

BARKING PARISH COUNCIL

MINUTES of the Annual General Meeting of the Parish Council held at Barking Village Hall
at 7.30pm on Thursday 21st May 2015

PRESENT:

Cllr S Butler (Chair)
Cllr A Smith
Cllr A Ross
Cllr C Eagles

IN ATTENDANCE:

Mrs R J Cochrane *Clerk*
County Councillor Julia Truelove
District Councillor David Card
Mr Stephen Wright
1 member of the public
Mr Mark Pryke – Anglian Water
Mr Darren Cordy - Anglian Water

APOLOGIES:

Cllr M Smith
Cllr M Bailey -- *prior commitment*

BPC057/15 ELECTION OF CHAIRMAN

Cllr Stephen Butler declared the meeting open.

It was proposed by Cllr Eagles and seconded by Cllr Ross that Cllr Stephen Butler be re-elected Chairman of the Council. **Decision** – It was unanimously agreed to re-appoint Cllr Stephen Butler as Chairman.

BPC058/15 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Butler signed the Declaration of Acceptance of Office and continued in the role of Chair.

BPC059/15 PUBLIC FORUM

There was one member of the public present. The member of the public raised a question regarding the proposed new development at Fox Meadow. Can the Parish Council please arrange a meeting between residents of Fox Meadow and the developer – MSDC Housing. **Decision** – It was agreed that the Clerk would intervene to facilitate such a meeting. Clerk to action. District Councillor David Card offered to attend the meeting if the residents wished him to.

Clerk

BPC060/15 TO RECEIVE APOLOGIES

Apologies were received from Cllr Michael Smith and Cllr Michael Bailey.

BPC061/14 TO RECEIVE POLICE REPORT – (see attached report)

No member of the Safer Neighbourhood Team was present but a report had been received in advance of the meeting. Main points: 1 dog incident and 1 miscellaneous incident. Priorities for April – July 2015 have been set – anti-social behaviour and vehicle security. Action – Clerk to find out what the dog incident was.

Clerk

BPC062/15 DISTRICT COUNCILLOR DAVID CARD’S REPORT (see attached report)

Councillor Card was present for his first meeting since being elected. He wanted to know if the Parish Council had received MSDC’s End of Term Report and the Joint Local Plan. It was reported that the Parish Council had received the Joint Local Plan Consultation and had responded regarding rural housing. An opportunity to visit the SITA site (Blakenham Waste Incinerator) was reported.

BPC063/15 PUBLIC FORUM

Mr Mark Pryke, Network Service Manager, Anglian Water, and Mr Darren Cordy, Local Service Manager, Anglian Water were in attendance and were invited by the Chair to speak. Main points : Opportunity to introduce themselves. Very aware of the issues in Barking with water main bursts. 2 letters have been sent to residents. Unprecedented number of leaks. Undertaking made that a new water main is to be laid soon from Barking Nursing Home to the Water Tower. Both would welcome the opportunity to come back at a later date to meet with the Parish Council to explain what Anglian Water is planning to do. The Chair thanked them both for taking the time to attend the meeting.

BPC064/15 - DECLARATION OF INTERESTS

There were no declarations of interest declared.

BPC065/15 APPLICATIONS FOR DISPENSATION

There were no applications for dispensation.

BPC066/15 ELECTION OF VICE-CHAIRMAN

It was proposed by the Chair and seconded by Cllr Ann Ross that Cllr Alex Smith be appointed Vice-Chair. **Decision** – this was unanimously agreed.

BPC067/14 APPOINTMENT OF REPRESENTATIVES

The following appointments were confirmed:

- i. **Needham Market & Barking Welfare Charities** – Cllr Michael Smith
- ii. **Theobalds Endowed Foundation** – Cllr Michael Smith
- iii. **Barking Village Hall Management Committee** – Cllr Michael Bailey
- iv. **Barking Footpaths Group** – Cllr Alex Smith
- v. **Wattisham** – Cllr Craig Eagles

BPC068/15 – EMERGENCY RESPONSE PLAN

Cllr Butler (Chair), Cllr Alex Smith & Cllr Ann Ross were re-appointed members of the Emergency Response Plan Committee for Barking.

BPC069/15 AUTHORISATION OF ANNUAL SUBSCRIPTIONS

- i) **Suffolk Associations of Local Councils. Decision** – approved @ £162. Clerk to action Clerk
- ii) **Community Action Suffolk. Decision** – Approved @ £30. Clerk to action. Clerk

BPC070/15 COUNTY COUNCILLOR JULIA TRUELOVE’S REPORT’S (see attached report)

Cllr Truelove presented her Annual Report .Main points: Budget for 2015/16, Broadband, Highways Services, Education in the County, Locality Budget Grants and Corporate Parents Conference; 2020 should see Superfast Broadband for most residents - Cllr Truelove agreed to send a digital copy of the relevant report to the Clerk; Keen to support the purchase of the defibrillator. Thanks to the Council and to the Clerk for their support.

Cllr Truelove

BPC071/15 TO APPROVE THE MINUTES OF THE MEETING HELD ON 23rd MARCH 2015

Decision - The minutes of the meeting held on 23rd March 2015 were approved as a true record and were duly signed by the Chair.

BPC072/15 MATTERS ARISING FROM THE MINUTES - CLERK'S REPORT

The Clerk reported on actions taken.

- i) **Drones** – It was reported that drones are regulated by the CAA. Drones of 20kg or less are referred to as 'small unmanned aircraft'. It was agreed that the current bye laws prohibit aircraft from the Tye, so no additional measures are needed. It was proposed and resolved that anyone seen flying aircraft (to include drones) will be spoken to by a representative of the Council.
- ii) **Army Lorry on the Tye** – It was reported that a letter of apology had been received.

BPC073/15 PLANNING

No new applications had been received

BPC074/15 FINANCE

- i. **Annual Report from the Clerk** (*attached to these minutes*) The Clerk presented the 31st March 2015 Year End Bank Reconciliation for approval. Balance @ 31st March 2015 £36,568.18 **Decision** – approved and signed by the Chair.
- ii. **End of Year 2015 Statement of Accounts** The Statement of Accounts was presented for approval. **Decision** – approved and signed by the Chair and the Clerk.
- iii. **Annual Governance Statement** The Annual Governance Statement for Year End 31st March 2015 was completed by the Council and signed by the Chair and the Clerk.
- iv. **Bank Signatories** The bank signatories were reviewed. **Decision** - It was decided to make no changes to the current bank signatories.
- v. **Clerk's Finance Report** (*attached to these minutes*) The Clerk reported on the financial movements since the previous meeting. Balance @ 21st May 2015 was £43,045.43. **Decision** - It was reported that £3,000 had been transferred from the Active Saver Account to the Village Hall Extension Project Account as a loan to enable the builder to be paid. Funds were reported to be received from MSDC any day, but the builder's invoice had been outstanding for some time and it was felt prudent to provide a 'loan' from the Parish Council's own funds to enable the interim invoice to be settled. The Clerk had consulted with the Chair, Vice Chair and Cllr Bailey. **Decision** – the action taken by the Clerk was fully supported.
- vi. **Authorisation of Payments** **Decision** - Payments totalling £1,632.36 were approved. Clerk to action.

Clerk

BPC075/15 – DEED OF GRANT OF EASEMENT - 13 FOX MEADOW, BARKING

It was reported that a request had been received from the owner of 13 Fox Meadow, for a Deed of Grant of Easement across the Tye. **Decision** - It was resolved that provided a statutory right to claim a vehicular right of way over the common land owned by the Parish Council can be proven, their application will fall within the criteria for granting a Deed of Grant in perpetuity. The Parish Council would be willing to grant such a Deed provided the criteria are met. This will be at no cost to Barking Parish Council, so the applicant will need to fully meet all of the legal costs. Clerk to respond accordingly.

Clerk

BPC076/15 MSDC DRAFT FUNCTIONAL CLUSTERS

It was reported that draft functional clusters have been produced by MSDC. These clusters have been drawn up using information supplied by the responders to the 2014 Parish Services

<p>Survey – which was responded to by Barking Parish Council. It was further reported that Barking has been placed within the Needham Market cluster. Decision – It was proposed and resolved to approve this recommendation. Clerk to respond accordingly to MSDC.</p>	Clerk
<p>BPC077/15 DEFIBRILLATOR It was reported that several Parishes have had defibrillators installed. It was further reported that County Councillor Julia Truelove has offered to allocate some of her locality budget to the scheme. Decision – It was proposed and resolved to look into the feasibility of providing a defibrillator for Barking. Clerk to research costs and type of equipment (there are many types available).</p>	Clerk
<p>BPC078/15 HAY CROP It was proposed that Mr R Holder be once again approached to ask if he is willing to cut and remove the hay crop. It was suggested that the quality of the hay is not as good, so Mr Holder may not be able to pay much for it. Cllr Michael Smith to speak with Mr Holder.</p>	Cllr M Smith
<p>BPC079/15 MOAT FARM BARNES It was reported that a Barking resident had forwarded to the Clerk results of a recent speed survey undertaken at Moat Farm Barns in February 2015. The statistics show a reduction in the number of vehicles and also a reduction in the number of vehicles exceeding the speed limit when compared to a similar survey conducted at the request of the Parish Council in June 2010. The resident has asked for the support of the Parish Council for her request to extend the 30mph speed limit to beyond the Moat Farm Barns development. It was reported that the Parish Council had already made this request in 2010 but the request was rejected by the County Council’s Speed Limit Panel in August 2010. It is understood that the criteria for a 30mph limit are unchanged. It was reported that both the Parish Council and County Councillor Truelove had subsequently successfully campaigned for improvements to the road surface, signage and the moving of the Barking sign to beyond the Moat Farm Barns development. Decision – The Parish Council resolved that it remains concerned about speeding in the parish, but at the Moat Farm Barns site, it is the National Speed Limit of 60mph, which is policed by the roads policing unit. It was felt there is still little more that can be done by the Parish Council while the Department for Transport guidance states that the development sits too far away from the rest of the village for SCC to consider any change in the siting of the speed limit. Clerk to respond to the resident accordingly.</p>	Clerk
<p>BPC080/15 VILLAGE HALL MANAGEMENT COMMITTEE UPDATE Cllr Bailey was not present and no report had been received. However, it was reported that good progress is being made on the store room extension. The urgent transfer of funds needed to enable the builder to be paid was reported during the Finance item.</p>	
<p>BPC081/15 CLERK’S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING There were none to report.</p>	
<p>BPC082/15 CORRESPONDENCE FOR INFORMATION The ‘correspondence for information’ folder was circulated.</p>	
<p>BPC083/15 MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL i) Brambles nr Fox Meadow – It was reported that brambles are growing across the footway. Clerk to report matter to Kim Best, MSDC Housing.</p>	Clerk

ii) Parking – Clerk was reminded to invite Pastor Graham Steward to the next meeting.

Clerk

**BPC084/15 DISTRICT COUNCILLOR ANNUAL REPORT – STEPHEN WRIGHT
(see attached report)**

Outgoing District Councillor Stephen Wright was in attendance to deliver his last Annual Report. Main points : SITA Energy from Waste Plant, East Anglia One Off Shore Wind Farm, Somersham Shop, Baylham Solar Farm, Glasshouses, Duke of Marlborough, MSDC Housing. The Chair thanked Stephen Wright on behalf of the Parish Council for his attendance, his reports and good humour.

PC085/15 DATE OF NEXT MEETING

Date of next meeting will be 16th July 2015 at 7.30pm.

Meeting closed at 9.25pm

Chairman Date

CLERK'S FINANCE REPORT

21st May 2015

Clerk's report on the Council's current financial position and movements since the last report:

- i) **Community A/C (Current - 20154156): Balance at 19th May 2015** **£6,408.32**
Less o/s cheques to be cashed* **£909.56**
£5,498.76

Payments

101478	152.50	St Marys PCC	Grass Cutting donation
101479	241.59	R Cochrane	Clerks Salary Jan 2015
101480	493.48	SCC	Street Lighting 2014/15
101481	228.08	R Cochrane	Clerks Salary Feb 2015
101482	79.43	R Cochrane	Clerks Expenses Jan/Feb 2015
101483	97.50	M Pryke	Litter Picking Jan/Feb 2015
101484	6.00	SALC	Clerks Networking Day
101485		SPOILT	
101486	100.00	R Cochrane	Clerks storage payment 2014/15
101487	52.00	R Nash	Litter picking/maintenance
Total out	£ 1,450.58		

Receipts

13/1/2015 £4,373.50 Precept and Grant
Total receipts £4,373.50

Payments for authorisation

<i>101488</i>	<i>128.00</i>	<i>Barking Village Hamm Committee</i>	<i>Hall Hire</i>
<i>101489</i>	<i>35.00*</i>	<i>Information Commissioner</i>	<i>Data Protection Renewal Fee</i>
<i>101490</i>	<i>30.00*</i>	<i>CAS</i>	<i>Annual Subscription</i>
<i>101491</i>	<i>52.00*</i>	<i>M Pryke</i>	<i>Litter Picking March</i>
<i>100492</i>	<i>162.00*</i>	<i>SALC</i>	<i>Annual Subscription</i>
<i>101493</i>	<i>222.88*</i>	<i>R Cochrane</i>	<i>Clerks Salary March 2015</i>
<i>101494</i>	<i>5.40</i>	<i>Post Office</i>	<i>PAYE Nov & March</i>
<i>101495</i>		<i>SPOILT</i>	
<i>101496</i>	<i>37.17*</i>	<i>Environment Agency</i>	<i>Land Drainage – Tye</i>
<i>101497</i>	<i>52.00*</i>	<i>M Pryke</i>	<i>Litter Picking April</i>
<i>101498</i>	<i>11.40*</i>	<i>MSDC</i>	<i>Litter Picker Gadget</i>
<i>101499</i>	<i>234.75*</i>	<i>R Cochrane</i>	<i>Clerks salary April 2015</i>
<i>101500</i>	<i>54.96*</i>	<i>R Cochrane</i>	<i>Clerks expenses April 2015</i>
<i>101501</i>		<i>SPOILT</i>	
<i>101502</i>	<i>320.00</i>	<i>Hart Tree Services</i>	<i>Tye Green Hedge</i>
<i>101503</i>	<i>16.80</i>	<i>SALC</i>	<i>Cllr Induction Dividers</i>
<i>101504</i>	<i>270.00</i>	<i>MSDC</i>	<i>Bin emptying 2015 - 16</i>
<i>Total to be authorised £1,632.36</i>			

- ii) **Barclays Active Saver (33796183): Balance at 19th May 2015** **£11,015.01**
 Payments: £3,000 t/f to Village Hall Extension Project Account (loan) Receipts: n/a

- iii) **Barclays Base Rate Reward (83036480) Balance @ 19th May 2015** **£22,638.30**
 Payments: n/a Receipts: 1/4/2015 £9.30 interest
 1/5/2015 £9.30 interest
Total Receipts £18.60

- iv) **Parish Paths Partnership (50502480) Balance at 19th May 2015** **£93.25**
 Payments: n/a Receipts: n/a

- v) **Village Hall Extension Project (23784843) Balance @ 19th May 2015** **£3,800**
 Receipts:
 £1,000 t/f from Community Account (donation from Parish Council)
 £3,000 t/f from Community Account (loan)
Total receipts £4,000

Payments: 100001 £1,200 Anglia Heating Solutions Oil Tank deposit

Payments for authorisation

100002 3,000 D J Parker Extension Interim payment

Total funds held @ 19th May 2015 **£43,045.32**

R Cochrane 21st May 2015

Barking Parish Council Year End 31/3/2015 Bank Reconciliation

Bank Accounts @ 31/3/2015	Payments & Receipts																																																																																								
<p>Current Account (1) Account 20154156 £ 2,351.72 Less un-presented cheques*</p> <p>Base Rate Reward Account 83036480 £22,619.70</p> <p>Active Saver Account 33796183 £11,015.01</p> <p>Barking Village Hall Extension Project Account 23784843 £800.00</p> <p>Parish Paths Account 50502480 £93.25</p> <p>Sub-total £36,879.68 *Less un-presented cheques 311.50 Total £36,568.18</p> <p>(1) Un-presented cheques</p> <table style="width: 100%; margin-left: 20px;"> <tr><td>101474</td><td style="text-align: right;">80.00</td></tr> <tr><td>101483</td><td style="text-align: right;">97.50</td></tr> <tr><td>101484</td><td style="text-align: right;">6.00</td></tr> <tr><td>101488</td><td style="text-align: right;">128.00</td></tr> <tr><td></td><td style="text-align: right;">311.50</td></tr> </table> <p>Section 1 of Annual Return (rounded as required for purposes of the Annual Return)</p> <table style="width: 100%; margin-left: 20px;"> <tr><td>Balance b/f (1 April 2014)</td><td style="text-align: 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