

Minutes of the Annual Meeting of Barton Mills Parish Council

held in the village hall on Tuesday 6th May 2025 at 7:30pm

Present:

Cllr. Colsey (Vice Chair)
Cllr. Fuller
Cllr. Jarvis
Cllr. Lewis

Cllr. Mullender
Cllr. Oke
Cllr. Walston

Also in attendance were the Clerk Naomi Alecock, and 9 members of the public.

Annual Business

1. Election of Chairman and receive Chairmans Declaration of Acceptance of Office

There were no proposals for the position of Chairman. Cllr. Colsey was proposed to chair this meeting by Cllr. Jarvis, seconded by Cllr. Oke. All in favour.

2. Election of Vice Chairman and receive Vice Chairmans Declaration of Acceptance of Office

Due to the non-election of a Chairman this item was not required.

3. Acceptance of apologies for absence

Apologies were received from Cllr. Marshall.

4. Declaration of members interests and dispensations

Item 23.3 – Cllr. Lewis

5. Co-option of Councillor

We have received one expression of interest for co-option from Nigel Curtis. Nigel provided the Council with some information about himself. Cllr. Jarvis then proposed to co-opt Nigel, seconded by Cllr. Fuller. All in favour. Nigel was invited to join the meeting as a Councillor and the Declaration of Acceptance of Office was signed by him and the Clerk.

6. Appointment of Councillor Responsibilities and Representatives on outside bodies

It was **RESOLVED** to appoint the following Councillors to the following outside bodies but to review membership in a couple of months:

- Barton Mills Allotments Association – Cllr. Jarvis
- Village Hall Management Committee – Cllr. Fuller
- SALC Liaison – Cllr. Curtis
- Finance Committee – Cllrs. Colsey, Lewis & Oke
- Planning – Cllrs. Mullender & Oke

- Inspection of Play Equipment – Cllr. Jarvis
- Street Lighting – Cllrs. Colsey & Jarvis

It was **RESOLVED** to add:

- Road Safety – Cllr. Colsey

It was **RESOLVED** to remove the below as this is done by the Clerk:

- Social Media Accounts and website

7. To appoint the cheque signatories for 2025/26

It was **AGREED** to appoint the following Councillors as cheque signatories for 2025/26:

- Cllr. Colsey
- Cllr. Lewis
- Cllr. Oke

It was also **AGREED** that when a Chairman is elected that they are appointed a cheque signatory too. Proposed by Cllr. Jarvis, seconded by Cllr. Fuller. All in favour.

8. To approve the Internal Auditor for 2025/26

The Clerk explained that it is best practice to change auditors every 4 years and the current auditor has been used for much longer than that. They also recommended that as well as an internal audit that a governance review is undertaken to ensure that we are compliant. Quotes were discussed and it was **AGREED** to appoint Per Pro Services Ltd as the Internal Auditor for 2025/26 at a cost of £160.00 to carry out an interim and year end audit as well as a governance review. Proposed by Cllr. Lewis, seconded by Cllr. Curtis. All in favour.

9. To review and adopt the Standing Orders

It was **RESOLVED** to adopt the Standing Orders with one change to 3(i). Amended to 'can stand' instead of 'shall stand'. Proposed by Cllr. Lewis, seconded by Cllr. Jarvis. All in favour.

10. To review and adopt the Financial Regulations

It was **RESOLVED** to adopt the Financial Regulations with no changes. Proposed by Cllr. Oke, seconded by Cllr. Fuller. All in favour.

11. To review and adopt the General Data Protection Policy

It was **RESOLVED** to adopt the General Data Protection Policy with no changes. Proposed by Cllr. Oke, seconded by Cllr. Fuller. All in favour.

12. To review and adopt the Financial Risk Management Policy Statement

It was **RESOLVED** to adopt the Financial Risk Management Policy Statement with no changes. Proposed by Cllr. Oke, seconded by Cllr. Fuller. All in favour.

13. To review and adopt the Planning Policy

Barton Mills Parish Council

Clerk: Mrs Naomi Alecock clerk@bartonmills-pc.gov.uk

It was **RESOLVED** to review the Planning Policy at the end of the Summer when we have an adopted Neighbourhood Plan. Proposed by Cllr. Lewis, seconded by Cllr. Oke. All in favour.

14. To receive the calendar of meetings for the 2025/26 civic year

The calendar of meetings for the 2025/26 was presented and the dates were **AGREED**.

15. To resolve to use the General Power of Competence for 2025/26

It was **RESOLVED** to use the General Power of Competence for 2025/26.

Ordinary Business

16. To receive approval of minutes of the meeting held on Tuesday 1st April 2025 from those members present at the meeting

It was **RESOLVED** to adopt the minutes of the meeting held on Tuesday 1st April 2025. Proposed by Cllr. Fuller, seconded by Cllr. Oke. All in favour.

17. Public Participation

A parishioner noted that the PC supported amended plans of the exception site at the meeting on 1st April, however these plans are not on the West Suffolk Council website. Cllr. Lewis explained that there is currently dialogue between the developer and planner.

18. District Councillors Report

Cllr. Taylor sent his apologies; no report was sent.

19. County Councillors Report

Cllr. Stanbury sent his apologies; no report was sent.

20. Planning Consultations

20.1 DC/25/0444/VAR – Planning application – variation of condition 2 of DC/21/0780/HH to enable the use of amended plans for a. single storey rear extension b. double garage with first floor studio above with balcony following demolition of existing garage c. alterations to existing access d. 1.8 metre fence and gates to front e. material changes to the existing dwelling to a cream render finish with grey slate tiles – The Willows, 36 Mildenhall Road, Barton Mills

It was **RESOLVED** to **SUPPORT**. Proposed by Cllr. Lewis, seconded by Cllr. Mullender. All in favour.

21. Planning Applications decisions, statuses and appeals

The paper was received and **NOTED**.

22. Parish Matters

2 members of the public left the meeting.

22.1 To consider a proposed use of the playing field

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A proposed children's football themed party to be held in September on the playing field was considered. The Council requested further information on the duration of the party, age of children and if they are local to the village. The Clerk was requested to contact the Football Club to ask if they would be able to assist with toilet facilities on the day.

2 members of the public left the meeting.

22.2 To consider a proposal for playground equipment

A parishioner has asked if any further equipment is required for the playground as they are willing to pay or contribute towards it. It was agreed to publish something in the Barton Miller to ask residents if there is something they would like to see added.

22.3 To consider a three-year term for the annual clock service

A quote for a three-year term of £789 + VAT was discussed. The annual payment is £289 + VAT if we do not want to commit to three years. The Clerk was asked to contact the company to request a better price; if they are unable to move on the price it was **AGREED** to accept the proposed three-year term. Proposed by Cllr. Lewis, seconded by Cllr. Walston. All in favour.

22.4 To consider a quote for signage for the VH car park

Due to commercial vehicles recently parking in the VH car park, a quote for signage restricting this was discussed. It was **AGREED** that this appeared to be a one off and signage was not necessary.

22.5 To receive an update with regards to streetlights

It was noted that the faulty light on Station Road is still blue.

22.6 To receive and update with regards to the play park

Cllr. Jarvis has replaced the bolt head on the exposed nut.

22.7 To receive an update with regards to the SID

Cllr. Colsey confirmed that the rota for the battery SID has been completed until August. He has contacted Swarco for help to retrieve the data and will continue to pursue.

23. Financial Matters

23.1 To approve the amended 2025/26 budget

The Clerk gave an update on the budget. £28,878.35 was carried forward from 2024/25 with £9,862 being added to the Neighbourhood Plan reserve, £100.00 added to events following BMPC agreeing for their donation to be put towards the cost of the proposed bench and £5558.35 being added to the previous agreed £7170 reserves, now totalling £12,728.35. It was **AGREED** to **APPROVE** the amended budget. Proposed by Cllr. Oke, seconded by Cllr. Curtis. All in favour.

23.2 To receive the monthly bank accounts

It was confirmed that the precept and VAT payment have been received. There is currently £6,418.07 held in the current account and £58,295.92 in the deposit account.

23.3 To approve and authorise payment of invoices

Barton Mills Parish Council

Clerk: Mrs Naomi Alecock clerk@bartonmills-pc.gov.uk

It was **RESOLVED** to pay the following invoices:

<u>Date</u>	<u>Payee</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
20-Mar	Community Action Suffolk	Domain name renewal - 1 year	24.00	0.00	24.00
31-Mar	Places4People Ltd	Neighbourhood Plan support	9862.00	1972.40	11834.40
31-Mar	Barton Mills Village Hall	Hall hire & brown bin 2025/26	154.86	0.00	154.86
31-Mar	Suffolk County Council	Allotment 1/2 yearly rent	65.00	0.00	65.00
08-Apr	ICO	Data protection fee	52.00	0.00	52.00
17-Apr	Suffolk County Council	Street light maintenance 2024-25	2182.26	436.46	2618.72
22-Apr	JRB Enterprise Ltd	Dog poo bags	80.12	16.02	96.14
30-Apr	R Lewis	Barton Miller	26.16	0.00	26.16
30-Apr	Clerk	Expenses	37.62	0.00	37.62
30-Apr	N Parkinson	Gardening Services - April	30.00	0.00	30.00
30-Apr	R.H. Landscapes & Maintenance Services Ltd	Grass cutting - April	525.00	105.00	630.00
01-May	West Suffolk Council	Emptying of combination bin - May	15.14	0.00	15.14
			13,284.16	2,575.88	15,860.04

It was **RESOLVED** to not pay the following invoice due to the issue not being resolved:

07-Apr	K & M Lighting Services	Repair of faulty streetlight - Station Rd	230.00	46.00	276.00
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Proposed by Cllr. Oke, seconded by Cllr. Fuller. 7 in favour, 1 abstention.

24. Parish Councillors reports

Cllr. Jarvis will provide information on the proposed bench at the next meeting.

Cllr. Oke asked when the white lines on Mildenhall Road are being done. Cllr. Colsey said they gave an 8 week lead time so should be within the next 2 weeks.

Cllr. Lewis requested an update on repossessed property in the Church Lane exception site.

25. To discuss and agree the content for the next Barton Miller

It was **AGREED** to include the below in the next Barton Miller:

- Playground equipment
- Village Hall car park
- Parking on the playing field and not verges
- Buddy scheme – defib
- Thank you to Neil
- New Councillors

29. Exchange of information

Cllr. Colsey raised concern over the set tasks for the Gardener and the hours allocated to complete the work. It was proposed that the hours be increased from 2 hours to 4 hours. To be added to the next agenda for resolution.

30. Date and time of the next meeting – Tuesday 3rd June 2025 at 7.30pm in Barton Mills Village Hall, Mildenhall Road, Barton Mills, IP28 6BB

The meeting closed at 9.02pm.

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N. Alecock
N. Alecock, Clerk