

Barton Mills Parish Council

Minutes for the Meeting of Barton Mills Parish Council

Held in the Village hall on Tuesday 5th September 2017 at 7.30 pm.

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

Also Present: Clerk – Vicky Bright. Cllr. Brian Harvey – FHDC). Isobel Wright – Hastoe Homes.

Item		Action
	The Chairman welcomed everyone.	
	<u>Public Forum – LGA 1972, Section 100(1):</u> There was two members of the public in attendance.	
17/09/1	<u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u> Cllr. S. Mullender & Cllr. A. Harji. <u>Absent:</u> None.	
17/09/2	<u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u> Cllr. A. Dawson declared an interest in Item 8 (c).	
17/09/3	<u>Minutes:</u> Minutes of the Parish Council meeting held on Tuesday 4th July 2017 The Minutes were proposed as a true record and all voted in favour of adoption. <u>Resolved 17/09/3.01</u> The Minutes of the Parish Council meeting of 4 th July 2017 were adopted as a true statement and signed by the Chair, Cllr. Dawson.	
17/09/4	<u>Affordable Housing Update</u> The Housing Needs Survey has now been completed by CAS and has identified a need for Affordable Housing. Isobel Wright explained that the type and size of properties will be determined by Hastoe Homes. A request will be put in the Barton Miller to see if there are any potential sites. This will be followed by a walk-a-round to find a suitable site. At this time types of housing and sites are unspecified and consultation on any proposed site will follow. The notice will go in the Barton Miller October edition, followed in mid-October by informal approach to any landowners identified by Hastoe Homes. Planning would take approximately 4-5 months, with the build taking 12-18 months, so an estimated timeframe would be Easter 2019. Isobel Wright confirmed that grants and funding are now available for affordable housing schemes.	PB
17/09/5	<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 .	
17/09/6	<u>Local Authority Reports:</u>	
i)	Suffolk County Council Cllr. Brian Harvey gave apologies on behalf of Cllr. Louis Busuttil.	
ii)	Forest Heath District Council Cllr. Brian Harvey reported on the following;	

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- The possible One Council merger between FHDC & SEBC consultation results are expected next week. The Council has reached no decision yet.
- The data from the SID Unit on Worlington Road indicated that during the period of 17 days that the SID was sited there, there were almost 50,000 vehicle movements. 67% of these vehicles were doing more than 30mph and 14% more than 40 mph. In that period, 61 vehicles were travelling at above 60 mph and the maximum speed was a vehicle travelling at 83 mph between 9.30 and 9.45am. As a result Sgt. Shipton (SNT) has been asked to task the Road Tasking Force to carry out speed checks and so far 5 drivers have been stopped and prosecuted.

17/09/7

Councillor Co-Option:

The Clerk advised that two applications had been received from Mr. Peter Alder and Mr. Neil Horne. Cllr. Dawson proposed co-option of Mr. Neil Horne and Cllr. F. Lewis proposed co-option of Mr. Peter Alder. Councillor's voted by ballot paper and the Clerk counted and read out the result of 3 votes for each candidate, the Chairman took the deciding vote in favour of Mr. Neil Horne.

Resolved 17/09/7.01

Cllr. N. Horne signed the declaration of office of Councillor and this was witnessed and countersigned by the Clerk. The Clerk is to email Cllr. Horne the Council's Governance documents and the Good Councillor Guide, along with a Register of Interests form to complete. The Clerk is to look into training for Cllr. Horne.

17/09/8

i)

Planning Matters:

General & For Consideration:

SCC/0149/17 – Change of use to hours of operation involving processing, bagging & storage of chalk, including use of generator 24/7, within the existing storage building & adjoining storage container – Barton Mills Chalk Quarry, Herringswell Road, Chalk Hill, Barton Mills IP28 6BF

SCC/0150/17 – Variation of condition to allow use of Mess/WC facilities within office/workshop on a 24/7 basis – Barton Mills Chalk Quarry, Herringswell Road, Chalk Hill, Barton Mills IP28 6BF

Cllr. Brian Harvey presented concerns that had been raised regarding transport plans. Cllr. Boura proposed submitting No comments, with a concern included to request that a condition of approval be that the current transport plan be enforced.

Resolved 17/09/8.01

It was agreed to submit no comments, with a concern included to request that a condition of approval be that the current transport plan be enforced.

Tree Applications (For Information Only)

- DC/17/1552/TCA - Trees in a Conservation Area Notification - 2no. Ash (T1 and T2 on plan) fell – 56 The Street, Barton Mills IP28 6AA – *Approved 25th August 2017.*
- DC/17/1347/TPO - TPO 273 (1973) - Tree Preservation Order - 2no. Yew (within area G3 on order) cut overhang back to 21A boundary - Land to the Rear of 19/17 Mildenhall Road, Barton Mills IP28 6BD – *Approved 30th August 2017*

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- DC/17/1634/TCA - Trees in a Conservation Area Notification - 1no. Willow (T1 on plan) overall crown reduction by 30% - Barton House, The Street, Barton Mills IP28 6AA – *Pending decision.*

Awaiting Forest Heath decisions and pending appeals:

- a.) DC/17/0975/FUL – 1no. Dwelling – Minden House, Station Road, Barton Mills – *Refused 29th June 2017*
- b.) DC/17/1115/FUL - Planning Application-(i) Replacement building, (ii) canopy reduction and (iii) parking - Barton Mills Service Station, Fiveways, Barton Mills IP28 6AE – *Approved 18th August 2017*
- c.) DC/16/1877/FUL – 1 dwelling - Land Adjacent to The Old Maltings, The Street, Barton Mills – *No re-submission or requests for pre-application have been received by FHDC.*
- d.) DC/16/0683/FUL Retention of hand car wash operation - Car Wash Fiveways Services, Fiveways, Barton Mills – *No update, decision still pending.*
- e.) 'Fiveways Farm' Update – Cllr. Harvey, FHDC presented an update on the legal position of the dispute over the Land Registry application. Matthew Hancock, MP has been given the report and a meeting regarding the Fiveways A11 improvements is planned for mid-end September, Cllr. Harvey will be attending. Cllr. Boura advised that a meeting is to be held on 26th October 2017 at 10am, to discuss the Chalk Hill junction, she will be attending, as will Cllr. Dawson. The Clerk confirmed that no response to a request sent to Cllr. Colin Noble for an update had been received. Cllr. Lewis (RL) commented that the explanation and promises made by Cllr. Noble at the meeting in April 2017 had not materialised and had been inaccurate with no evidence to support them. It was agreed that the Clerk should write to Cllr. Noble expressing the Parish Council's disappointment that the updates and promises made for the problem being solved by Autumn 2017 had not materialised.

17/09/9

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.

Footpaths –

Church Lane/Grange Lane has now been cut back and cleared.

Barton Mills to Mildenhall - The nettles and fallen tree have now been cleared. The Clerk is to report some low overhanging branches and some grass/weeds growing up between the planks.

The Potholes on Church Lane had now been repaired.

The Clerk confirmed that HMRC are processing the PAYE Refund, and it is expected to be received in January 2018.

The Clerk raised concerns that the current email Host is unreliable and she often has difficulty accessing and sending emails. It was agreed to look at other options and costs involved and to add to the next agenda.

17/09/10

Correspondence:

The Clerk presented a concern raised by a resident regarding the church alarm being a nuisance. The Clerk has reported the issue to the Church and they have responded, which the Clerk has forwarded to the resident concerned. Cllr. Lewis (FL) agreed to take the

Clerk

Clerk/AD

FL

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suggestion to the Committee to look at improving or upgrading the alarm system.

The Clerk advised that the next Parish Forum is to be held Wednesday 13th September 2017 at 6:30pm, at the Rose & Crown, Beck Row. Cllr. Boura will be attending.

17/09/11

Parish Matters:

i)

SID Scheme Options for Rotation to be Considered

The following volunteers have been confirmed, Cllr. Flack, Cllr. Harji, Cllr Boura and Mr. Malcolm Boura, Peter Alder, Paul Fincham and Mr. Richard Hayward.

Peter Cumber has offered his service on a Wednesday afternoon for a fee of £5.00 each time.

Cllr. Flack proposed continuing with volunteers and all agreed. Cllr. Boura offered to charge the batteries.

ii)

SID – Discuss Second Location on Worlington Road.

The Clerk presented a proposal for a second location for the SID on Worlington Road, proposed by Mr. Hayward. It was agreed that the location was too close to the bend and was too near to the Mildenhall Parish. It was agreed to site the SID at the current Worlington Road site every 4 weeks.

Thanks were given to Malcolm Boura for sorting out the software to access the data from the SID unit.

iii)

Asset Maintenance & New Notice Board Quotes for the Playing Field

The Clerk advised that the signs for the Playing Field had to be sent back due to a spelling mistake made by the company.

It was agreed to defer the new notice board for the Playing Field to the October agenda.

The Clerk was asked to chase INL regarding the Ivy on the trees at the field/car park.

FL/Clerk

Clerk

iv)

Actions to be confirmed following the Annual Play Area Inspection

Cllr. Boura proposed the following repairs;

Gate – paint the gate in a contrasting colour.

Sign – No action to be taken. Note that the phone number was updated in June.

Posts – Apply preservative. We have remaining stock.

Seats – Have recently been cleaned and repaired by Peter Cumber.

Picnic bench – Keep an eye on these legs. Peter has recently applied preservative.

Climbing frame – At present we have no black covers in stock. Purchase some with our next order from Proludic.

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Toddler Swings – Suggest budgeting to replace both the chains and seats on this swing next year and replace safety surfacing.

Peter has completed repainting the frame. He also removed the hardened spikes and has replaced them with cable ties as the playground inspector suggested.

Large Climbing Frame – There is no practical way to reduce the falls. Cutting back the tree canopy needs to be included in the next tree maintenance works.

Basket Swing - Done. Peter shortened the chains in June.

Flat Swings - Continue to monitor the safety surface, swings and chains.

Rotor Play - Low Rotator – Replace the speed restrictor when other work is required. Continue to monitor the safety surface.

Roundabout – Peter has already sanded the rough edges.

Basket Ball Area – We have been approached by the 100 Club with an offer to pay for the refurbishment of this area. Cllr. Boura proposed writing to the 100 Club to ask for a grant of £50 to replace the net. Cllr. Boura proposed asking Peter Cumber to paint the cracked facing on the board.

PB

Activity Trail – Rough edges need sanding.

Engine – Rough edges need sanding and the algae/moss needs cleaning.

Springers – Peter has already painted the springs. Cllr. Boura proposed asking him to quote for the cleaning. No action on the bolt caps.

Slide – Peter has already sanded the rough edges. Monitor the rot in the platform.

Cllr. Boura proposed asking Peter Cumber to carry out the needed works at a cost of £100 in total.

Resolved 17/09/11/.01

It was agreed to proceed with Peter Cumber undertaking the works at the play area at a cost of £100 in total.

v)

Worlington Road Street Lighting Update

The Clerk advised that the street lighting is currently being looked at in conjunction with the new development and an update is pending.

Cllr. Boura advised that a new street light at Station Road junction could be included in the next street light program at a cost of £1,736.67. The Clerk suggested adding this to the

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proposed plan already sent to SCC. It was suggested to wait the outcome of the SCC plans and designs.

vi) Defibrillator Update

Cllr. Boura confirmed the refurbishment is to be finished next week. Cllr. Boura suggested two options for the board to affix the Defibrillator to;

Stainless Steel approx. £100 + VAT

Aluminium Checker Board/Stuco approx. £40 + VAT

It was agreed to go with the stainless steel option to ensure it gave the best support to the cabinet. The Clerk advised that she had ordered the Defibrillator and cabinet from CHT and she has written to Terry Waters confirming the costs and his donation.

PB

vii) Peace Garden

Cllr. Lewis (FL) presented a proposed design for the Peace Garden from John & Glenda Berrett. The costs involved in the design are approximately £1,200.00 with annual costs to maintain and replace the annual plants. It was suggested that the annual plants be replaced with Alpines and that the quote include a membrane or surfacing to limit the soil exposed and need for weeding regularly. The Clerk is to look for comparison designs and quotes and Cllr. Lewis is to go back to Mr & Mrs Berrett and pass on the Council's thanks for their help and design, and ask them to revise their design and provide an accurate quotation. Cllr. Harvey offered possible assistance with funding the project.

FL/Clerk

BH

viii) Update on Summer Football Coaching & Funding

The Clerk confirmed that £884 funding from Cllr. Busuttill's Locality Budget had been received with confirmation of a further £442 for more sessions planned in the October Half Term. It was discussed that some of the Summer sessions were poorly attended and it was suggested that if future sessions are held they should be in the Half Terms. It was agreed to review after the October sessions.

ix) 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 discussed that with the possibility of the land being potentially used as a slip road as part of the A11 improvements being considered and the fact that Economics were currently unclear, that the timing was poor. In light of the meeting planned for the 26th September to discuss the Chalk Hill junction it was agreed to defer this item and decision to the October agenda.

x) BMFC – Consider permission to put lime into white lining, for marking out the football pitch, so that it would still be visible after grass cuttings

Cllr. Lewis (FL) proposed and Cllr. Dawson seconded the agreement for the Football Club to use a Lime substitute when marking out the pitch linings, to ensure longevity. It was agreed that the Football Club be instructed to use a product that meets Health & Safety requirements and is safe for use. Cllr. Flack advised that the pitch had now been reinstated back to its original size.

xi) Consider installing 'danger' warning signs by the kerbs from the car park onto the field

It was agreed that although the Parish Council was in no way responsible or liable for the accident which occurred, that disabled access would be a benefit. It was suggested that the Clerk look at options and costs for ramp or dropped kerb.

Clerk

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17/09/12

Highways:

i) **Consider Traffic Mirror Options on Mildenhall Road (Outside Village Hall)**

The Clerk advised that she had been contacted by the residents of 12 Mildenhall Road who had asked if it would be possible to purchase (at their own cost) a traffic mirror to be installed in the bushes outside the Village Hall, opposite No 12/14. The Clerk advised that Highways had confirmed that they do not approve traffic mirrors for use on the Highway due to the Traffic Signs & Regulations & General Directions Act 2016, the mirror could only be installed if on private land and off the Public Highway. It was discussed that the Peace Garden was not an appropriate site and it was suggested that the resident buy a convex mirror to be placed at the entrance to his own property and possibly ask the neighbour to cut back their vegetation.

ii) **Consider possible action for better road markings and signage for the crossing of the A11(Herringswell/Worlington) & Speed Limit Reduction on Newmarket Road**

It was suggested the Clerk write to SCC Highways (cc. Cllr. Busutil) to enquire about a speed reduction from 60mph to 40mph (buffer zone) along Newmarket Road. The idea of better road markings and signage for the A11 crossings is to be discussed at the meeting organised for the 26th September 2017 with Highways England.

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 (A11).

Clerk

17/09/13

Finance:

i) **Parish Council Bank Balances and Reconciliation from list of Payments & Receipts Resolved 17/09/13.01**

It was proposed by Cllr. Lewis (RL) 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 18th August 2017 is £26,169.40.

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 17/09/13.02

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. A. Dawson.

Mrs. V Bright	Mileage & Expenses	1532	£43.66
Mr. P Cumber	Swing repairs	1533	£20.00
Bendall & Sons	Playing Field Registration	1534	£10.00
FHDC	Annual play area inspection	1535	£62.50
CHT	Defibrillator	1536	£3,067.20

iii) **Update on Lloyds 32-Day Notice Account**

The Clerk advised that the Bank had lost the second letter requesting the setup of the 32-day notice account, and her telephone enquiries and complaints had been ignored by Lloyds Bank, as reportedly she is still not named on the account as a Non-Signatory contact. The Clerk has been sent a new mandate to add her to the account and to remove Cllr. Hayward as a signatory. It was agreed to add Cllr. Horne as a signatory on the same mandate form.

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The Clerk will also present more guidance and information on suitable accounts for the Reserve at the next meeting, following advice from the Business Manager at Lloyds Bank.

Clerk

iv) **Update on External Audit Report**

The Clerk advised that BDO had finished the External Audit and had raised three qualified issues;

- The Picnic Area purchased in May 2016 had not been included on the Asset Register when purchased, and as a result had been omitted from Box 9 of the Annual Return
- Benches also purchased in the prior year were only included in Box 9 of the Annual Return this year, and should have been included in Box 9 in the prior year as well.
- Street lights were revalued for Insurance purposes and as a result their value was amended on the Asset Register, which is not in compliance with proper practices as asset values were fixed in 2011 for audit purposes.

The Clerk explained that all issues had now been addressed and the Qualification would not mean any financial penalty to the Council, only the suspension for 12 months allowing the Council to apply for Quality Status.

17/09/14 **Barton Miller Back Page to be agreed**

Items to be included are;
Hastoe Homes article and notice for possible sites
October Football Coaching sessions

PB

The Clerk is to include the notice for more volunteers to help move the SID unit, ideally on a Saturday morning.

Clerk

17/09/15 **Councillors Reports and Items for the next agenda**

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

None.

ii) **Councillors Reports**

Cllr. Lewis (RL & FL) and the Clerk raised concerns over the Peppa Pig Day Out, which has been advertised as being held on the Barton Mills Playing Field this Saturday 9th September 2017, which is not correct as no request has been made to the Parish Council to use the field. The event has now been advertised on the website of the organiser as cancelled, and the contact phone number for the organiser has a recorded message also stating the event is cancelled. The Clerk advised that she had contacted Mr Warin to enquire whether the event had been booked to be held on his field, but so far had not received a response from him. The Clerk is to place a notice on the Council website explaining the confusion and has advised the Police of the situation in advance of Saturday. Cllr. Lewis (FL) is to place a notice on the Playing Field gates and Village Hall, also.

Clerk/FL

Cllr. Boura advised that she had chased up the street lights works with Pearce & Kemp and had been advised that the UKPN date is still pending. She suggested that the church might like to trim the tree which is overhanging the new light.

FL

Cllr. Fuller advised he had found a wallet on Saturday 2nd September on the footpath to Mildenhall and had handed it in to Mildenhall Police Station.

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iii)

Items for Future Agendas

- Peace Garden Design & Quotes
- Play Area Works Update
- Fishing on Mildenhall River Bank
- Consider Proposal for Triangle Piece of Land owned by PC near A11
- Update on Reserve Account & Bank Mandate
- Defibrillator Update
- Worlington Road Street Lighting Update
- Notice Board (Playing Field) Options/Quotes
- SID Rotation Volunteers Update
- Update on A11 Fiveways / Chalk Hill Junction
- Street Light Works/UKPN Update

The next meeting will be held on Tuesday 3rd October 2017 at 7:30pm, in the Village Hall.

There being no further business the meeting closed at 9:53pm.

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

Date: 3rd October 2017

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