

## BARKING PARISH COUNCIL

MINUTES of the Meeting held at Barking Village Hall at 7.30pm  
on Thursday 21<sup>st</sup> March 2013

### **PRESENT:**

Cllr S Butler – Chair  
Cllr M Smith  
Cllr M Bailey  
Cllr A Smith  
Cllr P Hollocks  
Cllr A Ross

### **IN ATTENDANCE:**

Mrs R J Cochrane *Clerk*

### **APOLOGIES:**

Cllr Julia Truelove  
Cllr Stephen Wright  
PC Tina Fairness  
PCSO Matt Brown

#### **BPC029/13 PUBIC FORUM**

No members of the public were present.

#### **BPC030/13 APOLOGIES**

Apologies had been received by the Clerk from Cllr Julia Truelove, Cllr Stephen Wright, PC Tina Fairness & PCSO Matt Brown.

#### **BPC031/13 POLICE REPORT (See attached report)**

No representative for the Safer Neighbourhood Team could be present, but a written report had been received ahead of the meeting. The only reported incident was tyre tracks leading to the St Marys Church door, but there was no evidence of a break-in. Other issues reported on were rogue burglar alarm companies in Suffolk and a high number of road traffic accidents on the bend outside Barking Nursing Home.

#### **BPC032/13 DISTRICT COUNCILLOR STEPHEN WRIGHT ( see report attached)**

Cllr Wright was unable to be present but he had sent a written report electronically ahead of the meeting. The report included a freeze on council tax, apologies from MSDC on problems encountered with waste collection during the bad weather in January, the Energy From Waste plant at Great Blakenham, a proposed glasshouse to grow tomatoes using heat from the EFW plant, and cables for the wind farm being placed underground from Bawdsey to Bramford.

#### **BPC033/13 TO APPROVE THE MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> JANUARY 2013**

The minutes of the meeting held on 17<sup>th</sup> January 2013 were approved as a true record and were duly signed by the Chair.

#### **BPC034/13 TO APPROVE THE MINUTES OF THE MEETING HELD ON 28<sup>TH</sup> FEBRUARY 2013**

The minutes of the meeting held on 28<sup>th</sup> February 2013 were approved as a true record and

were duly signed by the Chair.

#### **BPC035/13 - DECLARATION OF INTERESTS**

There were no declarations of interest declared.

#### **BPC036/13 APPLICATIONS FOR DISPENSATION**

There were no applications for dispensation.

#### **BPC037/13 MATTERS ARISING FROM THE MINUTES - CLERK'S REPORT**

The Clerk reported on actions taken.

##### **i) RESIGNATION OF COUNCILLOR HOYLAND**

It was reported that although Cllr Hoyland would have been disqualified on 19th January, he had actually sent a letter of resignation directly to the Chairman dated 17th January, so it will be recorded that he resigned rather than had been disqualified for failure to attend meetings.

##### **ii) ACCIDENT SITE ADJACENT TO BARKING HALL NURSING HOME**

It was reported that Phil Wright (SCC Highways) has recently reported to the Clerk that orders have been placed for the works to be carried out at the Barking Nursing Home. The SLOW markings have already been applied and the chevron plates should be up in a few weeks. These have been delayed due to the amount of pot hole repair and winter weather related highways works that have been carried out recently. Road surfacing for this bend is on the programme for this year, but as yet there is not a date for these works. It is understood that County Cllr Julia Truelove has funded these works from her Locality Budget.

##### **iii) HEDGE CUTTING AT TYE GREEN**

It was reported that Hart Tree Surgery had been appointed to cut the hedge at a cost of £320, which was only £20 more than had been authorised, but was considered a very reasonable price for the work involved. A telephone call had been received from Mrs Cobbold at 5 Tye Green, thanking the Council for undertaking the work to such a high standard. A letter from Mr Stan Donaldson at 3 Tye Green had been received asking the Council to reconsider its decision not to enter into any further correspondence with him regarding the hedge. The Clerk is circulating the letter to all Councillors.

##### **iv) THEOBALDS FOUNDATION**

It was reported that Mr Shaun Cochrane had accepted the role of Village Representative.

##### **v) BETTER BROADBAND FOR SUFFOLK**

It was reported that the Clerk had determined that BT are now drawing up the priority listing/schedule of works and that the areas in most need would be prioritised. Where Barking stands in the order is not yet known.

#### **BPC038/13 PLANNING APPLICATIONS**

##### **i. 0366/13 – 4 LADYFIELD, BARKING**

A notification had been received, for information only, regarding 3 amendments to the original plan, both of which had been approved by MSDC.

#### **BPC039/13 FINANCE**

##### **i) CLERK'S REPORT (*attached to these minutes*)**

The Clerk reported on the financial movements since the previous meeting. Balance @ 21<sup>st</sup> March 2013 was £32,490.42

##### **ii) AUTHORISATION OF PAYMENTS**

Payments totalling £2,822.44 were authorised.

##### **iii) PRECEPT, TAXBASE & DISCRETIONARY GRANT**

It was reported that MSDC had written to all Parish & Town Councils in early February advising of a change to the tax base caused by the change in the way council tax is

calculated. The Clerk had consulted each councillor on the options available and had decided to accept Option 2, which was to retain the Precept as originally set at £8,362 and to accept a discretionary grant of £655, which will be ring fenced to offset any increase necessary in 2014/2015. **Decision** – It was resolved that this decision was fully supported and agreed to by the Council. Clerk to issue an explanatory statement with the next Four Parishes Magazine, as the change in the Council Tax Base combined with the Community Governance Review had resulted in a higher than anticipated increase in the Parish Council element of the Council Tax, although the Precept had not been increased.

**iv) REVIEW OF FINANCIAL REGULATIONS**

The Council's Financial Regulations were reviewed as required by the External Auditors, and no amendments were found to be necessary.

**v) REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT**

A review of the effectiveness of the Internal Audit process was undertaken, as required by the Parish Council's auditors.

**vi) RISK ASSESSMENT AND MANAGEMENT (FINANCIAL)**

The annual financial risk assessment was undertaken as required by the Parish Council's auditors.

**vii) APPOINTMENT OF INTERNAL AUDITOR**

It was resolved to appoint Heelis & Lodge as the Council's Internal Auditor for the 2012/2013 Audit.

**BPC040/13 INSURANCE POLICY – LIBEL & SLANDER**

There was concern that the insurance policy did not provide cover for libel & slander. It was reported that the annual premium for this cover is approx. £15. **Decision** - Clerk to check whether there is cover on the Council's insurance policy for Libel & Slander. If not, Clerk to arrange for the section to be added. There was discussion about circumstances in which correspondence could be sent on behalf of the Council without the Council's knowledge/approval. It was proposed and agreed to place this as an item on the agenda for the next meeting and to consider the adoption of a Communications Policy. Clerk to research the wording of a Communications Policy.

Clerk

**BPC041/13 BUDGET ITEM – CAR PARKING/SOLAR SPEED SIGN**

It was proposed that the £1250 that had been set aside either to provide car parking on the Tye or for a solar speed sign, should be diverted to the Footway Fund, as the footway is a much higher priority. **Decision** – Agreed. Clerk to amend the budget accordingly.

Clerk

**BPC042/13 FOOTWAY**

It was reported that it could be possible to lay a loose surface footway on the Tye and to not need to apply to the Planning Inspectorate for permission. It was proposed that a firm base would be needed, ie type 1 planings or even grasscrete. **Decision** - Clerk to speak further with the Planning Inspectorate to find out what could be done with or without permission being needed. Item to be placed on the agenda for the next meeting.

Clerk

**BPC043/13 PARISH PLAN UPDATE**

It was reported that the Parish Plan Implementation Action Group have requested, in order to better promote the footpaths within the parish, that the Barking Footpath Guide be provided free of charge and is included in the Welcome Guide for all new residents. There is currently a charge of 30p for each guide. **Decision** – It was proposed and resolved that the Footpath Guides can now be provided free of charge. Clerk to respond accordingly.

**BPC044/13 EMERGENCY PREPAREDNESS/USING SOCIAL MEDIA**

It was reported that the Clerk attended a Social Media training session at MSDC recently and

that the use of social media in emergency communication had been recommended. It was proposed that, in addition to using Twitter, the Council should also have a Facebook Page and aim to use it to promote the Parish Council and to use it should there be an emergency situation. **Decision** – Agreed. Clerk to action.

Clerk

**BPC045/13 VILLAGE HALL COMMITTEE UPDATE – CLLR M BAILEY**

Cllr Bailey reported that a container has now been purchased, put in position and all the outside furniture and equipment placed in it. The container will be painted as per the planning conditions. All other insider furniture is now in the main store room. The lighting in the main hall has been reduced in that there is only now one bulb per lighting unit. Thermostats have also been adjusted. There is a request from 6 members of the community for chairs with arms to make them easier or getting out of. There is concern that there will be insufficient numbers on the Community Council Committee after the AGM as three Committee members are resigning/retiring. It may be that the Village Hall Committee and the Community Council will merge. Copies of estimates for the extension(s) were passed to the Clerk. Estimates are between £58,000 - £63,000. Full plans are yet to be drawn up.

**BPC046/13 CLERK’S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING**

i) **WALNUT HOUSE ACCESS TRACK** – It was reported that the claim from Mrs Lesley Austin for a contribution towards the maintenance of the access track (following damage allegedly caused before/during bonfire night) had been passed to the Council’s insurers as it will be treated as a public liability claim..

**BPC047/13 CORRESPONDENCE FOR INFORMATION**

Correspondence pack was presented for circulation.

**BPC048/13 MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**

**i) POT HOLES IN VILLAGE HALL CAR PARK AND DAMAGE TO ACCESS ROAD TO VILLAGE HALL**

It was reported that a large truck which was servicing the recycling banks has churned up the grass while entering the car park and that there are now large pot holes in the car park. There is also a large pot hole near the letter box opposite the garage. It was proposed that the council purchase some planings and Cllr Smith offered to repair the damage. Item to be on the agenda for the next meeting. Meanwhile Clerk to research cost of 8 tonne of planings.

**BPC049/13 DATE OF NEXT MEETING**

Date of next meeting was agreed as 16<sup>th</sup> May 2013, start time 7.30pm. This will be the Annual General Meeting.

*Meeting closed at 9.50pm*

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