

# Barton Mills Parish Council

## Minutes for the Meeting of Barton Mills Parish Council

Held in the Village hall on Tuesday 7<sup>th</sup> November 2017 at 7.30 pm.

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

**Also Present:** Clerk – Vicky Bright. Cllr. Brian Harvey – FHDC. Cllr. Louis Busuttil - SCC.

Item		Action
	The Chairman welcomed everyone.	
	<b><u>Public Forum – LGA 1972, Section 100(1):</u></b> There were no members of the public in attendance.	
17/11/1	<b><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u></b> None. <b><u>Absent:</u></b> None.	
17/11/2	<b><u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u></b> Cllr. S. Mullender declared an interest in Item 6 (i).	
17/11/3	<b><u>Minutes:</u></b> <b>Minutes of the Parish Council meeting held on Tuesday 3<sup>rd</sup> October 2017</b> The Minutes were proposed as a true record by Cllr. Dawson and all voted in favour of adoption. <b><u>Resolved 17/11/3.01</u></b> The Minutes of the Parish Council meeting of 3 <sup>rd</sup> October 2017 were adopted as a true statement and signed by the Chair, Cllr. Dawson.	
17/11/4	<b><u>Police Matters:</u></b> The latest edition of your local Safer Neighbourhood Team (SNT) newsletter is now available to view on the Suffolk Constabulary website <a href="https://www.suffolk.police.uk/your-area">https://www.suffolk.police.uk/your-area</a> .	
17/11/5 i)	<b><u>Local Authority Reports:</u></b> Cllr. Louis Busuttil reported the following; <ul style="list-style-type: none"><li>• SCC still need to find £3 million savings on the budget. It is expected that there will be a £1 million (10%) cut from the Highways budget.</li><li>• The Highways Local Contact/Area Officer structure has changed, there will now be a 3 service delivery site (Rougham). Incidents can now only be reported through the online Highways Reporting Tool. If a response is not forthcoming, then County Councillors are responsible for chasing up the issue and action. There are plans for an Open Day at Rougham for Parish Councillors, the idea is for a councillor from each Parish to be appointed a designated contact for all Highway Issues in the Parish. Self-help and low level action is being encouraged for Parish Councils to take upon themselves. PPE and training will be provided by SCC, along with Liability Insurance.</li><li>• Council Tax is set to rise by 1.99% next financial year.</li></ul>	

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ii)

## Forest Heath District Council

Cllr. Brian Harvey reported on the following;

- One Council has been voted for, this will be the amalgamation of FHDC and SEBC. The next stage will be Secretary of State review, if approved and permission granted, there will be a final consultation and vote. A Steering Group has been put in place, and orders are to be sent to Secretary of State, following approval it will go before Parliament. It will likely mean a reduction in Councillors from 72 to 64, and will be in place after the 2019 Elections. There is to be a 1.99% raise in Council Tax, with equalisation being achieved over the next 7 years to bring FHDC in line with SEBC.
- Mildenhall Hub has had Outline Planning approved. Several queries have been raised and are being addressed regarding traffic flow at Queensway and Police Station Square roundabout. It is estimated the hub will cost approximately £40 million. There is to be new FHDC offices, along with CAB, SNT/Police, a new school & pool, library, and ambulance station, the Fire Service have pulled out of the scheme. There is also to be a Relief Road. The costs of this is an estimated £40 million.
- The Solar Farm at Tollgate Farm Lakenheath produced £1.308 million in revenue between 31<sup>st</sup> March 2016 and 31<sup>st</sup> March 2017. £1 million went back into the Council's Reserves, with £308,000 back into revenue, instead of the estimated £300,000.
- Licensing Committee is to review Taxi fares and rates.
- Air Pollution is being looked at in Brandon, at the Clock Tower roundabout in Newmarket, Police Station Square roundabout in Mildenhall and New Street/Queensway, Mildenhall. Traffic surveys are to be carried out.

17/11/6

i)

## Planning Matters:

### General & For Consideration:

**To discuss the Scaffolding Business being run from 37, The Street and the possible Institutional Home at 35, The Street.**

The Clerk confirmed that she had confirmation from Planning that the Enforcement Officer was investigating each case and we await an update. If the Clerk has not had an update within 14 days, she will chase the Enforcement Officer for news.

Clerk

### **Tree Applications (For Information Only)**

- **DC/17/2166/TCA - Trees in a Conservation Area Notification - (i) 1 no. Ash (T1 on plan) Fell. (ii) 1 no. Robinia (T2 on plan) reduce overall crown by up to 1.5 metres - The Gables, Station Road**
- **DC/17/2016/TCA - Trees in a Conservation area - 1no. Conifer Hedge - (H1 on plan) - Reduce Conifer Hedge by 3 metres - Barton House Newmarket Road**

### Awaiting Forest Heath decisions and pending appeals:

- **DC/16/0683/FUL Retention of hand car wash operation - Car Wash Fiveways Services, Fiveways, Barton Mills – *Still Pending decision.***
- **'Fiveways Farm' Update –** The Clerk confirmed that an eviction order has been issued this week and the animals have been removed from the site. The Forestry Commission is still to clear the piece of land. The strip of land is now registered and legally tied up.

17/11/7

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

The Clerk reported that she will be attending an Understanding Planning course in January

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2018 with Tuddenham Parish Council, places are available if any Councillors wish to attend.

The Clerk advised that the General Data Protection Regulation (GDPR) is coming in to force in May 2018 and it brings with it the legal obligation for any 'public authority or body' (which according to the National Association of Local Councils includes all sizes of parish and town council) to appoint a Data Protection Officer (DPO). The concern is that this appointment may not be straightforward, as whilst it is possible to appoint an existing member of staff, they must, by requirement of the regulation, possess 'expert knowledge of data protection law and practices' and must ensure their 'duties do not result in a conflict of interests'. As Clerk there is a 'conflict of interest' and any training sufficient to provide the expert knowledge the Clerk would need, would be a residential University legal course.

There are steps towards accountability that the Clerk can take at this stage to prepare, such as; ensuring all software is Privacy Shield protected and email attachments are encrypted, put in place Retention Policy and Exit Policy for Staff & Councillor's and to assess whether stored or filed data is needed and why (legitimate reasons etc.) SALC and the DPO Centre are currently exploring a third party option for services of a Data Protection Officer to be offered to Councils to sign up to and the Clerk will keep updated on this and report back.

The Clerk advised that the October Half Term Football Training was well attended at both sessions. The Clerk has been approached by Sporting 87 Educational Trust about booking more sessions for next year. This is to be added to the December agenda.

Clerk

17/11/8

## Correspondence:

- SEBC/FHDC Annual Parish Conference to be held on 16<sup>th</sup> November 2017 at 6:30pm, at the Sybil Andres Academy, Rougham Tower, Bury St Edmunds. The theme will be Health & Well-being.
- SCC Minerals & Waste Local Plan- Preferred Options Consultation 5pm Monday 30<sup>th</sup> October 2017 to 5pm Monday 11<sup>th</sup> November 2017. A consultation event will be held at Tuddenham Village Hall on Tuesday 14<sup>th</sup> November 2017 and at Worlington Village Hall on Thursday 16<sup>th</sup> November 2017 between 2pm-8pm.
- The Forest Heath Crime Prevention Panel has sent a letter offering the use of the Santa's Sleigh this year to parishes to use in their villages in a static location. Parishes will need to provide their own Santa, Driver and 2-03 volunteers. The Clerk is to approach the CPP to get available dates and further information.

Clerk

17/11/9

i)

## Parish Matters:

### **Consider Quotes for New Community Notice Board for the Playing Field**

Cllr. Lewis (FL) presented a quote and design for the suggested new community notice board for the Playing Field, based on the suggested specifications agreed by the Council at the last meeting. The cost is £695 + VAT, plus £50 for delivery.

### **Resolved 17/11/9.01**

It was agreed to proceed with ordering the notice board.

Cllr. Lewis (FL) is to order the notice board and send the invoices to our District Councillor on behalf of the Village Hall Committee, for funding from his locality budget.

FL

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Cllr. Boura is to get a quote from Peter Cumber for installation.

PB

## ii) **Update on Play Area/Field Repairs and Maintenance**

Cllr. Boura advised that the repairs are now completed, the gates will need a second coat of paint. The basketball board has been painted and Cllr. Horne has volunteered to paint the black border. There have been cases of vandalism at the Playing Field, including someone setting fire to the goal post net. This has been reported to the Police and the Clerk is to place a notice in the Barton Miller, asking people to be vigilant and report any further incidents. John Berrett has re-planted the flowers ripped up in the planter at the field and FHDC have been contacted to repair the damaged bin.

NH

Clerk

### **Resolved 17/11/9.02**

It was agreed to purchase replacement nets at a cost of £65 + delivery + VAT.

## iii) **Defibrillator Update**

The Defibrillator is now registered with the Ambulance Service and is live. The Public Awareness session held on 4<sup>th</sup> November was well attended by 30 people. The official opening is arranged for Sunday 10<sup>th</sup> December 2017 at 3pm, at the Bell Pub, with mince pies and mulled wine after. The Clerk is to invite CHT, Chris Hall (local electrician) and the Bury Free Press to attend. Cllr. Boura will ask Terry Waters to attend and do the opening.

Clerk  
PB

G.R. Peachey & Sons have kindly offered to donate a plaque for the Defibrillator, in memory of Tony Morley.

### **Resolved 17/11/9.03**

It was agreed to accept the offer of the plaque, with the following wording;

This Defibrillator was kindly donated in memory of the late Tony Morley of Barton Mills. 1931 – 2014.

### **Resolved 17/11/9.04**

It was agreed to purchase a set of Paediatric Pads and a foil blanket for the Defibrillator cabinet.

Clerk

## iv) **Peace Garden – To Consider Designs**

Following a meeting on site at the Peace Garden on 4<sup>th</sup> November, it was suggested that the designs be put to public consultation and it was agreed to do a display at the Remembrance Reception, with the display moving around the village with comments forms. The consultation is also to be put in the Barton Miller. A design is then to hopefully be agreed at the December meeting, so that clearing the garden and hard landscaping can be carried out in January/February, ready for planting at the beginning of Spring.

FL/RL

## v) **Update on Street Lighting Program & UKPN Update**

Cllr. Boura confirmed that the lights in Grange Lane, Bell Lane and Church Lane are now working. The redundant light on Worlington Road is still to be removed. Cllr. Boura is to chase this up and to chase UKPN.

PB

The Clerk confirmed that the faulty street light at 26 Mildenhall Road has been reported online and she is to report the light out opposite 64 Cherry House.

Clerk

## vi) **Remembrance Ceremony Arrangements**

Cllr. Lewis (FL) confirmed the hall is booked for Sunday 12<sup>th</sup> November, the Ceremony will take place at 10:45am at the Peace Garden with Glynn East saying a few words.

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Refreshments will be at the hall after the ceremony. The Clerk confirmed that James Bercovici is supplying the wine and Charlie Peachey has purchased the wreaths. Cllr. Harji is to lay the wreath on behalf of the Parish Council with a veteran laying the second wreath. The Royal British Legion have asked the Parish to lay their wreath on their behalf and Cllr. Lewis has asked Matthew Plested to do this.

Cllr. Lewis (FL), Cllr. Boura and Malcolm Boura are to set up the hall at 9:45am.

AH

FL/PB

**vii) Affordable Housing Update**

The Clerk confirmed that Isobel Wright, Hastoe Homes has a meeting with Claire Tilbrook regarding a possible site, on 10<sup>th</sup> November, she has promised to update the Council following this meeting. Cllr. Boura, Cllr. Dawson Cllr R Lewis and Cllr. Fuller had a meeting and identified 12 possible sites to be considered, these are to be forwarded to Isobel Wright for her consideration.

**viii) Boot Sales 2018 – To arrange a meeting to organise**

The meeting is to be held on Thursday 30<sup>th</sup> November 2017 at 6:30pm, in the Church Room.

**17/11/10** Highways:

**i) A11/Fiveways Update (Incl. Chalk Hill Jnc. Update)**

No Update.

**ii) Street Cleaning & Potholes Grange Lane Update**

Waste Services have not yet replied regarding adding Grange Lane to the street cleaning programme, the Clerk is to chase them. Highways have replied to say that the potholes in Grange Lane will not be repaired at this time, as they do not meet the criteria.

Clerk

**iii) SID Update & Confirm December Rota**

The rota has been agreed until the end of December 2017, the Clerk is to put the volunteers contact details on the rota. The data for September/October recorded;

Clerk

In Worlington Rd, 32% of vehicles were doing less than 30mph and 86% less than 40mph. 1% were travelling over 50mph and the maximum speed recorded was 85mph. These figures are very similar to the previous report.

In Church Lane, 76% of vehicles were doing less than 30mph (previously 78%). 98% were doing less than 40mph and no-one was recorded at a speed above 50mph.

In Mildenhall Rd, 96% of vehicles were doing less than 30mph (previously 95%) and just 3 vehicles were travelling over 40mph.

**17/11/11** Finance:

**i) Parish Council Bank Balances and Reconciliation from list of Payments & Receipts Resolved 17/11/11.01**

It was proposed by Cllr. Boura that the bank balances and reconciliation of payments and receipts be received and adopted and signed as such by the Chairman, Cllr. Dawson. All were in favour. The bank account balance as of 20<sup>th</sup> October 2017 is £27,350.30.

**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

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be approved.

**Resolved 17/11/11.02**

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. F. Lewis (FL) and Cllr. A. Dawson.

CAS	Website	1546	£60.00
Sporting 87 Educational Trust	October Football Coaching	1547	£221.00
Mrs. V Bright	Mileage, expenses & overtime	1548	£62.87
INL	Grass cutting Sept/Oct	1549	£726.00
SALC	GDPR Briefing	1550	36.60
Mr. C Hall	Defibrillator Installation	1551	£216.00
SCC	Allotments land rent	1552	£50.00
BM Village Hall	Hall hire July/Sept	1553	£63.00
Mr. P Cumber	Asset maintenance	1554	£106.25
Mrs. P Boura	Expenses	1555	£78.12
Mr. C Peachey	Wreaths	1556	£60.00

iii) **Update on Lloyds Account for Reserves and Bank Mandate Update**  
 The Clerk advised that Cllr. Boura & Cllr. Dawson needed to sign Section 6 of the mandate and not just initial it. Cllr. Dawson and Cllr. Boura re-signed the form and the Clerk is to re-send it to Lloyds. The Clerk also presented a letter to set up the Business Instant Access Saver Account for the Reserves, and this was duly signed by two signatories (Cllr. Dawson & Cllr. Boura).

iv) **To discuss the Parish Council Email Account/Website Host Agreement**  
 Cllr. Dawson advised that further looking into the agreement with TSOHost had shown that there is a possibility that the website may be lost if we change Hosts. The Clerk is to get advice from CAS, regarding the website and get some quotes from an IT Support provider to sort out the technical problems with the email account.

v) **Agree Finance Committee Meeting Date Ref: Budget & Precept 2018/2019**  
 The Finance Committee are to meet on 12<sup>th</sup> December 2017 at 6:30pm, in the Church Room, attending will be the Clerk, Cllr. Dawson, Cllr Harji, Cllr. Boura and Cllr. Lewis (RL).

17/11/12 **Barton Miller Back Page to be agreed**

- Items to be included are;
- Defibrillator Opening Event
  - Santa Sleigh

17/11/13 **Councillors Reports and Items for the next agenda**  
 i) **External Meetings that Councillors may wish to report upon**  
 None.

ii) **Councillors Reports**  
 Cllr. Boura advised she will be on holiday from 21<sup>st</sup> November to 4<sup>th</sup> December. Cllr. Harji has agreed to carry out the Play Equipment checks and Cllr. Lewis (RL) is to print the back cover of the Barton Miller.

Clerk

Clerk  
 AH/AD/  
 PB/RL

PB

AH  
 RL

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The Clerk was asked to write a Thank You letter to Jonathan Waters for cutting the verges in the village.

Clerk

iii)

## Items for Future Agendas

- 2018/2019 Budget & Precept
- GDPR & DPO Update
- Email & Website Update & Costs associated
- Affordable Housing Update
- Football Coaching Sessions to be discussed
- Peace Garden Design to be Agreed
- Play Area Works Update
- Update on Reserve Account & Bank Mandate
- Defibrillator Update
- Worlington Road Street Lighting Update / Street Light Works/UKPN Update
- Notice Board (Playing Field) Update
- Update on A11 Fiveways / Chalk Hill Junction

iv)

## January Meeting Date to be confirmed & dates for 2018 Meetings to be Agreed

The January meeting is to be held on Tuesday 9<sup>th</sup> January 2018 at 7:30pm, in the Church Room. It was agreed to hold the 2018 meetings on the first Tuesday of each month, with the exception of August which will only be for urgent Finance and Planning Matters.

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

There being no further business the meeting closed at 9:41pm.

Signed: *Annette Dawson*  
Chair, Barton Mills Parish Council

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

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