boura reminded the Clerk that she needs to do a budget review before the May Meeting and that she also needs to do a VAT Reclaim.

Clerk

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- iii) **Update on Bank Mandate**
Cllr. Boura confirmed that the form had been re-signed and posted.
- iv) **Transparency Code Fund – To approve application & Costs to Claim**
The Clerk presented a claim for £653.42 for staff costs/website costs/scanner.
Resolved 17/03/12.03
It was agreed that the Clerk should submit an application to the Transparency Fund for £653.42. **Clerk**
- v) **Annual Donations Update**
The Clerk advised that she had tried to contact the Autistic Society on several occasions, but had received no communication. It was agreed to not pursue this donation.
- The Clerk confirmed she had sourced several quotes for the paper donation to the Barton Miller, and had received a quote from Tindall's in Newmarket that would give an extra 5 reams of paper (45 instead of 40), including VAT & Delivery for £108.00. The Clerk is to order the paper and have it delivered to Cllr. Lewis (FL). **Clerk**
- 17/03/13
i) **Councillors Reports and Items for the next agenda**
External Meetings that Councillors may wish to report upon
The SALC meeting is scheduled for next week, Cllr. Lewis (FL) confirmed she will be attending.
- Cllr. Boura advised she had attended the Broadband meeting and thought Matthew Hancock was enthusiastic and positive.
- Cllr. Boura confirmed she had attended the Parish Forum and items discussed were;
- Boundary Consultations. *The Red Lodge adjustment had been noted, but FHDC were to take no action at present.*
 - Community Land Trust
- ii) **Councillors Reports**
Cllr. Boura reported that the nets on the football goals had been fitted and fitted well. Storm Doris had resulted in lots of twigs and branches in the village and Playing Field, one such branch in the Playing Field was dangerously overhanging. INL had quoted £50 + VAT to remove, Cllr, Boura proposed going ahead with the works, all were in favour.
Resolved 17/03/13.01
It was agreed to accept the INL quote to remove the dangerous overhanging branch for £50 + VAT.
- Cllr. Boura also proposed that the grass would need cutting before the end of March and proposed approving an extra cut by INL.
Resolved 17/03/13.02
It was agreed to ask INL to carry out an extra early grass cut.
- It was also suggested by Cllr. Boura that a formal quote be requested from INL for the Annual Grass Cutting and other regular work at the Playing Field. The Clerk is to request this from INL. **Clerk**

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Cllr. Boura reported that the 'Great British Spring Clean' litter pick went well; the weather was fine. Less people attended than last year, but still 9 people spent 19 hours and collected at least 15 bags. FHDC were very helpful. Two people have kept equipment to pick litter regularly.

Cllr. Boura advised that she had installed two small areas of green matting where the grass was wearing at the BBQ area and the nest swing and she suggested installing a further area near the recycling bins to be done soon.

Cllr. Boura confirmed that the Coffee Caravan would be at the car park on 24th July and at the Church Coffee Morning on 3rd November.

Cllr. Boura confirmed she would be on holiday from 16th to 26th March, it had been arranged that Cllr Lewis (RL) would cover the Barton Miller cover and Cllr. Harji would carry out the play equipment H&S inspection.

Cllr. Lewis (RL) confirmed that the printer cartridges had sold on EBay for £26. The Clerk is to forward the bank details to Cllr. Lewis to transfer the funds.

RL
AH

Clerk/RL

iii)

Items for Future Agendas

- Affordable Housing Needs Survey Update
- Footpath to Mildenhall Update
- SID Update
- Street Lighting Quotes
- Bank Mandate Update
- Discussion on Highways Gate/Signage for Worlington Road (DC/13/0927/OUT)
- Fiveways Farm Update – *Attendance by Cllr. Noble/Cllr. Waters?*
- Sign Football Club Lease
- Playing Field Land Registry Update
- Playing Field Notices to be approved (*No Horses etc.*)
- Grass Cutting Annual Contract Quote
- Peace Garden
- Adoption of BT Phone Box & Defibrillator
- Date for Annual Parish Meeting

iv)

To consider the Annual Parish Meeting & August Meeting dates

The Clerk advised that the May Annual Meetings were due to be held on Tuesday 2nd May 2017, and that local elections were due to be held on 4th May 2017. The Clerk advised that guidance for Parish Councils advised that best practice for this would be to move the date of the Annual meetings to after the 4th May 2017 (Elections). Cllr, Boura questioned this and stated she saw no reason to do this, as the elections on 4th May were not Parish Council elections. The Clerk reiterated that this was guidance provided on best practice and explained that the reasoning behind this is to prevent the meetings being held as a 'Hustings' for potential District & County Councillors and so that the newly elected District and County Councillors can be invited to introduce themselves formally to the PC and any issues arising can then be directed to them accordingly, rather than to a District or County Councillor who may not be re-elected. Cllr. Boura then queried this reasoning again, the Clerk advised that the Council did not have to move the meetings date, but that she had advised it would be best practice to, due to guidance given. Cllr. Boura once again queried the Clerks advice and the

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Clerk responded by stating she was unsure why the Chairman had to question the advice given, when it had been clearly explained more than once, she reiterated that it was her job as Clerk to advise the Council on best practice, but it was of course up to members to decide whether they wished to take that advice.

The Clerk offered some dates in May when the hall would be available if the meetings were to be moved, the District Councillor was consulted on his availability, Wednesday 17th May 2017 was proposed. Cllr. Boura requested holding the meeting on Tuesday 9th May 2017 in the Church Room, the Clerk advised she could not attend this date as Worlington's Annual Parish Meetings were to be held on this date, due to moving the meeting from 4th May 2017.

Cllr. Boura expressed a wish to hold the Annual Parish Meeting separately and in June, when the results of the Local Housing Survey could be available and proposed that it be held on Wednesday 21st June 2017. The Clerk advised that she could not attend this date, as Wednesdays are her day off and the 21st June is also her daughter's birthday. The Clerk explained that she is not prepared to attend meetings on a Wednesday, but would make an exception for the May Annual meeting, due to its importance and lack of availability at the hall. Cllr. Boura once again questioned the reasoning behind moving the Annual Parish Council Meeting again and Cllr. Lewis (RL) commented that he saw no reason for the Chairman to question for a third time the reasons and advice given by the Clerk.

It was agreed that the provisional August meeting date would remain unchanged and would only proceed if needed for urgent Planning and Finance business only. The Clerk advised that she would be unable to attend this date due to being on holiday.

Resolved 17/03/13.03

It was agreed to move the Annual Parish Council Meeting to Wednesday 17th May 2017 at 7:30pm in the Village Hall.

It was agreed to defer deciding the date for the Annual Parish Meeting to the next agenda.

The next meeting will be held on Tuesday 4th April 2017 at 7:30pm, in the Village Hall.

There being no further business the meeting closed at 8:56pm.

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

Date: 4th April 2017

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