

## **BARKING PARISH COUNCIL**

MINUTES of the Meeting held at Barking Village Hall at 7.30pm  
on Thursday 20<sup>th</sup> March 2014

### **PRESENT:**

Cllr S Butler (Chair)  
Cllr M Bailey  
Cllr A Ross

### **IN ATTENDANCE:**

Mrs R J Cochrane *Clerk*  
Cllr Julia Truelove  
Cllr Stephen Wright

### **APOLOGIES:**

Cllr Eagles  
Cllr P Hollocks  
Cllr A Smith

### **ABSENT:**

Cllr M Smith

#### **BPC024/14 PUBLIC FORUM**

There was one member of the public present, but no questions were raised.

#### **BPC025/14 TO RECEIVE APOLOGIES**

Apologies had been received from Cllr Alex Smith, Cllr Hollocks and Cllr Eagles.

#### **BPC026/14 POLICE REPORT (see attached report)**

No representative from the Safer Neighbourhood Team was present, but a written report had been received in advance of the meeting. One crime reported since the previous meeting – Endangering the Safety of an Aircraft.

#### **BPC027/14 DISTRICT COUNCILLOR STEPHEN WRIGHT'S REPORT's (see attached report)**

Cllr Wright reported on Budget Setting, Housing Needs Survey, the proposed solar farm at Baylham, the proposed greenhouses at Great Blakenham, and the Blakenham Fields Housing (Cement Works site).

#### **BPC028/14 – COUNTY COUNCILLOR JULIA TRUELOVE'S REPORT (see attached report)**

Cllr Truelove's report included SCC's Ofsted Inspection, Apprenticeships, Suffolk Police Control Room and Flood Prevention and Response.

*Cllr Truelove left the meeting at 7.55pm*

#### **BPC029/14 - DECLARATION OF INTERESTS**

There were no declarations of interest declared.

#### **BPC030/14 APPLICATIONS FOR DISPENSATION**

There were no applications for dispensation.

**BPC031/14 TO APPROVE THE MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> JANUARY 2014**

The minutes of the meeting held on 16<sup>th</sup> January 2014 were approved as a true record and were duly signed by the Chair.

**BPC032/14 MATTERS ARISING FROM THE MINUTES - CLERK'S REPORT**

The Clerk reported on actions taken.

- i) **Mole Hills** – It was reported that two quotes have been obtained - £10 a mole, or £28 an hour plus vat. It was decided that as the grass is now being cut it will be easier to identify the 'live' mole hills, so Cllr Butler offered to try to trap again. **Decision** - The Clerk was authorised to use her delegated powers if it is considered necessary in the interests of public safety to appoint a professional mole catcher.

Cllr Butler

**BPC033/14 TO APPROVE THE MINUTES OF THE MEETING HELD ON 6<sup>TH</sup> MARCH 2014**

The minutes of the meeting held on 6<sup>th</sup> March 2014 were approved as a true record and were duly signed by the Chair.

**BPC034/14 MATTERS ARISING FROM THE MINUTES - CLERK'S REPORT**

The Clerk reported on actions taken.

- i. **Blocked drain adjacent to Claremont** – It was reported that this ditch has now been dealt with by SCC Highways.

**BPC035//14 PLANNING**

No applications had been received.

**BPC036/14 FINANCE**

- i) **TO RECEIVE CLERK'S FINANCE REPORT** (*attached to these minutes*) -The Clerk reported on the financial movements since the previous meeting. Balance @ 20<sup>th</sup> March 2014 was £33,493.43.
- ii) **AUTHORISATION OF PAYMENTS - Decision** - Payments totalling £460.59 were approved. Clerk to action.
- iii) **FINANCIAL REGULATIONS - Decision** - It was reported that new draft Financial Regulations had just been received from NALC, so it was agreed to defer this item to the next meeting.
- iv) **REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT** - A review of the effectiveness of the Internal Audit process was undertaken, as required by the Parish Council's auditors.
- v) **RISK ASSESSMENT AND MANAGEMENT (FINANCIAL)** The annual financial risk assessment was undertaken as required by the Parish Council's auditors.
- vi) **APPOINTMENT OF INTERNAL AUDITOR** It was resolved to appoint Heelis & Lodge as the Council's Internal Auditor for the 2013/2014 Audit. Clerk to action.

Clerk

Clerk

Clerk

**BPC037/14 GRANT REQUESTS**

- i) **HEADWAY IPSWICH AND EAST SUFFOLK**

**Decision** - It was agreed to give a donation of £50, especially as it was made known that at least one Barking resident is currently receiving treatment from this organisation. Clerk to action.

Clerk

**BPC038/14 STANDING ORDERS**

**Decision** – It was agreed to defer this item to the next meeting when it is hoped the full Council will be in attendance.

Clerk

**BPC039/14 EASEMENT REQUEST – 3 BRIDGES COTTAGE (NOW KNOWN AS WREN HOUSE), THE TYE, BARKING**

It was reported that a request had been received from Mr & Mrs Clifford to grant a Deed of Easement in perpetuity in respect of 3 Bridge Cottage. **Decision** - It was agreed that provided a statutory right to claim a vehicular right of way over the common can be proven, Mr & Mrs Clifford's application will fall within the criteria for granting a Deed of Grant in perpetuity. Clerk to respond accordingly.

Clerk

**BPC040/14 NEEDHAM MARKET NEIGHBOURHOOD PLAN**

It was reported that Needham Market Town Council has started to produce a neighbourhood plan for the town, and is committed to including neighbouring parishes in its information gathering stage to ensure that they have a voice in the setting of the Town Council's policy making – before those policies have been created for consultation. The Town Council wishes to convene a meeting where representatives from neighbouring parishes can attend and share their feedback. Barking is invited to send representation to a meeting on Monday 14th April at 7pm in Needham Market Community Centre. The Chair agreed to attend. Clerk to forward details to Cllr Butler and to inform the Town Clerk he would be attending.

Clerk

**BPC041/14 BARKING VILLAGE HALL**

**i) RESPONSIBILITIES** - It was reported that a meeting had taken place between representatives of both the Parish Council and the Village Hall Management Committee to clarify the responsibilities of both parties as laid out in the Trust Deed. Trust Deed relates to the whole site (The Trust Area). It is clear that the Barking Village Hall Management Committee (VHMC), as the Managing Trustee, is responsible for the day to day running and maintenance of the whole site - both the building and the grounds of the Village Hall, and as the Custodian Trustee, the Parish Council would step in if the Managing Trustee failed to do this. It was reported that the VHMC can cover day to day running costs but relies on both the Parish and the Community Councils for funding and/or help with major repairs/ bigger jobs. The Parish Council has in the past funded the re-surfacing of the car park, replaced a man-hole cover and repaired pot holes. It was noted that the play equipment and the picket fencing is owned and maintained by Parish Council. However, a member of the VHMC recently mended the fence and play equipment unbeknown to the Parish Council, but the Parish Council already had this matter in hand. The importance of the VHMC being clear on its responsibilities was emphasised. The outcome of the meeting was that the Parish Council will be asked to continue to fund the cutting of the grassed amenity area behind the Village Hall, and that the VHMC can approach the Parish Council for assistance with funding. The notes of the meeting are attached to these minutes. **Decision** – it was proposed and resolved that the Parish Council continues to fund the cutting of the grassed area to the rear of the Village Hall. Clerk to action. **Decision** – It was proposed and agreed that the VHMC approach the Community Council for funding and the Parish Council as a last resort.

**ii) EXTENSION** – Cllr Bailey reported that still no action has been taken regarding the container, and there appears to be no need for more storage space now if the container can be retained. Cllr Bailey was sure that MSDC has confirmed that planning permission has been deemed to have been implemented now that the container has been delivered and is being used. Cllr Bailey and the Clerk to check this fact and report to the next meeting. Concern was expressed that the container must be removed by June 2015 which is just over one year away. The Parish Council would need to apply for planning permission to either retain the container permanently or to extend the temporary time period, so a decision on what to do must be taken

Cllr Bailey  
Clerk

soon. The alternative storage solution would be to erect a shed.

**iii) OIL TANK** - Cllr Bailey also reported that the oil tank needs to be replaced and possibly moved to an outside location. It was suggested that the Parish Council would be happy to receive a request for help with funding for a new oil tank. Cllr Bailey to report back to the VHMC.

Cllr Bailey

**BPC042/14 VILLAGE HALL MANAGEMENT COMMITTEE UPDATE**

Cllr Bailey reported that funding for the purchase of acoustic equipment has been set aside by the Community Council. The equipment is likely to be installed this Summer (June/July) and could be used by the Parish Council for meetings/presentations as well as by other Hall users incl. Film Nights. New armchairs (chairs with arms) are being ordered The barge boards need painting plus some timber needs to be repaired. James Coe has been instructed to undertake this work. Key security – the VHMC has decided to install a digital lock on the outside door. Concern was voiced regarding a digital lock. Item to be placed on the agenda for the next meeting. There is a pot hole just outside the perimeter of the Village Hall which needs attention. Cllr Smith will be asked to attend to this using materials already purchased by the Parish Council. Clerk to action.

Clerk

Clerk

**BPC043/14 CLERK’S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING**

There were none to report.

**BPC044/14 CORRESPONDENCE FOR INFORMATION**

It was reported that another letter had been received from Mr & Mrs Donaldson regarding the hedge at Tye Green. However the letter was received too late to be included on the Agenda for this meeting. Clerk to send a holding letter and to add the item to the next agenda. The Correspondence pack is to be circulated.

Clerk

**BPC045/14 MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**

None were reported.

**BPC046/14 DATE OF NEXT MEETING**

Date of next meeting, which will be the Annual General Meeting, will be 15<sup>th</sup> May 2014

*Meeting closed at 9.23pm*

Chairman ..... Date .....