

Approved at the 7th November Meeting
Barton Mills Parish Council
Minutes for the Meeting of Barton Mills Parish Council
Held in the Village hall on Tuesday 3rd October 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. N. Horne (NH) & Cllr. P. Boura (PB).

Also Present: Clerk – Vicky Bright. Cllr. Brian Harvey – FHDC). Cllr. Louis Busuttil – SCC (arrived at 7:51pm).

Item	The Chairman welcomed everyone.	Action
	<p><u>Public Forum – LGA 1972, Section 100(1):</u> There were no members of the public in attendance.</p>	
17/10/1	<p><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u> None. <u>Absent:</u> Cllr. S. Mullender.</p>	
17/10/2	<p><u>Declarations of Members’ Interests (for items on the agenda) – LGA 2000 Part III:</u> None.</p>	
17/10/3	<p><u>Minutes:</u> Minutes of the Parish Council meeting held on Tuesday 5th September 2017 Cllr. Boura proposed the following amendments; Item 17/09/11 iv) be amended to read “Cllr. Boura proposed writing to the 100 Club to ask for a grant of £50 to replace the net etc.” Item 17/09/12 ii) be amended to read “The Clerk was asked to write to the residents of Church Lane and to write to Jonathan Waters to ask residents, visitors and works vehicles not to park on the corner of Church Lane (Newmarket Road).” The Minutes were proposed as a true record by Cllr. Dawson and all voted in favour of adoption. <u>Resolved 17/10/3.01</u> The Minutes of the Parish Council meeting of 5th September 2017 were adopted as a true statement and signed by the Chair, Cllr. Dawson.</p>	
17/10/4	<p><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. Following notifications received of Travellers setting up on local village Greens and fields, it was agreed to close the gates to the Playing Field</p>	
17/10/5 i)	<p><u>Local Authority Reports:</u> Suffolk County Council Cllr. Louis Busuttil reported on the following;</p> <ul style="list-style-type: none">• Highways are currently fighting a 10% cut to the Highways Maintenance Budget, there are strong concerns over accelerated deterioration to the public highways.	

Approved at the 7th November Meeting
Barton Mills Parish Council

- There is a proposed withdrawal of School Bus services, with 54% of students affected.
- James Finch, Portfolio Holder for Highways & Transport is currently on sick leave, current Highways issues being looked at are;
 - A1307 Haverhill>Cambridge
 - Hatchfield Farm and traffic North of Newmarket
 - Fiveways Farm

The Clerk advised that no response had been received from either Cllr. Noble or Matthew Hancock, MP to the letter the Parish Council had sent regarding the issue of Fiveways Farm and the legal action being taken. The Clerk is to write to them again chasing a response and update.

Clerk

ii)

Forest Heath District Council

Cllr. Brian Harvey reported on the following;

- The possible One Council merger between FHDC & SEBC vote went to Full Council last Wednesday and the vote was unanimous for the merger, with 1 abstention. The next stage will be Secretary of State review, if approved and permission granted, there will be a final consultation and vote.

17/10/6

Planning Matters:

General & For Consideration:

DC/17/1773/HH - Conversion of existing garage into annexe - 40 The Street Barton Mills

The following points were discussed;

The footprint is the same, with the addition of a dormer. It is inside the Development Area and inside a Conservation Area. It is not overlooked, and does not overlook neighbouring properties, with the existing doors being changed to windows. There is a concern of extra parking needed for extra residents at the proposed dwelling, however the application states there is adequate parking provision. Cllr. Boura proposed objection, a vote was taken with 1 in favour and 1 against with 6 abstentions, the Chairman took the casting vote against objecting.

Resolved 17/10/6.01

It was agreed to submit No Objections to application DC/17/1773/HH.

Tree Applications (For Information Only)

- **DC/17/1841/TPO - TPO 238 (1973) - (i) 1no. Conifer (1 on plan) fell; and (ii) 1no. Gleditsia (2 on plan), 1no. Red Maple (3 on plan) and 1no. Acer Negundo Flamingo (4 on plan) reduce to a height of 8 metres and reduce overall crown by 30% (all trees within area A1 on order) - Poppyfields The Street Barton Mills**

Awaiting Forest Heath decisions and pending appeals:

- a.) DC/16/0683/FUL Retention of hand car wash operation - Car Wash Fiveways Services, Fiveways, Barton Mills – *No update, decision still pending.*

17/10/7

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

The Clerk advised that she had chased Highways regarding an installation date for the proposed bollards at Old Mill Lane, but had received no response.

Approved at the 7th November Meeting
Barton Mills Parish Council

Footpaths –

Barton Mills to Mildenhall – The low overhanging branches and some grass/weeds growing up between the boards has been reported, awaiting a date to be actioned by SCC.

The Clerk and Chairman advised that the parking on Church Lane had been monitored and no letter had yet been sent. Cllr. Boura and Cllr. Lewis (FL) stated that the white van is still parked on the verge on the corner causing visibility problems at the junction. It was agreed that the Clerk would write to the owner and Cllr. Dawson will deliver the letter and have an informal chat.

Clerk/AD

The Clerk confirmed that the Land Registry for the Playing Field was now complete.

The Clerk advised that the General Data Protection Regulation will be coming into force in March 2018, and the Council will need to appoint a Data Protection Officer in order to comply. The Clerk is to attend an Information Briefing at SALC on 5th October 2017.

Clerk

17/10/8

Correspondence:

SALC AGM is being held on Tuesday 7th November 2017 at Blackbourne Community Centre, Elmswell.

The MOD have been updated on revised USAF deadlines for base withdrawals at RAF Mildenhall and RAF Alconbury/Molesworth. Accordingly, instead of 2022, the full divestitures of RAF Mildenhall will now occur no earlier than 2024.

The Annual St Edmundsbury and Forest Heath Town & Parish Forum will be held on Thursday 16th November 2017 at 6pm, at Sybil Andrews Academy, Rougham Tower Avenue, Bury St Edmunds. The theme is to be Health and Well-being.

From 1st October 2017 new dog control orders are being introduced to help tackle dog fouling. Full details will appear on the FHDC website www.westsuffolk.gov.uk/dogfouling.

17/10/9

i)

Parish Matters:
SID Rota Update

The Clerk confirmed that the following volunteers had committed to the rota; Cllr. Flack, Cllr. Harji, Cllr. Boura, Malcolm Boura, Andrew Dawson, Peter Alder, Richard Hayward and Paul Fincham. The rota has been confirmed for October/November. It was agreed that Cllr. Flack & Cllr. Harji would pair up with the new volunteers on their first session to give training etc. Cllr. Flack agreed to act as coordinator.

ii)

Consider Options & Funding for new Community Notice Board for the Playing Field

Cllr. Lewis (FL) presented a quote for a side door opening notice board, it was agreed that the size of the board should be 1200mm x 800/900mm, Cllr. Lewis is to go back to the supplier to request a detailed quote based on this size. The Clerk confirmed that the 100 Club may be prepared to offer a grant of £100. Cllr. Brian Harvey, FHDC offered £250 from his Locality Budget. The Clerk is to approach the Burrell Trust for further grants.

FL

Clerk

Approved at the 7th November Meeting
Barton Mills Parish Council

- iii) **Update on Play Area Repairs & Maintenance**
Cllr. Boura advised that due to bad weather Peter Cumber had been unable to complete the works to the play area, it is hoped the works will be completed next week. Cllr. Boura proposed purchasing two sets of net clips for the goal posts at £19.50 +VAT each. This was agreed. Cllr. Boura also proposed proceeding with purchasing the Basketball Net at £320 +VAT, this was agreed. The Clerk confirmed that the 100 Club had agreed a donation of £50 in principal, to be formally agreed at their meeting tonight.
- Resolved 17/10/9.01**
It was agreed to purchase two sets of net clips for the goal posts at £19.50 +VAT each. **PB**
- Resolved 17/10.9.02**
It was agreed to purchase the Basketball Net at £320 +VAT. **PB**
- iv) **Defibrillator Update**
Cllr. Boura advised that the refurbishment of the phone box is now completed. She has liaised with the Electrician and the Defibrillator is due to be installed next week. Cllr. Boura advised that a notice displaying a local number to get the code to access the Defibrillator could be displayed, until the Defibrillator has been registered with the Ambulance Service. The Clerk advised that advice from CHT was to display the supplied Out of Use notice until the registration with the Ambulance Service was complete and the training/information session had been carried out for residents in the village. Cllr. Boura questioned this and the Clerk reiterated that this was the advice she had been given by CHT. The Clerk was asked to check again with CHT for confirmation. The Clerk is also to proceed with booking the Public Awareness Session once the Defibrillator is installed **Clerk**
- v) **Peace Garden**
Cllr. Lewis (FL) presented a quote from Mr & Mrs Berrett for materials, plants and labour of £1,900.00. She explained that Mr Berrett had advised that the annuals would only be needed for the first 1-2 years until ground cover had established itself. Cllr. Lewis is to establish whether Mr & Mrs Berrett are interested in doing the works, and the Clerk is to source some comparison quotes based on the materials and plants specification provided by Mr & Mrs Berrett. Cllr. Brian Harvey, FHDC has confirmed funding of £500 towards the project from his Locality Budget. **FL Clerk**
- vi) **To consider a proposal for use of Parish Land, relating to the triangular parcel of land off the A11 for use as an Apple Orchard**
It was confirmed that the short term measures for the A11 are hoped to be completed by 2019, and the piece of land in question is under discussion with Highways England for use as a slip road. It was discussed that committing to a 30-year lease on the proposal for an Apple Orchard was not viable at present. Cllr. Lewis (RL) proposed refusing the proposal from Mr. Pauley and reviewing it again in 12 months. A vote was taken with 8 in favour and 1 against.
Resolved 17/10/9.03
It was agreed to refuse the proposal from Mr. Pauley and to review it again in 12 months.
- vii) **Consider installing dropped kerbs from the car park onto the field**
The Clerk advised that SCC & FHDC had provided guidance, but that FHDC had suggested the need to submit a pre-advice application to establish whether any planning approval was needed before proceeding. Councillors queried this as the land is private land. The Clerk

Approved at the 7th November Meeting
Barton Mills Parish Council

suggested speaking informally with a Planning Officer at FHDC to establish whether Planning approval was needed before paying for a formal pre-advice application.

Cllr. Boura provided a quote from Peter Cumber for a concrete ramp 300mm wide, costing £40 for labour + materials. The Clerk advised that funding may be available from DDA compliancy grants and funds.

The need for the ramps was argued and Cllr. Dawson proposed not proceeding at this time, a vote was taken with 4 in favour and 4 against, the Chairman took the casting vote and voted in favour of dropping the idea.

Resolved 17/10/9.04

It was resolved not to proceed with the DDA compliant ramp at the Playing Field at this time.

viii) Update on Fishing Permits – Mildenhall River

The Clerk confirmed that Mildenhall Parish Council had voted at their meeting not to extend fishing permits to residents of Barton Mills.

ix) Update on Street Lighting Program & UKPN Update

Cllr. Boura advised she had received no further update from UKPN. However, UKPN had undertaken some works to replace a pole in Bell Lane obstructing the folding of one of the lights installed by Pearce & Kemp. UKPN has accepted responsibility for this and will be correcting the problem. The date for UKPN to connect the Grange Lane light is yet to be confirmed.

x) October Half Term Football Coaching

Dates are confirmed for the Half Term week as Monday 23rd and Tuesday 24th October. Cllr. Lewis (FL) offered to open the Hall both dates with Cllr. Harji as a backup on the 24th and Cllr. Dawson as backup on 23rd.

xi) Discuss Turning Area in Grange Lane

Cllr. Boura and Cllr. Flack advised that there are now two turning areas, one official and one unofficial, people have been using the official turning area for parking. Cllr. Flack confirmed that there are no problems with this and the area is not getting muddy. It was suggested that INL add raking the gravel area every two months to the landscaping contract.

17/10/10 Highways:

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

Cllr. Boura reported that the Chalk Hill junction had now been included in the short term measures for the A11 Fiveways improvements. It is hoped they will be completed by April 2019. It is now a possibility that the central reservation may be closed, they agree that they need to consider road users and have consultation. It was agreed to consider all options for improving both sides and including closure of the central reservation and Tuddenham Junction. A slip road at the junction is to be considered.

Cllr. Brian Harvey advised that the new Highways England Manager, Andy Jobling had taken over and had stated that £400,00 funding was not enough for the project and the ducting had to be rechecked. He has asked the MP to write to the Minister of Transport asking for clarification of the situation. The traffic lights are supposed to be started Autumn 2017!! A 4th

FL

Clerk

Approved at the 7th November Meeting
Barton Mills Parish Council

survey is now being undertaken on site and no work has started yet. The Highways England design for the improvements will be completed before 2018, with a 2018/2019 plan and program of works, with the works to be completed by 31st March 2019. He confirmed that the speed camera and gravel area outside The Olde Bull had not progressed and nothing had happened. They are awaiting a report on surveys of the Tuddenham, Barton Mills and Chalk Hill junctions. He confirmed that FHDC are responsible for clearing the grass verge on the central reservation and they are hoping to do this at the same time as road closures on 16th October by Highways England to enable the vegetation which is overgrown by the Cherry Hill junction to be cut back. It is clear that Highways England will not do any major improvements to Fiveways roundabout until 'Fiveways Farm' has been resolved. An estimate of £86 million has been suggested for a possible Bypass in 15-20 years.

- ii) **Street Cleaning Grange Lane**
 The Clerk was asked to request that Grange Lane be added to the FHDC street cleaning program and that the potholes in Grange Lane also be reported.

Clerk

- 17/10/11
 i) **Finance:**
Parish Council Bank Balances and Reconciliation from list of Payments & Receipts Resolved 17/10/11.01

It was proposed by Cllr. Boura that the bank balances and reconciliation of payments and receipts be received and adopted and initialled and signed as such by the Chairman, Cllr. Dawson. All were in favour. The bank account balance as of 20th September 2017 is £26,664.84.

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

Resolved 17/10/11.02

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

INL	Grass cutting April, June, July & August	1538	£1,236.00
Mrs. V Bright	Mileage & expenses	1539	£23.18
Sporting 87 Educational Trust	Football Coaching Summer 2017	1540	£442.00
Pearce & Kemp	Street lights	1541	£5,362.82
BDO LLP	Audit	1542	£120.00
SALC	Leadership Chairman's course	1543	£120.00
Mrs. P Boura	Expenses & maintenance materials	1544	£29.25
Mrs. P Boura	Phone box refurbishment materials	1545	£111.76

- iii) **Update on Lloyds Account for Reserves and Mandate**
 The Clerk advised that the Mandate had been returned and they had asked for Cllr. Boura to

PB

Approved at the 7th November Meeting
Barton Mills Parish Council

re-sign the form and to take her ID into branch to be verified.

The Clerk presented information on Notice accounts and Instant Access saver accounts and their terms and interest rates, for the reserves account.

Resolved 17/10/11.03

It was agreed for the Clerk to proceed with setting up a Business Instant Access Saver Account for the Reserves.

Clerk

iv) **To Discuss the Parish Council Email Account and Host Agreement**

The Clerk confirmed that the current host TsoHost would not charge any penalty fees if we chose to cancel the hosting agreement and we could do this at any time. Cllr. Dawson reported that she had been given advice on setting up a G Suite Gmail account, which would allow the Parish Council to have as many xxxxxx@bartonmillsnet email addresses as needed. This would cost £3.30 pcm. This can be easily set up with Outlook/iPhone Mail etc. Cllr. Dawson proposed proceeding with transferring over to a G Suite Gmail account, a vote was taken and all were in favour.

Resolved 17/10/11.04

It was agreed to proceed with setting up a G Suite Gmail account for the Parish Council email.

Clerk/AD

17/10/12 **Barton Miller Back Page to be agreed**

Items to be included are;

- Remembrance Service Reception
- Good Neighbour Scheme

PB

Cllr. Lewis (RL) wanted to clarify that in the last edition of the Barton Miller, the Affordable Housing article did not specify the Market Value for the type of land purchased per acre, and this should be clarified as Farmland at £10,000 per acre. The Clerk confirmed that no proposals of land available had been presented yet.

17/09/13 **Councillors Reports and Items for the next agenda**

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

Cllr. Lewis (FL) reported on the SALC meeting held on 12th September 2017;

The meeting was held in the back room of Barrow Village Hall. Meetings are now held for the Parish Councils in the whole of Forest Heath and St Edmundsbury Councils combined, but, sadly, only a small proportion send representatives. At this meeting there were about 18 people present. There was not an outside speaker, so there was more time for members to discuss local issues and problems.

Entries for the competition for Parish Magazines have to be in by 6 October.

Training available on Data Protection. Guides available include Good Councillor Guide.

Applications can be made to SALC for money from the Transparency Code Fund.

Question - if a Village Hall is let out, should it be considered as a business for water and other utility rates?

Civil Parking Enforcement: Suffolk Highways: should be fully operational by 2019. Can put

Approved at the 7th November Meeting
Barton Mills Parish Council

notices on windscreens. Police do not enforce parking restrictions. Shortage of PCSOs.

Members' information:

Brandon: bad news – crime up, more beggars and druggies, no PCSOs, increase in pollution probably due to more lorries through the town after road changes; good news – day care centre is staying open, town show 23 September with 'pied pipers' and light show.

Bardwell: success in Village of the Year Competition – on TV channel 4.

Lakenheath: had 6 applications for 2 councillor positions; problem of antisocial behaviour by public toilets.

Wickhambrook: have a shared SID – SID has slowed traffic down.

Coney Weston: Emergency Plan – discussion on usefulness for a small community, and people with various skills do not want their names to be on a public list.

Freckenham: Speed Watch – volunteers successfully operate regular speed watch to slow traffic down.

Barton Mills: Peace Garden renovation, football coaching, good result from Solstice charity fund raising, pot holes filled, 3 locations for SID, Community Service Payback Team work in churchyard.

Other reports: Brandon Country Park: old house and bothy have been opened and can be hired.

Next meeting: 28 November at Brandon: topic probably SCC budget.

Cllr. Boura advised that the Parish Forum had been cancelled.

ii)

Councillors Reports

Cllr. Lewis suggested that plans for the Remembrance Service and Reception should be considered, and suggested that Charlie Peachey be contacted to confirm if he is able to purchase the wreaths again. She suggested using the Village Hall for a Reception after, and offered to book the hall, with Tea & Coffee and possibly wine (the Clerk is to approach James Bercovici regarding the wine again this year). Cllr. Lewis offered to provide biscuits. It was assumed that Glynn East will be presiding over the Ceremony again this year and Cllr. Lewis and Cllr. Boura offered to volunteer to help out on the day. Cllr. Dawson advised she would be away that weekend and would be unable to lay the wreath, Cllr. Harji agreed to step in, in her absence.

Cllr. Boura reported that the stall at the Mildenhall Community Showcase had gone well. The event was well organised and well attended. Several people showed interest in the community organisations in the village, such as the Allotments, Gardening Club, Wednesday Club.

The Clerk was asked to write a letter to the Waffle Shack asking them to clean up the area behind the restaurant. The Clerk is to email the letter to Cllr. Dawson.

The Clerk was asked to chase Hastoe Homes regarding the hedge/trees and grass at the Church Lane development that has still not been cut back and cleared.

iii)

Items for Future Agendas

- Peace Garden Design & Quotes
- Play Area Works Update

Clerk
FL
Clerk
FL

FL/PB
AH

Clerk/AD

Clerk

Approved at the 7th November Meeting
Barton Mills Parish Council

- Update on Reserve Account & Bank Mandate
- Defibrillator Update
- Notice Board (Playing Field) Quotes
- Street Light Works/UKPN Update
- Remembrance Service
- January PC Meeting Date and 2018 Meeting Dates to be agreed
- Finance Meeting Update Ref: Budget & Precept request 2018/2019

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

There being no further business the meeting closed at 9:32pm.

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

Date: 7th November 2017