

Minutes of the Annual Meeting of Barton Mills Parish Council
held in the village hall on Tuesday 6th May 2026 at 7:30pm

Present:

Cllr. Colsey (Chair)	Cllr. Mullender
Cllr. Curtis	Cllr. Oke
Cllr. Jarvis	Cllr. Pearlman
Cllr. Lewis	Cllr. Walston

Also in attendance were the Clerk Naomi Alecock, District Cllr. Taylor and 8 members of the public.

Annual Business

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

Cllr. Colsey was proposed for the position of Chairman. Proposed by Cllr. Lewis, seconded by Cllr. Mullender. All in favour. The Declaration of Acceptance of Office was signed by Cllr. Colsey and the Clerk.

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

Cllr. Oke was proposed for the position of Vice Chairman. Proposed by Cllr. Jarvis, seconded by Cllr. Walston. All in favour. The Declaration of Acceptance of Office was signed by Cllr. Oke and the Clerk.

The Chair announced that two emergency items were to be added to item 19.4 in relation to health and safety issues at the playground.

3. Acceptance of apologies for absence

Apologies were received from Cllr. Fuller.

4. Declaration of members interests and dispensations

Items 17.2 and 23.3 – Cllr. Lewis
Item 23.3 – Cllr. Curtis

5. Appointment of Councillor Responsibilities and Representatives on outside bodies

It was **RESOLVED** to appoint the following Councillors to the following outside bodies:

- 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. Walston

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- Road Safety – Cllr. Curtis
- Street Lighting – Cllrs. Pearlman & Jarvis

Proposed by Cllr. Lewis, seconded by Cllr. Oke. All in favour.

6. To approve the accounts for the year ending 31st March 2026

The audited 2025/26 receipts and payments summary was presented. It was **RESOLVED** to **ADOPT** the accounts as presented. Proposed by Cllr. Lewis, seconded by Cllr. Oke. All in favour.

7. To approve the Annual Governance Statement 2025/26 (Section 1)

The Annual Governance Statement (Section 1) of the Annual Return was presented. It was **RESOLVED** to authorise the Chairman and Clerk as the Proper Officer to sign the document. Proposed by Cllr. Jarvis, seconded by Cllr. Lewis. All in favour.

8. To approve the accounting statements for 2025/26 (Section 2)

The Accounting Statements of the 2025/26 Annual Return (Section 2) was presented. It was **RESOLVED** to authorise the Chairman and Clerk as the Proper Officer to sign the document. Proposed by Cllr. Curtis, seconded by Cllr. Walston. All in favour.

9. To appoint the cheque signatories for 2026/27

It was **AGREED** to appoint the following Councillors as cheque signatories for 2026/27:

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

Proposed by Cllr. Jarvis, seconded by Cllr. Lewis. All in favour.

10. To approve the Internal Auditor for 2026/27

The Clerk presented 3 quotes for a 2026/27 Internal Auditor and expressed her preference for a face-to-face audit rather than a remote one. It was **RESOLVED** to **APPOINT** Legra Internal Audit Service at a cost of £225.00 and mileage at 45p a mile. Proposed by Cllr. Walston, seconded by Cllr. Curtis. All in favour.

11. 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. Lewis. All in favour.

12. To review the Internal Controls

It was **RESOLVED** to adopt the internal controls with an amendment to the date in the footer. Proposed by Cllr. Lewis, seconded by Cllr. Pearlman. All in favour.

13. To receive the calendar of meetings for the 2026/27 civic year

The calendar of meetings for the 2026/27 was presented and the dates were **AGREED**. Proposed by Cllr. Mullender, seconded by Cllr. Oke. All in favour.

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14. To resolve to use the General Power of Competence for 2026/27

It was **RESOLVED** to use the General Power of Competence for 2026/27.

Ordinary Business

15. To receive approval of minutes of the meeting held on Tuesday 7th April 2026 from those members present at the meeting

It was **RESOLVED** to adopt the minutes of the meeting held on Tuesday 7th April 2026. Proposed by Cllr. Walston, seconded by Cllr. Curtis. All in favour.

16. Public Participation

A survey is being carried out on whether residents are for, against or undecided on the exception site development by 6 members of the public; these results will be submitted to WSC as part of the public consultation. Members advised that the information that is being given during the survey is inaccurate and misleading.

17. Planning Consultations

District Cllr. Taylor left the meeting at 8.12pm.

17.1 DC/26/0567/FUL – Planning application – One self build dwelling – Rose Forge, Worlington Road, Barton Mills

It was **RESOLVED** to **NOT SUPPORT** due to it being out of character for the area and being outside of the village settlement boundary. Proposed by Cllr. Curtis, seconded by Cllr. Jarvis. All in favour.

17.2 DC/26/0629/FUL – Planning application – a. one self build dwelling b. convert existing two dwellings into one dwelling – 1 and 2 Flint Cottages, Tuddenham Road, Barton Mills

It was **RESOLVED** to **SUPPORT**. Proposed by Cllr. Mullender, seconded by Cllr. Walston. 7 in favour, 1 abstention.

18. Planning Applications decisions, statuses and appeals

The paper was received and **NOTED**.

19. Parish Matters

19.1 To approve the draft Neighbourhood Plan for submission to WSC

The comments were noted and it was **RESOLVED** to **APPROVE** the submission of the Neighbourhood Plan with the proposed modifications. Proposed by Cllr. Oke, seconded by Cllr. Jarvis. 6 in favour, 2 abstentions.

19.2 To consider quotes for the works identified in the tree survey

The Clerk presented 3 quotes for the works identified in the tree survey. It was **RESOLVED** to **ACCEPT** quote 2 at a cost of £1290.00 excl. VAT. Proposed by Cllr. Lewis, seconded by Cllr. Walston. All in favour.

19.3 To receive an update with regards to streetlights

There was nothing to report.

19.4 To receive and update with regards to the play park and discuss a quote for the upgrade of the benches

The Chair announced that there were two emergency items to address due to vandalism, a hole in the protective matting, causing a trip hazard, and the wobble board has been snapped in half.

Cllr. Walston reported that the contractor will be attending Saturday and will be able to carry these works out then if approved. A quote of £250 + VAT has been received to repair the hole in the protective matting. No quote has been received regarding the wobble board as we were only notified before the meeting; however, this does need addressing urgently. It was **RESOLVED** to **ACCEPT** the quote of £250 + VAT to repair the hole in the protective matting and to request that the wobble board is removed when this is carried out. Proposed by Cllr. Curtis, seconded by Cllr. Walston. All in favour.

A quote of £2,155 was considered from the gardener to repair the 15 benches on the playing field by replacing slats, sanding and varnishing. It was **RESOLVED** to **ACCEPT** this quote and for the Parish Council to be kept updated on progress with monthly invoices submitted for the works. Proposed by Cllr. Jarvis, seconded by Cllr. Curtis. All in favour.

19.5 To receive an update with regards to the SID

The solar SID was taken to Needham Market for repair as the data was not downloading; this is now repaired and back in situ. The new post at The Street will be installed Friday by Anglian Water. Cllr. Curtis will be attending a meeting with Worlington Parish Council to discuss the current speed between the two villages. He has contacted other Parish Councils for data.

20. Financial Matters

20.1 To approve the amended 2026/27 budget

The Clerk gave an update on the budget. £27,392.00 was carried forward from 2025/26 with £9,095.65 being added to the unallocated reserves which takes this figure to £21,824.00 from £12,728.35. It was **AGREED** to **APPROVE** the amended budget. Proposed by Cllr. Lewis, seconded by Cllr. Walston. All in favour.

One member of the public left the meeting at 8.46pm.

20.2 To review the earmarked reserves

The Clerk asked if the Council wanted to move some of the unallocated reserves to another earmarked reserve such as tree works to build up a reserve for future surveys and works. It was **RESOLVED** to leave the earmarked reserves as they are and to review in a few months. Proposed by Cllr. Lewis, seconded by Cllr. Curtis. All in favour.

20.3 To receive the current bank account balances

It was confirmed that the precept has been received. There is currently £2,822.03 held in the current account and £58,573.72 in the deposit account.

20.4 To approve and authorise payment of invoices

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>
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31-Mar	R.H. Landscapes & Maintenance Services Ltd	Grass cutting - March	541.80	108.36	650.16
01-Apr	SALC	Membership 2026/27	453.92	0.00	453.92
08-Apr	ICO	Data Protection Fee	52.00	0.00	52.00
09-Apr	Swarco	SID bracket and parts	90.00	18.00	108.00
22-Apr	Nigel Curtis	Screws for SID	9.64	0.00	9.64
30-Apr	R Lewis	Barton Miller	26.16	0.00	26.16
30-Apr	Clerk	Expenses	51.84	0.00	51.84
30-Apr	N Parkinson	Gardening Services - April	100.00	0.00	100.00
01-May	West Suffolk Council	Weekly bin collection - May	17.42	0.00	17.42
01-May	Per Pro Services Ltd	2025/26 year end audit	180.00	0.00	180.00
03-May	Nigel Curtis	Mileage - SID	59.40	0.00	59.40
30-Apr	R.H. Landscapes & Maintenance Services Ltd	Grass cutting - April	325.08	65.02	390.10
			1,907.26	191.38	2,098.64

Proposed by Cllr. Oke, seconded by Cllr. Jarvis. 7 in favour, 1 abstention.

21. Clerks Report

The defib is still with the supplier for repair.

22. Parish Councillors reports

Cllr. Jarvis requested a copy of the original lease agreement which the Clerk will send.

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

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

- Exception site clarity
- Defib
- Post box
- Current funds

24. Correspondence

Cllr. Lewis reported that a letter had been received from Barley Homes regarding Church Lane. As per the WSC Local Plan, a feasibility study will be undertaken for a commercial development. This confirms that there is no possibility for an exception site at this location.

25. Date and time of the next meeting – Tuesday 2nd June 2026 at 7.30pm in Barton Mills Village Hall, Mildenhall Road, Barton Mills, IP28 6BB

The meeting closed at 9.01pm.

N. Alecock
N. Alecock, Clerk