

BARKING PARISH COUNCIL

Minutes of the Parish Council Annual General Meeting held remotely via Skype at 7.0pm on Thursday 16th July 2020

Present

Cllr M Lillie (*Chair*), Cllr M Bailey, Cllr R Fellowes, Cllr S Butler, Cllr M Tabberer and Cllr A Horsham

Cllr County Cllr K Oakes and District Cllr D Pratt

In Attendance

Mrs L Rogers *Clerk*

Bpc88/20 Apologies

Cllr A Ross - accepted

Bpc89/20 Declaration of Interests and Applications for Dispensation

No interests were declared and no requests for dispensation had been received.

Bpc90/20 Public Forum

No members of the public were present

Bpc91/20 Report from County Cllr Kay Oakes

Suffolk's Local Outbreak Control Plan sets out how Suffolk would prevent and respond to a localised outbreak of COVID-19 was published on 30 June. As Suffolk's response to the Covid-19 pandemic enters its fourth month, the team set up in March to source and distribute personal protective equipment (PPE) to support service providers across the county continues to operate from Suffolk County Council's offices in Ipswich. We are seeing a gradual decrease in the number of cases within Suffolk's care homes, and the number of deaths due to Covid-19 appear to be reducing, providers are still in the response phase of this pandemic. A Lowestoft-based charity is the first organisation to benefit from free solar panels, as part of Suffolk County Council's Renewable Energy Fund. More than 100,000 households across Suffolk are already using faster broadband, thanks to the council-led Better Broadband for Suffolk programme.

Bpc92/20 Report form District Cllr Dan Pratt

Operations during Covid-19 - Staff are continuing to work from home, making use of Microsoft Teams to hold virtual meetings with colleagues, councillors and residents. Some officers are beginning to return to their normal jobs having been seconded to different duties arising from the pandemic. Home but not Alone Line: 0800 876 6926.

Cycling Strategy - MSDC is commencing work on rewriting the Cycling Strategy which is out of date. The Green Group have asked for better provision for cyclists within the town of Stowmarket and between neighbouring villages to improve links to schools, local retail outlets etc as well as for leisure. Within our ward improved links between Barking and Needham Market that utilises existing track called 'the causeway' could be proposed. Residents in the ward have suggested a link between the airbase and Ringshall Primary School.

Climate Change Task Force - Proposals from the Cross-Party Task Force of Mid Suffolk

Councillors are due to be considered by Cabinet on 6 July. They contain several environmental measures which could form the councils' first Carbon Reduction Management Plan, setting out how they aim to fulfil their ambitions of becoming carbon neutral within the next ten years. The proposed actions are the first steps in achieving the long-term objective to reduce the councils' current emissions of approximately 5,452 tonnes (Mt) of carbon dioxide equivalent (CO₂e) per year, looking into how best to invest in order to reduce this to net zero.

Joint Local Plan - We remain unsure when the Joint Local Plan will be available and ready to be considered at a meeting of the Full Council. A timetable will soon be provided for the remaining steps that need to be followed. The next version of the Plan may well be very different from the consultation draft of July 2019. If the District Council approves the Plan it will be subject to further consultation and an Inspector's Examination before it can be formally adopted as planning policy.

Out-of-County Investments - MSDC and Babergh set up an investment company (CIFCO) which has so far borrowed around £60 million to buy commercial properties, almost all of which are outside Suffolk. The scheme was set up to make profits to improve services for residents of the districts. A recent revaluation of the portfolio shows a loss in the last 12 months of around £3 million; with fees of some £500,000. In recent months only 50% or so of the rental due to CIFCO has been paid. A recent scrutiny of the CIFCO Business Plan for 2020/2021 raised many concerns which need to be considered before full Council is asked to approve the Business Plan at the meeting on 23 July.

Disabled Facilities Grant - In the recent Performance Reporting we raised concerns, again, that the grant available is not being spent. If you know anyone who needs any kind of adaptation to their home, from a handrail to a wet room, please ask them to get in touch. The application process is very straightforward.

Bpc93/20 To Approve Minutes of the Meetings Held on 21st May and 1st July 2020

The minutes of the meetings were approved by the councillors and signed by the Chairman as a correct record.

Bpc94/20 Correspondence

Temporary closure of footpath 33 at the railway crossing. Felling of willow tree near the village hall. Agreed that where possible any major tree work would take place outside bird nesting season. Deed of Grant of Easement letter to update Land Registry records.

Bpc95/20 Annual Play Equipment Inspection

Clerk to arrange for the metal collars to be removed from the play equipment. Clerk to ask the contractor to spray around the base of the play equipment.

Bpc96/20 Planning Matters

The application for Outline Planning Permission DC/20/02426 – Erection of 11 no dwellings, commercial B1 (office) space, A1/A3 farm shop/café, new vehicular access, new footpath, play area and associated parking, landscaping and attenuation basin at Willisham Hall, Willisham (access and scale to be considered) was reviewed and the councillors agreed to make no comment

Bpc97/20 Village Beacon

A quote for a sleeve to move the beacon to near the war memorial has been requested but not yet received– clerk to follow up. The village sign has been repaired and installed. The invoice has been received at the quoted price of £744.00.

Bpc98/20 Footway along the Tye

The Terms of Reference for the Footway Committee were agreed and approved.

Bpc98/20 Finance

a. The councillors resolved to approve the Internal Audit from Heelis & Lodge and noted the recommendations: a. to include reference to GDPR in the Council's Risk Assessment b. to use the bank balances as at 31st March for the reconciliation c. to record the decision to appoint the Internal Auditor in the minutes of the meeting

b. All cheques signed and due for signing, as itemised in the Appendix, were authorised by the councillors. The councillors also noted the income received since the last meeting and reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements.

c. The councillors resolved to appoint Heelis & Lodge as Internal Auditors for 2020/21

d. No progress with requesting full internet banking with Barclays. Clerk to follow up

Bpc99/20 Traffic Speed Sign

Cllr Oakes will speak to David Chenery at Highways to chase up progress on the project since the Council's application in February.

Bpc100/20 Standing Orders

The Councillors reviewed the suggested amendments to the Standing Orders and agreed to approve them

Bpc101/20 Data Protection

It was agreed to approve the Data Protection Policy, Privacy Notice, Subject Access Request Policy and the GDPR Risk Assessment. Cllr Tabberer to email Clerk amendments to the GDPR Risk Assessment

Bpc102/20 Parish Councillor Model Code of Conduct

The Councillors reviewed the proposed update from SALC and had no comments to make

Bpc103/20 What3words

It was agreed to invite a representative from What3words to the September meeting to explain the use of What3words

Bpc104/20 Definitive Map Update

It was agreed to review this in November. It is hoped to start a group to check the footpaths and to form a five year plan for the footpaths

Bpc105/20 Trees on The Tye

a. Cllr Pratt offered to help fund a habitat consultation to help formulate an environmental plan for The Tye with professional guidance. Clerk to check if the hay can be cut much later in the year to allow insects complete their life cycle. Councillors to consider the number of grass cuts and length of grass on other parts of the Tye. Cllr Pratt may be able to find help to carry out an insect survey and wildflower survey next year.

b. Tree outside Sunset Cottage/Waylands – it was agreed for Cllr Lillie to reply. Clerk to email Tree Policy to Councillors.

c. The Councillors agreed to approve that the householders of Willow Tree Cottage may carry out the work on the sycamore tree outside their boundary to trim back the overhanging branches, and the height by 25%-30% at their own expense.

Bpc/106 Grass Cutting on The Tye

It was agreed to allow the contractor to weed spray outside the village hall and around the bases of the play equipment.

Cllr Fellowes offered to remove the broken football goal nets

The village hall might be able to offer the football club use of their facilities. Clerk to let football club know who to contact about this

It was agreed to allow the young farmers to use the Tye for summer sports on a Friday evening – clerk to let them know

Bpc107/20 Consultation for the Joint Police/Fire Station in Stowmarket

The Councillors agreed to support the proposals

Bpc108/20 Welcome Pack

It was agreed to defer to the September meeting.

Bpc109/20 Emergency Response Plan

It was agreed to defer this until the September meeting. Clerk to email a copy of current emergency plan to Cllr Lillie.

Bpc110/20 Village Hall Management Committee Update

The Management Committee have received a grant of £10,000 with Cllr Pratts help. They will be meeting to decide how to use the money. There are no plans to re-open for the foreseeable future.

Bpc 111/20 Exclusion of the Public

It was agreed to hold a meeting on 23 July to discuss this item as time would not permit further discussion.

Bpc112/20 Date of the Next Meeting

Date of next meeting will be on Thursday 23th July 2020

Meeting closed at 9.05pm

Chairman Date

Finance Report

Income received since 21.5.20

Barclays	Interest	8.98
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£8.98

Expenditure since 21.5.20 and to be agreed for payment

L Rogers	June wages	333.66	LGA 1972 s112
L Rogers	June expenses	59.80	LGA 1972
Strutt & Parker	Valuation	900.00	LGA 1972
R Nash	Grass cutting	216.00	Open Spaces Act 1906, ss9&10
Tye Farm Contracting	May grass cut	566.00	Open Spaces Act 1906, ss9&10
Eastwood Tree Services	Tree work	1,380.00	Open Spaces Act 1906, ss9&10
Tye Farm Contracting	June grass cut	566.00	Open Spaces Act 1906, ss9&10
L Rogers	July wages	333.66	LGA 1972 s112
L Rogers	July expenses	34.37	LGA 1972
Tye Farm Contracting	July grass cut	566.00	Open Spaces Act 1906, ss9&10
Barking Engineering	Village sign	744.00	LGA 1972
		<u>5,158.92</u>	

Unpresented cheques

Information Commissioner	Annual fees	40.00	LGA 1972 s111
MSDC	Bin emptying 2020-21	433.84	Open Spaces Act 1906, ss9&10
Heelis & Lodge	Internal audit 2019-20	128.00	LGA 1972
Strutt & Parker	Valuation	900.00	LGA 1972
R Nash	Grass cutting	216.00	Open Spaces Act 1906, ss9&10
Tye Farm Contracting	May grass cut	566.00	Open Spaces Act 1906, ss9&10
Eastwood Tree Services	Tree work	1,380.00	Open Spaces Act 1906, ss9&10
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Barking Engineering	Village sign	744.00	LGA 1972
		<u>5,419.30</u>	

Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Credit/transfers not shown	Unpresented cheques	Difference
Community a/c	12.6.20	£13,371.19	£7,951.89	£0.00	£5,419.30	£5,419.30
Base reward a/c	12.6.20	£35,267.18	£35,267.18	0.00	0.00	0.00
Paths Partnership a/c	12.6.20	£83.65	£83.65	0.00	0.00	0.00
		<u>£48,723.37</u>	<u>£43,304.07</u>			

