

BARKING PARISH COUNCIL

MINUTES of the Meeting held at Barking Village Hall at 7.30pm
on Thursday 18th July 2013

PRESENT:

Cllr M Smith (Vice-Chair) Chair of this meeting
Cllr A Smith (*arrived at 7.50pm*)
Cllr P Hollocks
Cllr A Ross
Cllr C Eagles

IN ATTENDANCE:

Mrs R J Cochrane *Clerk*
County Cllr Julia Truelove (*arrived at 7.50pm*)

APOLOGIES:

Cllr S Butler (Chair) – *Parish Council business*
Cllr M Bailey – *holiday*

ABSENT:

District Cllr Stephen Wright

BPC075/13 PUBLIC FORUM

There were no members of the public present.

BPC076/13 TO RECEIVE APOLOGIES

Apologies had been received by the Clerk from Cllr Butler, Cllr Bailey, and PC Tina Fairness
No apologies had been received from District Cllr Stephen Wright.

BPC077/13 POLICE REPORT

No representative for the Safer Neighbourhood Team could be present, and no report had been received. It was reported that there had been a road traffic accident on 8th July o/s Holly Tree House, Barking.

BPC078/13 DISTRICT COUNCILLOR STEPHEN WRIGHT

Cllr Wright was not present and no report had been received.

BPC079/13 TO APPROVE THE MINUTES OF THE MEETING HELD ON 16TH MAY 2013

The minutes of the meeting held on 16th May 2013 were approved as a true record and were duly signed by the Chair.

BPC080/13 - DECLARATION OF INTERESTS

There were no declarations of interest declared.

BPC081/13 APPLICATIONS FOR DISPENSATION

There were no applications for dispensation.

BPC082/13 MATTERS ARISING FROM THE MINUTES - CLERK'S REPORT

The Clerk reported on actions taken.

1. **Road Planings/Pot Holes** - It was reported that the various pot holes had been filled as had some areas on the Tye which had been subject to wear and tear.
2. **Darmsden Hall** – 224/13 - It was reported that this planning application has been refused.
3. **Hay Crop** – It was reported that half the hay crop has been cut. This will allow sufficient area for the Fair. The remainder will be cut at a later date.
4. **Temporary Speed Cameras** - It was reported that no further has been heard from SCC Highways. Clerk to chase.
5. **Freedom of Information Act** – It was reported that all correspondence, including emails could be the subject of a Freedom of Information Act Request.
6. **Footway** – It was reported that no further action had yet been taken in respect of the footway. Clerk to action.
7. **Dog Bin** – As Dick Nash was unwell and not currently able to move the bin, Cllr Eagles offered to move the dog bin from near to the play area, to behind the grit bin at the top of the hill.
8. **Hedge cutting** – It was reported that the hedge from Barking Forge to the Nursing Home has now been cut.

Clerk

Clerk

Cllr Eagles

*7.45pm County Cllr Julia Truelove arrived at this point
The meeting was adjourned at this point.*

BPC083/13 – COUNTY CLLR JULIA TRUELOVE’S REPORT (see attached)

Cllr Truelove apologised for her lateness. She had come straight from the Wattisham Officer’s Cocktail Party. Cllr Truelove’s report included the rise in cost of 16+ students Home to School transfer, Suffolk Coast & Heath Management Plan (Lowestoft to Aldeburgh), the Chairpersons meeting held on 25th June, and Broadband rollout. Cllr Truelove reported she had received a copy of a letter to the Parish Council from Mr & Mrs Donaldson regarding the hedge at Tye Green and was interested in the Council’s own response to the letter.

*7.50pm Cllr Alex Smith arrived at this point
The meeting was re-convened at this point.*

BPC084/13 PLANNING

i) Coppins – It was reported that the anticipated planning application consultation had not yet been received from MSDC, so there could be no discussion on the matter at this meeting.

BPC085/13 FINANCE

i) To receive Internal Auditor’s Report – It was reported that the Internal Auditor’s Report had been received and that an amendment is required to the 31st March 2013 Bank Reconciliation to include un-presented cheques. This amendment did not alter the final figures, which are correct. A revised Bank Reconciliation was presented for approval and signature.

Decision – It was agreed to approve the revised document which was duly signed by the Chair.

ii) To receive Clerk’s Finance Report (attached to these minutes) -The Clerk reported on the financial movements since the previous meeting. Balance @ 18th July 2013 was £34,283.98.

iii) Authorisation of Payments - Decision - Payments totalling £898.60 were approved. Clerk to action. It was proposed and agreed to transfer £2,000 from the Community Account to the Business Reserve Account. Clerk to action.

iv) Parish Plan Account - Clerk also to close the Parish Plan Account as had been previously resolved.

Clerk

Clerk

BPC086/13 DONATIONS

i) **Four Parishes Magazine Decision** – It was resolved to donate £80 to the Four Parishes Magazine as in previous years. Clerk to action.

Clerk

BPC087/13 PRE-SCHOOL BENCH – A letter had been received from the Barking Pre-School requesting permission to site a small children’s bench in the rear grounds of the Village Hall in memory of a benefactor – Mr Keith Botright. **Decision** – It was proposed and resolved to approve the request provided the bench is sited at the back of the plot, or at least away from the open area. Clerk to respond accordingly.

Clerk

BPC088/13 GRIT BIN FOR DARMSDEN PARISH MEETING

It was proposed that now the Darmsden Parish Meeting is now functioning, the grit bin placed at the entrance to the private road, be gifted to Darmsden Parish Meeting. **Decision** – it was resolved that Barking Parish Council would offer to transfer the grit bin to Darmsden Parish Meeting provided it takes over the current arrangements Suffolk County Council for the regular delivery of grit and for the insurance of any nominated person who voluntarily spreads the grit during the Winter Months – currently Mr John Berry, to comply with the terms and conditions of the original Locality Grant Funding. Clerk to make contact with Darmsden Parish Meeting.

Clerk

BPC089/13 ADOPTION OF REVISED STANDING ORDERS

Revised Standing Orders had been drafted to reflect the adoption of the new Suffolk Code of Conduct in July 2012. **Decision** – It was proposed and resolved to adopt the new Standing Orders as presented with immediate effect.

BPC090/13 EQUAL OPPORTUNITIES POLICY

A draft Equal Opportunities Policy was presented for consideration . **Decision** - It was resolved to adopt the Policy as presented with immediate effect.

BPC091/13 COMMUNICATIONS POLICY

A draft Communications Policy was presented for consideration. **Decision** - It was resolved to adopt the Policy as presented with immediate effect.

BPC092/13 SOCIAL MEDIA POLICY

Due to time constraints, it was agreed to defer this item to the next meeting.

BPC093/13 FOOTWAY

It was reported that there have been no further developments to report, so it was agreed to defer this item to the next meeting.

BPC094/13 BONFIRE/FIREWORKS REQUEST

It had been anticipated that a request would be received from the Community Council to hold a bonfire/fireworks event on the Tye on 5th November, but no request had been received.

BPC095/13 PUBLIC ADDRESS SYSTEM

It was reported that a written request had been received from the Barking Village Hall Management Committee to support the purchase of a permanent acoustic system for the Village Hall, using funds soon to become available from the Community Infrastructure Levy. The Village Hall Committee believes that the installation of such equipment would not only facilitate existing activities but would also encourage additional lettings and increase the scope of use of the Hall. The approximate cost would be £2,300. It was proposed that the installation of an audio/visual system that could also be adapted for the Film Nights and other uses would

be of benefit to the Parish Council and to other users, and that such a system could be purchased by the Parish Council for its own use and be available to other users of the Hall. **Decision** – It was agreed to support the project to install an Audio/Visual system which is suitable for meetings, presentations –microphone, projector, speakers, etc and so could be used by the Parish Council for its regular meetings, Parish Meetings, presentations by guest speakers etc. If that system could also be used / be adapted for other uses, by the Village Hall Committee for its various functions, events, even better. The items purchased primarily for Parish Council use could be purchased and owned by the Parish Council, but insured under the Village Hall Committee’s insurance policy. There would also need to be an undertaking that the equipment would be secure. Clerk to respond accordingly.

Clerk

BPC096/13 USE OF SPARE ROAD PLANINGS

There are quite a lot of planings left over from the initial pot hole filling. Cllr Michael Smith will use some of this to fill in any more pot holes. It was agreed that if any material was needed re repair the track to Walnut House if damage was caused by the Fair traffic, some would be available to the Fair Committee for this purpose. The use of any surplus planings will be reviewed at a later date. Clerk to liaise with the Fair Committee.

Clerk

BPC097/13 PARKING ON THE TYE

It was reported that several commercial vehicles had been parking on the Tye. One group of vehicles was associated with the building of the new house adjacent to Coppins. Both the Clerk and the Chair had spoken with the drivers/owners who had now removed the vehicles within the perimeter of the building site. The other group of vehicles was associated with building work at Fairview. The owner had been asked to request permission to use the Tye as temporary parking, but had refused. This work is now completed. It is understood that building work at 4, Ladyfield will soon be completed and tradesman’s vehicles will soon be removed from the Tye.

BPC098/13 IMPROVE COMMUNITY ENGAGEMENT WITH WATTISHAM BASE

It was reported that ideas were needed on how to improve community relations between Wattisham Base and the surrounding communities. Cllr Truelove reported that an event is due to be held in September/October that should be looked out for and that the Mobile Library is now going to visit the Base. It was suggested that the bonfire/fireworks event held on the Base in November could be opened up to the public. It was reported that one big disappointment was that there can be no practical involvement from the Base at Barking Fair. All that was needed was a couple of tents and some large cool boxes for the BBQ. Cllr Eagles said he would be happy to be the conduit between Barking Parish Council and the Base and that he would find out if he can be the Wattisham Liaison Representative.

Cllr Eagles

BPC099/13 VILLAGE HALL MANAGEMENT COMMITTEE UPDATE

Cllr Bailey was not present, but the Clerk was able to update the meeting on the proposed extension work. It was reported that the container has proved to be really useful and it is now a serious consideration that the container be retained permanently to store all the outdoor equipment, etc, so that the Committee could concentrate on the Meeting Room only. The Committee had undertaken to keep the Parish Council more informed about developments from now on.

BPC100/13 CLERK’S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING

- i) **Parking on the Tye** – The Clerk needed to speak with the drivers/owners of the trade vehicles parked on the Tye – see BPC097/13. This action was approved by the Council.

ii) Model aircraft on the Tye – The Police were called to remove people flying a large radio controlled model aircraft from the Tye as it was a danger to the public. Also their vehicle was parked on the hay crop which meant a risk of fire in such hot dry conditions. This action was approved by the Council.

BPC101/13 CORRESPONDENCE FOR INFORMATION

The Correspondence pack was presented for circulation.

BPC102/13 MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL

1. **Easements/vehicular accesses** – Can anything be done to prevent stones encroaching onto the road?
2. **Footway opposite Ashburnham Farm** – It was reported that the vegetation along the footway behind the ditch needs cutting back. Clerk to report to SCC Highways.
3. **Hedge at Spalding House** – It was reported that the hedge o/s Spalding House needs cutting back. Clerk to report to SCC Highways.
4. **Hedge o/s Ivydene, Battisford Road** – It was reported that the laurel hedge o/s Ivydene needs cutting back. Clerk to report to SCC Highways.
5. **Barking Fair Advertisement** – There had been a request from the Barking Fair Committee for permission to place a trailer on the Tye adjacent to Stone Cottage to hold a large advertisement for the Barking Fair. It was agreed the Clerk could make that decision to approve the request.
6. **Hedge at Tye Green** – It was reported that a letter had been sent to each individual Councillor and also to the Parish Council requesting that the hedge be cut to a uniform height. As the letter had arrived after the agenda was issued, the item could not be discussed at this meeting. It was agreed to issue a holding letter to Mr & Mrs Donaldson and to place the item on the agenda for the next meeting.

Clerk

Clerk

Clerk

Clerk

BPC103/13 DATE OF NEXT MEETING

Date of next meeting 19th September 2013.

Meeting closed at 9.45pm

Chairman Date