

BARKING PARISH COUNCIL

MINUTES of the Meeting held at Barking Village Hall Annexe at 7.30pm
on Thursday 16th November 2017

PRESENT:

Cllr A Smith - Chair
Cllr M Bailey
Cllr R Fellowes

IN ATTENDANCE:

Mrs R J Cochrane *Clerk*
County Cllr Anne Whybrow
District Cllr Anne Killett
PC Stefan Henriksen

APOLOGIES:

Cllr M Smith – Family commitment
Cllr A Ross - Family commitment

ABSENT:

Cllr S Butler *Vice -Chair*

BPC140/17 PUBLIC FORUM

There were no members of the public present.

BPC141/17 TO RECEIVE APOLOGIES

Apologies were received from Cllr Michael Smith and Cllr Ann Ross.

BPC142/17 COUNTY COUNCILLOR REPORT – *Councillor Anne Whybrow - Report attached to these minutes*

County Councillor Anne Whybrow was present and reported on

- potholes in Parsons Lane – currently not considered to fit the criteria
- a permanent VAS sign for the parish – the commitment undertaken by Cllr Truelove to provide one will be honoured. There was a brief discussion on what the best location would be. It was suggested that opposite Parsons Lane would be better than too near the bend. Motorists should not brake while on the bend, so more advance notice of the bend is needed. It was noted that the railings have been breached twice in the past few days. Clerk to confirm best location for the sign.
- the Locality Budget - Village Hall Committee encouraged to apply, an application form was provided to the Clerk
- and flu vaccinations- highly recommended.

Clerk

BPC143/17 DISTRICT COUNCILLOR REPORT *Councillor Anne Killett - Report attached to these minutes*

District Cllr Anne Killett was present and reported on

- plans to merge MSDC and Babergh – plans to ‘dissolve both and to create one new Council
- the Boundary/Electoral Review process
- the consultation on the Joint Local Plan
- public access to MSDC post move to Endeavour House – Needham Market offices closed 10th November 2017, new access in Stowmarket

<ul style="list-style-type: none"> • Locality Fund applications – Village Hall Committee encouraged to apply, application form will be forwarded to the Clerk • and tree planting – Cllr Killett is keen to plant native trees in public view. Clerk to speak with Tree Warden. 	<p>Cllr Killett Clerk</p>
<p>BPC144/17 POLICE REPORT <i>PC Stefan Henriksen</i> PC Stefan Henriksen attended the meeting as promised. There was much discussion about speeding, burglaries, car tax avoidance and theft of lead from churches. The next SNT/Clerks meeting is planned to take place very soon. Clerk will be advised of the date. Cllrs Killett and Whybrow expressed an interest in attending.</p>	<p>PC Henriksen</p>
<p>BPC145/17 DECLARATION OF INTERESTS There were no declarations of interest.</p>	
<p>BPC 146/17 APPLICATIONS FOR DISPENSATION None had been received.</p>	
<p>BPC147/17 TO APPROVE THE MINUTES OF THE MEETING HELD ON 16TH SEPTEMBER 2017. Decision - The minutes of the meeting held on 16th September 2017 were approved as a true record and were duly signed by the Chair. Proposed Cllr Fellowes, Seconded Cllr Bailey.</p>	
<p>BPC148/17 MATTERS ARISING FROM THE MINUTES - CLERK’S REPORT</p> <ol style="list-style-type: none"> i. Play Equipment - this has now been removed and area filled with topsoil and seeded. Cost slightly more than the quote @ £278+ vat due to the larger amount of topsoil required. ii. Joint Local Plan Consultation – The Chair and the Clerk met to formulate a response which was sent in by the deadline of 10th November 2017. Item is on the agenda to validate the response. iii. Survey of the Tye - This has still not happened however the applicant has now stated that there will be significant involvement of Suffolk Archaeology, and he will now be part of their designated team on the Tye. Suffolk Archaeology will be aiding him to get better results and they are using the survey as a training exercise. The Clerk is still awaiting confirmation of the actual date and to hear about the relevant Public Liability insurance and the required risk assessment. iv. Village Sign – the painting of the sign is still to be determined. Item is on the agenda for this meeting. v. Hedge at Tye Green - Only two residents have raised concerns with the proposed height of the hedge. Clerk proposes to meet with the contractor to consider the most appropriate height if not 2 metres. vi. New Data Protection Regulation – The Clerk is awaiting advice from SALC regarding the proposed new process. It is generally considered that neither the Clerk nor any Councillor can be the Data Protection Officer. vii. Tree Preservation Order – It has now been confirmed that the application has been received, but that this application is not considered to be urgent. 	
<p>BPC149/17 PLANNING</p> <ol style="list-style-type: none"> i) DC/17/04906 - Unit 4 Plot 11 Lion Barn Industrial Estate, Needham Market Decision – It was resolved that there were no objections to the proposed change of use to D1 Education and Training. Clerk to respond accordingly within the deadlines given. 	<p>Clerk</p>

BPC150/17 FINANCE

- i) **Conclusion of Audit 2017.** It was reported that the External Auditor has concluded the Audit for 2017 and that no matters came to their attention to give cause for concern.
- ii) **Clerk’s Finance Report (*attached to these minutes*)**
The Clerk reported on the financial movements since the previous meeting. Balance @ 16th November 2017 was £39,949.26. **Decision** - The Report was approved.
- iii) **Authorisation of Payments**
Decision - Payments totalling £4,758.70 from the Community Account were approved and cheques signed. Clerk to action.
- iv) **Village Hall Account** – It was resolved to sign the letter authorising the closure of the Village Hall Account as the project has now been completed. Clerk to action.
- v) **Draft Budget 2018 -19** - The draft budget was received. All to consider prior to the next full meeting in January.

Clerk
Clerk
All

BPC151/17 BABERGH AND MID SUFFOLK JOINT LOCAL PLAN CONSULTATION

It was reported that the Clerk and the Chair had met and drafted a response to MSDC in time to meet the 10th November 2017 deadline. The response was forwarded to all Councillors and two approvals received before the deadline. The response is now before the full council for validation. It was suggested that a few minor alterations be made to the responses to questions 54, 64, 65, 66 and 72 and sent by email to MSDC. **Decision** – Minor alterations to questions were agreed. Clerk to action.

Clerk

BPC 152/17 MID SUFFOLK DISTRICT COUNCIL ELECTORAL REVIEW CONSULTATION

It was reported that the Parish Councils’ wish to not be warded with Needham Market was taken into consideration by the Boundary Commission. Barking is proposed to be warded with Ringshall and Battsford in a new ‘Battsford and Ringshall’ Ward. **Decision** – It was resolved to agree to the new warding but that it would have been preferable to have the name of Barking included in the Ward title as it was previously. Clerk to respond accordingly within the deadline.

Clerk

BPC153/17 BARKING FOX

It was reported that the Asset owner has now informed MSDC of his intention to dispose of the Barking Fox. This has triggered a 6 week moratorium period in which the community of Barking has the opportunity to register an Expression of Interest to put in a bid to buy the premises. Only a quorum was present – considered insufficient to make an informed decision on this important issue. **Decision** - It was proposed and resolved to consult with the community to establish if there is sufficient interest to trigger the full 6 month moratorium period. All to raise awareness/speak to local groups and individuals. Clerk to call an extraordinary meeting on 28th November to make the decision as deadline is 29th November.

All
Clerk

BPC154/17 MINERALS AND WASTE LOCAL PLAN CONSULTATION

It was reported that in July 2016, Suffolk County Council’s Cabinet agreed to the production of a single document to cover both minerals and waste policy. The Suffolk Minerals and Waste Local Plan will replace all three of the existing plans. The Preferred Options consultation is the second step in the process Suffolk County Council is taking to develop the new Minerals and Waste Local Plan. It sets out the preferred locations for potential development of minerals and waste sites in the county. The following sites have been submitted for consideration to the County Council in response to the earlier Issues and Options consultation which included a call for sites by inviting the sand and gravel

industry, landowners and land agents to suggest sites for inclusion: Barham, Barnham, Belstead, Cavenham, Layham, Tattingstone, Wangford, Wetherden, Wherstead, and Worlington. Minerals sites will only be permitted in appropriate locations and will be required to be operated to a high standard, so that they do not cause significantly adverse impact upon the environment or local amenities or endanger human health. **Decision** – It was proposed and resolved to support the proposals. Clerk to respond within deadline.

Clerk

BPC155/17 BREACH OF BYE LAWS

It was reported that there is a regular breach of the Bye Laws in that vehicles are routinely being parked on the Tye in front of the Village Hall. On a recent occasion a car was parked up with a 'For Sale' notice on it. It was suggested that there may be a lack of awareness that the area is part of the common. It was reported that the Pre-School had been asked to make all parents and staff aware and that the Village Hall Committee had been informed of this. **Decision** - It was proposed and resolved to replace the stakes along the access track to the Hall to prevent parking. Stakes had been placed there previously but over the years all but two have been removed/knocked down. Quotes have been obtained from two local contractors but both were in excess of £500 and were considered to be excessive for what is required. It was further proposed and resolved to try to obtain a cheaper quote. Clerk to action.

Clerk

BPC156/17 VILLAGE HALL FENCE

It was reported that the fencing at the Village Hall was originally erected to prevent dogs from entering the site on which play equipment stood, and to keep children in. The original decision to erect the fencing was directly related to the play equipment. Now that the play equipment has been removed, it was suggested that the Parish Council's obligation to provide and maintain the fencing is also removed, so it would follow that it should relinquish its' responsibility for the fencing by transferring ownership of the fencing to the Barking Village Hall Management Committee. **Decision** – It was proposed and resolved to write to the Barking Village Hall Management Committee offering to transfer the ownership of the fencing to the Committee as soon as possible. Clerk to action.

Clerk

BPC157/17 DEED OF GRANT OF EASEMENT – LAND ADJACENT TO REYNARD

It was reported that the owners of Reynard have now requested either an easement to a parcel of land adjacent to Reynard to service a proposed new dwelling on that site, or to grant an easement to service both Reynard and the proposed new dwelling. It was noted that an easement was approved to Reynard only, at the meeting held on 18th May 2017 - BPC073/17. No formal plans have been received and no planning permission has yet been applied for in respect of the proposed new dwelling on the land adjacent to Reynard. **Decision** – It was proposed and agreed that the rough sketch provided was insufficient for a decision to be made. Full detailed plans need to be drawn up and presented to the Parish Council for consideration. Clerk to action.

Clerk

BPC158/17 GRANT APPLICATION

It was reported that the Barking Village Hall Management Committee has applied for a grant of £620 to fund a modern 'SMART' TV/Screen for the new Annexe to enable hirers to use the screen to aid meetings, presentations, training, entertainment, and for many other visual needs. Both the County and District Councillors present encouraged the Committee to apply to their Locality Budgets for funding. **Decision**- It was proposed and resolved that although the Parish Council wishes to help, it is conscious of other funding avenues currently available, and so in view of this, the Council encourages to Committee to apply to one of these funds for the screen, but to let the Parish Council know if any funds are still needed/of any shortfall.

Barking
VHMC

BPC159/17 REQUEST FOR REPEAT NON INVASIVE MAGNETRONOMY SURVEY OF BARKING TYE

It was reported that the applicant had been unable to complete the survey in October due to various factors outside his control, but that he still wished to complete it in mid to late November with the help of Suffolk Archaeology. This would in effect be a training exercise for Suffolk Archealogy. It was suggested that the due to degree of involvement of Suffolk Archaeology (6 members of the team incl the appliant), it is they who would be conducting the survey and would have overall responsibility for the task. **Decision-** It was proposed and resolved that permission is in fact needed by Suffolk Archaeology, so they should be asked to contact the Clerk with full details of proposed dates, risk assessments and Public Liability insurance for the task. Clerk to action.

Clerk

BPC160/17 TRANSPARENCY CODE GRANT APPLICATION 2017 -18

It was reported that this is the last year that the Transparency Code Grant Funding will be available. The Clerk has completed the form which was now presented for approval. Total funds to be applied for £743.93. **Decision** – It was proposed and resolved to approve the application. Clerk to action.

Clerk

BPC161/17 WEB-HOSTING SERVICE

It was reported that a renewal notice has been received to renew the Web-Hosting service with Community Action Suffolk. 2016 -17 was its first year and a trial year for the Parish Council. **Decision** - It was proposed and agreed that the service is good value for money @ £50 + vat per annum and that it should be continued. Clerk to action.

Clerk

BPC162/17 VILLAGE SIGN

It was reported that the decision to refurbish the Village Sign was not complete as it had not been determined what colours to paint the sign. It was proposed that this be deferred to the next full meeting in January as there were insufficient Councillors present. Clerk to action.

Clerk

BPC163/17 PARCEL OF UNOWNED LAND

It was reported that the Clerk had spoken with MSDC who have advised that the land is not registered to anyone. **Decision** – It was proposed and resolved to apply for registration. Clerk to action.

Clerk

BPC164/17 VILLAGE HALL MANAGEMENT COMMITTEE UPDATE

Cllr Bailey reported that quotes are being obtained to resurface the car park; quotes were being received for replacement windows to the most urgent end of the Hall (applications for grant funding were once again encouraged); new curtains were hung in the Annexe to deal with acoustic /noise issues; and a picture rail is to be fixed on which to display the Art Group paintings.

BPC165/17 CLERK’S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING

- i) **Appointment of Litter Picker** – It was reported that a replacement Litter Picker had been appointed. The position was advertised but only one application received. Jake Smith commenced his duties on 21st October. This decision was made after consultation with both the Chair and Vice-Chair. **Decision** – It was proposed and resolved that this decision had the full support of the Council.

BPC166/17 CORRESPONDENCE FOR INFORMATION

The ‘correspondence for information’ folder is to be circulated. All reminded again to circulate this folder promptly once received.

Clerk
All

BPC167/17 PARISH CLERK/RESPONSIBLE OFFICER POSTION

A letter of resignation had been received by the Chair from the Clerk/RFO effective from 1st November 2017. The Clerk advised that after nearly 14 years with Barking Parish Council she is retiring and is not seeking alternative employment with another Council. The notice period is 3 months. The post is to be advertised with SALC, on the Parish Website, and in the Four Parishes Magazine. Clerk and Chair to action.

Chair
Clerk

BPC168/17 MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL

i) **War Memorial Cleaning** – It was reported that the War Memorial needs some attention. On agenda for the next meeting.

Clerk

BPC169/17 DATE OF NEXT MEETING

Date of next scheduled meeting will be Thursday 11th January 2018 to be held at Barking Village Hall Annexe at 7.30pm.

Meeting closed at 10.45pm

Chairman Date

Anne Whybrow
Bosmere
November Report
Covering Badley, Barking, Battisford, Baylham, Combs, Great Bricett,
Little Finborough, Needham Market, Nettlestead, Offton,
Ringshall, Somersham, and Willisham



Anne Whybrow

Suffolk County Councillor
The Old Rectory
Ringshall
IP14 2HZ
07525288635

Highways

Parsons Lane, photographs taken with Mr Fellowes now sent twice! Still officers do not believe they fit the criteria for repair. They are sending a Community Warden to assess once more and I have asked that they telephone me when they plan to do a site visit so I can meet with them – even if it is last minute.

VAS permanent sign as promised by my predecessor Cllr Truelove which I have agreed to honour, the team tell me they have no record of it but having spent a considerable time searching through the Highways Locality Programme I have found it and will press for an implementation date. You will see that a site for the sign has a ? mark, I suspect that this is because siting is to be determined. In my opinion you are the best people to suggest the most beneficial site, please can you let me have your preferred options.

Bosmere	Barking	?	VAS Bend warning sign	Bend warning sign
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Other Matters

Mid Suffolk District Council HQ Site Briefing Session on 13th November, I attended this, there are various proposals which will out for public consultation in the new year. With the amount of building going on in Needham Market and in Barking it is so important that we all keep abreast with planning matters in our nearest town, their economy effects the services we use and it would be to easy for the open space between the two parishes to be swallowed up!

Flu Vaccinations Health chiefs in Suffolk are reminding people to get a flu jab to ward off the worst effects of a potentially debilitating illness. Free flu jabs are available to all those with long term illness, carers, pregnant women and the over 65's. Parents of children 2-3 years are being encouraged to take their children to have a simple nasal spray at the GP's. Children from reception class to year four will receive a nasal spray vaccination at school as part of the national vaccine programme. Don't underestimate flu, over 8,000 die each year.

Suffolk Fostering Service Recruitment Campaign There are over 800 children in care in our County and the campaign is encouraging Suffolk residents to consider whether they have the patience, compassion and the spare room required to provide a child with the secure home life they need. A campaign was launched on Saturday 11th November with pop up events across the County.

Again, I have monies in my Locality Budget and will welcome applications. Forms are available on line or contact me and I will supply you with one.

I welcome any questions and please feel free to contact me at any time.

Mid Suffolk District Councillor Report to Barking Parish Council 16th November 2017

Plans to merge Mid Suffolk and Babergh District Councils

The future of the two councils was debated at Cabinet meetings on 13th October. The Cabinets of MSDC and Babergh DC met simultaneously in the same room on the 13th, the two councils would debated together for each agenda item, but then proposed, seconded and voted separately. The Chief Executive had prepared a report for the cabinet. The context given was of needing to be more efficient and to operate on an equivalent footing with merging larger district Councils in the East and West of Suffolk. There were five possible options in the Chief Executive's report, but the one recommended was the dissolution of the two councils and the forming of a new council. This was the approach endorsed by the Cabinets of both MSDC and BDC on the 13th October. The decision by Babergh District Council has been successfully called in for scrutiny due to concerns about process, including that the item was not on the forward pan for decisions and therefore could not be pre-scrutinised. The overall public and stakeholder engagement process is on hold while this scrutiny process goes ahead, but a telephone survey of 1000 Mid Suffolk residents eligible to vote will proceed.

Boundary Review Process

The consultation on the draft recommendations from the Boundary Commission is open until 11th December. MSDC will agree their response to the consultation at Full Council Meeting on 23rd November. The final recommendations are due to be published 6th February 2018.

The draft has Barking in a proposed one councillor ward, 'Battisford and Ringshall' along with and Great Bricett, Offton and Willisham. Meanwhile, Somersham and Nettlestead are with Blakenham, then Baylham and Darmsden with Needham Market. The draft has eight two-councillor wards and 18 one councillor wards.

Joint Local Plan

The consultation closed on Friday 10th November 2017. The Green Party councillors' response pushed for more emphasis on the environment, including high environmental standards for new homes, focus on walking, cycling and public transport links in development, having ambitions to enhance the environment and monitor tree coverage and use of agricultural land for development. Tom Barker, Assistant Director – Planning for Growth, is pleased that a significant number of comments have been received. Officers are currently processing and publishing these and all valid comments are being made available to view on the Joint Local Plan website at www.babergh.gov.uk/jointlocalplan and www.midsuffolk.gov.uk/jointlocalplan. Please note that comments are being published as they are being processed and therefore not all comments will be available to view immediately. Further updates will be provided in due course with regards to the next stages of taking the Joint Local Plan forward.

Public Access

The MSDC building in Needham Market closed on Friday 10th November. We are pushing for council meetings in Endeavour House to be held at half past the hour as trains from Needham Market direction arrive in Ipswich as a few minutes past the hour. The public access point at 54 Ipswich Street, Stowmarket, IP14 1AD, is open Mon-Thurs 9-5 and Fri 9-4.30

Locality fund

Barking Pre-school and Somersham Community Association have contributions agreed. Offton and Willisham Village Hall Committee and Baylham village Hall Committee are also making applications, but there is still some money in the ward fund so do get in touch with me if you have any possible community schemes in need of funds

Native trees

I am still looking for sites that can be seen by the public to plant native trees – the trees, stakes etc. will be provided and the trees planted.

Anne Killett Anne.killett@midsuffolk.gov.uk 01473 658127 Somersham and Barking Ward

CLERK'S FINANCE REPORT

16th November 2017

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

i) Community A/C [REDACTED]	Balance at 15 th November 2017	2,423.07*
	Less o/s cheques to be presented	65.00**
	Total balance	<u>£2,358.07</u>

Payments

101649	120.00	R Nash	Grass Cutting
101650	65.00**	W Dalby	Litter Picking July 2017
101651	284.54	R Cochrane	Clerks Salary July 2017
101652	52.00	W Dalby	Litter Picking August 2017
101653	284.54	R Cochrane	Clerks Salary August 2017
101654	101.67	R Cochrane	Clerks Expenses July & August 2017
Total out	£907.75		

Receipts

25/9/2017	4,344.00	MSDC	Precept payment 2
Total receipts	£4,344.00		

Payments for authorisation

1016 55	120.00	BDO LLP	External Audit Fee 2017
101656	468.66	Business Servs. at CAS Ltd	Insurance Renewal 2017
101657	678.52	R Cochrane	Clerks Salary Sept 2017 & Transparency Code Grant back pay 2016/17
101658	1,222.06	Vertas Group Ltd	Grass Cutting July – Sept 2017
101659	26.40	SALC	Data Protection Reform Briefing
101660	60.00	Community Action Suffolk	Website Hosting Service
101661	120.00*	R Nash	Grass Cutting Sept/Oct 2017
101662	1,222.06	Vertas Group Ltd	Grass Cutting Oct – Dec 2017
101663	108.00	R M Holder	Grass Cutting – Tye
101664	17.50	The Poppy Appeal	Poppy Wreath
101665	52.00	W Dalby	Litter Picking Sept 2017
101666	284.54	R Cochrane	Clerks salary Oct 2017
101667	20.00	R Cochrane	Clerks Expenses Sept 2017
101668	25.36	R Cochrane	Clerks Expenses Oct 2017
101669	333.60	M Smith	Removal of play equipment – V Hall
Total to be authorised	£4,758.70		

*Cheque already cashed therefore taken into account in balance @ 15/11/2017

ii) Barclays Active Saver [REDACTED] Balance at 15th November 2017 **£9,588.43**

Payments: n/a

Receipts: 18/10/2017 £5,000 transferred from Community A/C (Current - 20154156):

iii) Barclays Base Rate Reward [REDACTED] Balance @ 15th November 2017 **£27,919.11**

Payments: n/a Receipts: 2/10/2017 5.93 Interest

1/11/2017 £5.74 Interest

Total Receipts £11.67iv) Parish Paths Partnership [REDACTED] Balance at 15th November 2017 **£83.65**

Payments: n/a Receipts: n/a

v) Village Hall Extension Project [REDACTED] Balance @ 15th November 2017 **£0**

Receipts: n/a

Payments: n/a

Total funds held @ 15th November 2017 £39,949.26R Cochrane 15th November 2017