

BARKING PARISH COUNCIL

MINUTES of the Annual General Meeting of the Parish Council held at
Barking Village Hall Annexe at 7.30pm on Thursday 18th May 2017

PRESENT:

Cllr A Smith (Chair)
Cllr S Butler (Vice-Chair)
Cllr M Smith
Cllr M Bailey
Cllr A Ross

APOLOGIES:

Cllr R Fellowes – clash with a pre-existing commitment

IN ATTENDANCE:

Mrs R J Cochrane *Clerk*
County Councillor Anne Whybrow
District Councillor Anne Killett

BPC056/17 ELECTION OF CHAIRMAN

Cllr Alex Smith declared the meeting open.

It was proposed by Cllr Michael Smith and seconded by Cllr Ann Ross that Cllr Alex Smith be re-elected Chairman of the Council. **Decision** – It was unanimously resolved to re-appoint Cllr Alex Smith as Chair.

BPC057/17 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Alex Smith signed the Declaration of Acceptance of Office and took the Chair for the remainder of the meeting.

BPC058/17 PUBLIC FORUM

There were no members of the public present.

BPC059/17 TO RECEIVE APOLOGIES

Apologies had been received via the Chair from Cllr R Fellowes.

BPC060/17 TO RECEIVE THE REPORT OF COUNTY CLLR ANNE WHYBROW

Councillor Anne Whybrow reported she is in the middle of her induction at SCC; reported a lot happening at County, a lot of savings need to be made, she is exploring sources of funding, proactively looking at potholes and verge erosion across the division, and mentioned that MSDCs move to Ipswich will mean 6-weekly Board meetings which she hopes to be invited to.

BPC061/17 TO RECEIVE THE REPORT OF DISTRICT CLLR ANNE KILLETT(report attached)

District Cllr Anne Killett reported on Finance – Rise in council tax; Planning – reported 17 planning applications in Barking; Housing – 14 new council homes built in the District, and 23 houses purchased by MSDC; Enterprise – new Enterprise park in Stowmarket (opposite TESCO); Communities - £300K given in grants; and Waste and Leisure – 20 tonnes of glass recycled.

Q: It was asked where the 23 homes are that have been purchased and what criteria was used to decide which houses and where they are located? Cllr Killett to let the Clerk know.

Cllr Killett

Planning – an update was given on the planning application adjacent to the Needham Market Country Practice on the Barking Road – all reports and consultation responses are in. Looking to bring before Planning Committee on 14th June (morning). It was proposed that the Parish Council speak at that meeting. Cllr Steve Butler offered to speak. Clerk and Cllr Butler to formulate a statement which could be read within the 3 minutes time slot allowed.

Cllr Butler
Clerk

BPC062/17 - DECLARATION OF INTERESTS

There was one declaration of interest declared – Cllr Steve Butler for the planning application for Ashburnham Farm. It was reported at this stage by Cllr Butler that the barn at Ashburnham Farm is a listed building as part of the farmhouse, but if the two buildings are separated the barn may no longer be regarded as a listed building in its own right.

BPC063/17 APPLICATIONS FOR DISPENSATION

There were no applications for dispensation.

BPC064/17 ELECTION OF VICE-CHAIRMAN

It was proposed by the Chair and seconded by Cllr Michael Bailey that Cllr Stephen Butler be re-appointed Vice-Chair. **Decision** – this was unanimously agreed.

BPC065/17 APPOINTMENT OF REPRESENTATIVES

The following appointments were proposed and confirmed:

- i. **Needham Market & Barking Welfare Charities** – Cllr Michael Smith, Cllr Stephen Butler, David Bishop and Shaun Cochrane
- ii. **Theobalds Endowed Foundation** – Cllr Michael Smith and Shaun Cochrane. Clerk to confirm Shaun Cochrane’s reappointment for the next 4 years.
- iii. **Barking Village Hall Management Committee** – Cllr Michael Bailey
- iv. **Barking Footpaths Group** – Cllr Alex Smith as Parish Council Representative, Shaun Cochrane as Chair. All other volunteers will be confirmed by the Group following the Annual Parish Meeting as there may be changes in personnel.
- v. **Wattisham Liaison Group** – none appointed at present

Clerk

BPC066/17 – EMERGENCY RESPONSE PLAN

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

BPC067/17 TO APPROVE THE MINUTES OF THE MEETING HELD ON 16TH MARCH 2017

Decision - The minutes of the meeting held on 16th March 2017 were approved as a true record and were duly signed by the Chair.

BPC068/17 MATTERS ARISING FROM THE MINUTES - CLERK’S REPORT

The Clerk reported on actions taken.

- i) **Cameron Croft** – Clerk to arrange a meeting with the owner to identify boundary line. Cllrs Michael Smith and Mike Bailey to accompany the Clerk.
- ii) **Clerk’s revised Contract of Employment** – The Chair advised she is happy to sign the Contract after this meeting.

Clerk

Chair

BPC069/1716 PLANNING

- i) **1401/17 - Land adjacent to Home Farm, Battisford Road.**

It was reported that the previous application has been withdrawn and a revised application received. It was reported that the dwelling that is the subject of this application has a smaller footprint but the height has been increased. There were concerns that this made the proposed dwelling very imposing as it would be higher than the adjacent Home Farm which is Grade 11

Listed Building. It was reported that the previous proposed dwelling was considered inappropriate and that a 1.5 storey dwelling would be more acceptable. However this application is for a 2storey dwelling with a very high ridge. **Decision** - Although the principle of a single dwelling in this location was established at appeal, Barking Parish Council considers the scale and design of the proposed dwelling to be harmful to the setting of the adjacent Grade 11 Listed farmstead that is Home Farm. The proposed dwelling is considered to be inappropriate and unsympathetic in its current design. It is noted that the previous application was considered inappropriate and that a 1.5 storey dwelling would be more acceptable. However, the proposed revised plans, although with a reduced footprint, and although CURRENTLY 2 storey, includes a much higher roofline at 15 metres, making it a very imposing and dominant dwelling. For the reasons set out here, the Parish Council OPPOSES this application in its current design and encourages a more sympathetic design based on a 1 or 1.5 storey dwelling at most. Clerk to respond accordingly to MSDC Planning.

Clerk

8.50pm - Cllr Steve Butler left the meeting at this point

ii) **1215/17 & 1216/17 Ashburnham Farm**

Both applications were considered together. It was proposed that a sympathetic conversion of the agricultural barn to residential accommodation would bring this discussed barn into use and thereby ensure the preservation of the building. **Decision** - Barking Parish Council resolved to SUPPORT the application to convert this redundant agricultural barn to one residential dwelling for the following reasons:

1. The design is considered to be sympathetic to the setting of the adjacent Ashburnham Farm House and to the barn itself.
2. To preserve this Grade 11 listed barn.

It was further proposed and resolved that as there is concern that the Grade 11 listing will be removed once the barn is separated from the main farmhouse, it is the wish of the Parish Council that this barn retain its Grade 11 listing after it is separated from the main farmhouse, to preserve this historic barn for the future. Clerk to respond accordingly to MSDC Planning.

Clerk

9.10pm - Cllr Steve Butler returned to the meeting at this point.

BPC070/17 TO RECEIVE AND REVIEW RISK ASSESSMENTS

The Risk Assessments undertaken by the Council throughout the year were presented for approval. **Decision** – It was proposed and resolved to approve all the risk assessments undertaken throughout the financial year, as presented.

BPC071/17 FINANCE

i) **Review of Financial Regulations**

Decision – It was proposed and resolved that the Financial Regulations adopted on 19th May 2016, were considered to be adequate.

ii) **Audit**

a. **Annual Report from the Clerk** (*attached to these minutes*) The Clerk presented the 31st March 2017 Year End Bank Reconciliation for approval. Balance @ 31st March 2017 £33,742 **Decision** – approved, and signed by the Chair.

b) **Annual Governance Statement** The Annual Governance Statement for Year End 31st March 2017 was completed by the Council and signed by the Chair and the Clerk.

c) **End of Year Statement of Accounts 2017** The Statement of Accounts was presented for approval. **Decision** – approved, and signed by the Chair and the Clerk.

iii) **Bank Signatories** The bank signatories were reviewed. **Decision** - It was decided to make no changes to the current bank signatories.

iv) **Clerk's Finance Report** (*attached to these minutes*) The Clerk reported on the

<p>Financial movements since the previous meeting. Balance @ 18th May 2017 was £38,991.64. Decision – approved , and £4,000 to be transferred to the Instant Access account from the Community Account.</p>	Clerk
<p>v) Authorisation of Payments Decision - Payments totalling £1,448.11 were approved. Clerk to action.</p>	Clerk
<p>BPC072/17 DONATION REQUEST(S) i) Four Parishes Magazine Decision - It was proposed and resolved to increase the amount granted last year to £84. Clerk to action.</p>	Clerk
<p>ii) St Marys Church , Barking Decision – It was proposed and resolved to grant £200 towards the grass cutting in the churchyard. Requests for grants towards other projects may be considered later in the year. Clerk to action.</p>	Clerk
<p>BPC073/17 EASEMENT REQUEST(S) i) Reynard, Barking Tye It was reported that a request has been received for the Parish Council to either sell a parcel of common land in front to the dwelling known as ‘Reynard’, or to grant an easement for vehicular access in perpetuity. Decision – It was proposed and resolved that the Council would not agree to the first request to sell a parcel of common land, but would grant a Deed of Easement provided the criteria of the Parish Councils’ Easement Policy have been met. Clerk to respond accordingly.</p>	Clerk
<p>ii) The Blackbirds, Barking Tye It was reported that a request for a Deed of Easement had been requested, however the owner of the property thinks that an Easement is already mentioned in the Deeds to the property. Decision – It was proposed and resolved that if there is no Easement already in existence, and if the criteria of the Parish Council’s Easement Policy can be met, a Deed of Easement in perpetuity will be granted. Clerk to action.</p>	Clerk
<p>BPC074/17 2017 – 18 ACTION PLAN The Action Plan for 2017 – 18 was presented and reviewed. Decision – It was proposed and resolved to adopt the Action Plan as presented for the forthcoming year.</p>	
<p>BPC075/17 BT OPENREACH WAYLEAVE REQUEST It was reported that a wayleave request had been received from BT openreach to install cabling and telecommunications equipment on the Tye to facilitate Superfast Broadband rollout. It was reported that BT openreach have been advised that as the Tye is common land, consent would be required not only from the Parish Council but also from MSDC and possibly the Secretary of State. The Clerk is awaiting to hear further from BT Openreach as there may be a revised wayleave application, or none at all - if the equipment can be installed in highway verge. It was suggested that the Parish Council should be trying to preserve the common, while balancing the need to equip the parish with access to the latest technology.</p>	
<p>BPC076/17 VERTAS GROUNDS MANAGEMENT CONTRACT It was reported that Vertas had submitted a 1, 2, or 3 year contract with corresponding cost savings. Decision - It was proposed and resolved that the cost savings do not appear to that significant and that the Clerk should seek to establish if there is any room for movement on the figures quoted, and try to seek a better incentive to commit to a 3 year undertaking.</p>	Clerk
<p>BPC077/17 VILLAGE HALL MANAGEMENT COMMITTEE UPDATE Cllr Bailey reported the room had now been officially opened, with the Parish Clerk cutting</p>	

the ribbon. Charges are to be reviewed at the next committee meeting. Also, a local company is looking for a suitable subject for 2 day project – it is possible that the Village Hall may be an appropriate subject - to decorate the village hall. A question was raised regarding the unspent funds allocated to the Phase 11 project. It was suggested that the funds need to be spent as soon as possible to comply with the funding criteria. Cllr Bailey to check with the Committee.

Cllr Bailey

BPC078/17 CLERK’S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING

None were reported.

BPC079/17 CORRESPONDENCE FOR INFORMATION

The ‘correspondence for information’ folder was circulated. All reminded to circulate as quickly as possible. There is one folder outstanding.

All

BPC080/17 MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL

i) **Hedge adjacent to Hillside.** It was reported that the Hedge beside the footway adjacent to Hillside needs cutting again. **Decision** - Clerk to report to SCC Highways.

Clerk

ii) **30mph sign near Forge** – Vegetation growing up the post. **Decision** - Clerk to report to SCC Highways.

Clerk

PC081/17 DATE OF NEXT MEETING

Date of next meeting will be 20th July 2017 at 7.30pm.

Meeting closed at 10.20pm

Chairman Date

Mid Suffolk District Councillor's Annual Report May 2017

For Barking Parish Council AGM

Finance and Organisation

The Council has set a balanced budget for the next year and there has been a rise in Council Tax. A new Financial Strategy has now been set up; this involved borrowing up to £25M to invest for profit, through establishing an incorporated company structure for investment in commercial property. Government grants to councils are likely to be phased out in the next financial year or two, with Council able to retain 100% of local business rates as an alternative. The Council has decided to move the headquarters to Endeavour House in Ipswich and there will be a customer contact centre in Stowmarket. The Council has also decided to change to the Cabinet model of governance from May 2017.

Regionally, some Norfolk councils voted in the autumn of 2016 to reject the Suffolk and Norfolk Devolution Deal that went to public consultation in July/August 2016. Councils in Suffolk agreed to keep working on a possible 'Suffolk plus' deal, but there will be two changes of government since the Councils first began work with the then Local communities' secretary, and possible resulting change of emphasis from central government.

Planning

There were 17 planning applications submitted for Barking over the year 2016/2017, including 3 for outline planning permission of which 2 were refused. The first Neighbourhood Plan in the District has been adopted for Mendlesham and many more communities are now working towards their own neighbourhood plans. Mid Suffolk District Council is currently unable to demonstrate a 5 year land supply for housing, with implications for the weight able to be attached to the Local Plan in determining planning applications. There was a second call for sites, in the summer of 2016/17, and those put forward are being reviewed. Parish and town councils were notified in early April 2017 about those sites put forward, of which there appear to be 6 in Barking. These are not allocations, but have been drawn to the attention of MSDC for possible inclusion in the Strategic Housing and Economic Land Availability Assessment. MSDC and BDC are developing a Joint Local Plan, the work of site assessment is ongoing and will be completed in time for the publication of the consultation draft of the Local Plan (expected this summer).

Housing

14 of the new council homes for the District are now completed and in the hands of the occupiers and a DCLG grant has been secured to promote community led housing and kick start the delivery of more new affordable homes. 23 houses have been purchased in Mid Suffolk to help address the loss of council homes through the right to buy scheme. Many of the empty homes across the district have been brought back into occupation and the financial inclusion project has helped many tenants claim increased benefits and averted some evictions. The income gained from the Solar PV panels installed on council properties is up 70% on last year and the project has reduced CO₂ emissions by 3.7 million tonnes since 2014.

Enterprise

An enterprise park has been established in Stowmarket, which could attract several new businesses and up to 1000 new jobs. A number of initiatives are making good progress to encourage businesses in the area – Open for Business and Food Enterprise Zones as well as projects encouraging schools and businesses to work together to engage young people.

Communities

Over £300,000 in grants has been awarded to community groups across the district and represents about 12% of the total cost of the projects involved. The Countryside and Public Realm services are currently under review

Waste and Leisure

20 tonnes of glass is being collected for recycling each month and there is a 6.5% increase in the business waste service. A new leisure facilities strategy is currently being developed.

Anne Killett

Mid Suffolk District Councillor – Barking and Somersham Ward, anne.killett@midsuffolk.gov.uk,

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Barking Parish Council Year End 31/3/2017 Bank Reconciliation

Bank Accounts @ 31/3/2017	Payments & Receipts
Current Account (1)	Receipts
Account [REDACTED] £3,148.90	Precept 8,488.00
Less un-presented cheques*	Discretionary Grant 64.75
	Sale of Calendars 94.50
Base Rate Reward	ELS/HLS 1207.75
Account [REDACTED] £27,872.30	Cleansing Grants 1404.00
Active Saver	Defibrillator Grant – SCC 2,000.00
Account [REDACTED] £4,588.43	Queens 90 th Birthday Grants 210.00
Barking Village Hall Extension Project	Back rent and expenses 36.25
Account [REDACTED] £590.37	PAYE Refund 2.40
Parish Paths	Sub- total £13,507.65
Account [REDACTED] £83.65	Village Hall extension Phase 11 Grants
	Phase 11 Grant (WI) 477.50
Sub-total £36,283.65	Phase 11 Grant from SCC 590.37
*Less un-presented cheques 2,541.83	Sub-total 14,575.52
Total £33,741.82	Bank Interest 158.48
	VAT 1,592.29
	Total Receipts £16,326.29
Un-presented cheques	Payments
101619 80.00	The Tye (other) 110.28
101620 1,186.48	The Tye (Grass Cutting) 4,745.92
101623 150.00	Village Hall Hire 160.00
101624 52.00	Clerks Salary 3,236.27
101625 48.00	Admin 685.59
101626 60.00	Subscriptions 168.76
101627 100.00	Website subscription 60.00
101628 160.00	Street Lighting 313.09
101629 114.98	Donations 684.50
Village Hall [REDACTED] 590.37	Insurance 461.14
2,541.83	Audit Fees 390.00
	Litter Picking 796.99
	Misc (maintenance, etc) 3,319.19
	Bin Emptying 360.00
	Training 127.20
	ROSPA 111.29
	Queens 90 th Birthday 227.55
	Sub Total 15,957.77
Section 1 of Annual Return (rounded as required for purposes of the Annual Return)	Village Hall Extension Phase 11
Balance b/f (1 April 2016) £39,433	Grant from Parish Council 4,000.00
Precept 8,488	Balance of funds transferred to
Other Receipts 7,838	Village hall Committee 1469.50
Sub-Total 55,759	Phase 11 Grant from SCC 590.37
Salaries 3,236	Total £22,017.64
Other Payments 18,781	
Balance c/f (31 March 2017) £33,742	
R Cochrane (Clerk)	
Date:	Balance @ 1 st April 2016 £39,433.17
	Plus total receipts £16,326.29
Chairman	Less total payments £22,017.64
Date:	Balance @ 31st March 2017 £33,741.82

CLERK'S FINANCE REPORT

18th May 2017

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

i) Community A/C [REDACTED]	Balance at 9th May 2017	£6,585.42
	Less o/s cheques to be presented	150.00
		£6,435.42

Payments

101614	97.20	MSDC	Calendar printing
101615	60.00	CAS	Website Hosting 2017 – 18
101616	237.12	R Cochrane	Clerks salary Jan 2017
101617	52.00	W Dalby	Litter Picking Jan 2017
101618	313.09	SCC	Street Lighting 2016 – 17
101619	80.00	CAB Mid Suffolk	Donation
101620	1186.48	Vertas Group Ltd	Grass Cutting
101621	237.12	R Cochrane	Clerks salary Feb 2017
101622	149.10	R Cochrane	Clerks expenses Jan & Feb 2017 & storage 2016-17
101623	150.00*	Heelis & Lodge	Internal Audit Fee
101624	52.00	W Dalby	Litter Picking Feb 2017
101625	48.00	M Smith	Hedge cutting at Village Hall
Total out	£2,662.11		

Receipts

20/3/2017	2,000.00		Transfer of funds from Active Saver A/C
27/3/2017	280.80	MSDC	Cleansing Grant Quarter 4 2016/17
30/3/2017	309.33	HMRC	VAT Refund
10/4/2017	4,344.00	MSDC	Precept stage 1 payment 2017/18
28/4/2017	893.98	SALC	Transparency Code Funding 2016/17
Total receipts	£7,828.11		

Payments for authorisation

101626	60.00	Barking Village Hall	Hall Hire Rural Coffee Caravan visits 2017
101627	100.00	Needham Market Community	First Responders Grant
101628	160.00	Barking Village Hall	Hall Hire 2016/2017
101629	114.98	R Cochrane	Clerks expenses March 2017 (ink)
101630	35.00	ICO	Data Protection Renewal 2017
101631	52.00	William Dalby	Litter Picking March 2017
101632	237.12	R Cochrane	Clerks Salary March 2017
101633	173.57	SALC	Membership Renewal 2017/18
101634	284.54	R Cochrane	Clerks Salary April 2017
101635	65.00	William Dalby	Litter Picking April 2017
101636	117.60	R Nash	Grass Cutting March & April 2017
101637	48.30	R Cochrane	Clerks Expenses March & April 2017
Total to be authorised	£1,448.11		

ii) **Barclays Active Saver [REDACTED]: Balance at 9th May 2017 £4,588.43**

Payments: 20/3/2017 2,000 Transfer of funds to Community Account
 Receipts: n/a

iii) **Barclays Base Rate Reward [REDACTED] Balance @ 9th May 2017 £27,884.14**

Payments: n/a Receipts: 3/4/2017 6.30 Interest
 2/5/2017 5.54 Interest
Total Receipts £11.84

iv) **Parish Paths Partnership [REDACTED] Balance at 9th May 2017 £83.65**

Payments: n/a Receipts: n/a

v) **Village Hall Extension Project [REDACTED] Balance @ 9th May 2017 £0**

Receipts: £590.37 SCC Grant for Phase 2 Village Hall Extension
 Payments: 100012 £590.37 Barking Village Hall Committee Extension Phase 2 funds

Total funds held @ 9th May 2017 £38,991.64

R Cochrane 18th May 2017