**BARNHAM PARISH COUNCIL**

Annual Meeting of the Parish Council

Tuesday, 4th May 2021 at 7.00pm via zoom

**MINUTES**

**Present:** Parish Councillors: J. Bauer, M. Hawthorne, P. Keast, C. Merrifield, S. Watson, E. Wyer (Chair)

Suffolk County Councillor (partly): Cllr. J. Spicer. West Suffolk District Councillor (partly): Cllr. A. Smith

Members of the public: Mrs. S. Bauer, Mr. J. Blackburn, Mr. A. Watson

Clerk: Mrs. C. Dowson

1. **Election of Chairman** – Cllr. E. Wyer (proposed Cllr. Bauer and 2nd Cllr. Keast).
2. **Election of Vice-Chairman** – Cllr. C. Merrifield (proposed Cllr. Wyer and 2nd Cllr. Watson).
3. **Appointment of other responsibilities**. The following appointments were unanimously agreed:
4. Planning committee members – Cllrs. E. Wyer (Chair), P. Keast, C. Merrifield
5. Data protection liaison – Cllr. P. Keast
6. Internal auditor – Mrs. D. Dunning
7. Play park – Cllr. S. Watson
8. RAF Honington liaison – Cllr. I. Heading
9. Responsible Financial Officer – Mrs. C. Dowson (clerk)
10. Village Hall Committee representative – Cllr. M. Hawthorne
11. **Re-appointment of bank signatories** - Cllrs. E. Wyer, I. Heading, P. Keast.
12. **Apologies and approval** for absence – none received.
13. **Declaration of interests** and requests for dispensations – none received.
14. **Minutes of the previous meetings** – Tuesday, 9th March and Tuesday, 30th March (planning committee). These were both unanimously agreed.
15. **Matters Arising from those minutes**.
* Footpaths on the Euston Estate. The clerk has written to Euston Estate to ask for consideration for the footpaths adjacent to the village being made accessible to residents. Mr. Blenkiron is going to raise this with the Duke. Clerk will send a reminder as no response to the request has been received.

Action: Clerk

1. **Public forum** **followed by reports** (no comments received from members of the public):
	* + 1. Suffolk County Council (County Cllr Spicer)
* Cllr. Spicer has requested information from the county council officers regarding: when the gravel extraction/Elveden planning application will go to committee; confirmation that the Indigo application will go to committee; that a letter has been forwarded from the SCC to the Indigo site regarding existing conditions that have been breached (hgv’s and storage of paper).
* Cllr. Spicer is querying why the scheduled road works on the C633 haven’t taken place. Discussions are in process to “scope” what is involved, but the works should be delivered by late summer – interim measures will be in place.
* Cllr. Spicer noted that the bollards at the traffic lights aren’t looking very good and she asked that parish councillors take a look.
	+ - 1. West Suffolk District Council (Cllr Smith)
* Cllr. Smith reported that there is no update on the NRG retrospective planning application. It will be presented to the June Development Control Committee and Cllr. Smith will be speaking to the planning officer regarding the proposed conditions/recommendations and concerns of the parish council. He will also raise concern that there has been a total disregard for planning measures already in place. In addition, Cllr. Wyer noted that the road hasn’t been widened yet, but this may be due to discussions regarding the C633. Cllr. Smith will check this.
	+ - 1. Village Hall – nothing to report. It is still closed due to Covid restrictions, but will be open as a polling station early may.
			2. RAF Honington (Cllr Heading) – nothing to report.
			3. Play park (Cllr Watson).
* The mulch under the swings needs replacing. Cllr Watson will obtain a quote for this from Abacus.
* The self-closing gate isn’t closing properly. (Goddards who have just completed repairs to the playpark have said they will repair the gate – free of charge - if the parish council can provide the spare parts). The clerk will try to find out supplier details for the gate.

Action: SW/clerk

* + - 1. Speedwatch update
* Cllr Bauer reported that there is no speedwatch activity at the moment due to Covid restrictions, but this will resume shortly with training for new volunteers.
* Good news regarding the VAS installation. Permissions are now in place regarding the siting of the sign (by the church) and a go ahead should be received in time for the next meeting.
	+ - 1. Lorry watch update. Cllr. Wyer noted that there is no update as such, but as much as possible is being reported.
1. **Planning Matters**
	1. Applications:
* **SCC/0014/20SE/VOC**. Variation of condition 11 (Waste Types) of permission SCC/0014/20SE. Location: Indigo Waste, Unit 6, Little Heath, Barnham, IP24 2SY. It was unanimously agreed to object to this planning application because of the following concerns:
* Fire risk.  The storage of paper is in a wooded area with diesel on the site.
* Concern that loose paper will blow around the site in this windy area.   (Even before this application has been approved, paper is blowing around the site and isn’t contained).
* Increase of vehicles accessing the site which will incur further damage to the by-way.
* Increase of hgv traffic on the C633.  Since the Indigo site has been operating (bottle bank recycling) there has already been a huge increase in the hgv traffic using the C633.   The condition of the C633 and whether it is fit for purpose is well documented.
* Additional hgv traffic to and from this site will continue to breach existing conditions.  For example hgv’s are entering and leaving the site on Sundays and Bank Holiday.  (Evidence of this has been forwarded to Suffolk County Council).
* Signage needs be in place at the end of the by-way (joining the C633) indicating that traffic needs to turn right in an easterly direction will also be included in the response.

Cllr Spicer will be objecting on the grounds of the state of the by-way and increased traffic.

* **DC/21/0807/TCA**. Trees in a conservation area notification – seven silver birch – reduce in height to previous pruning points to 9 metres above ground level (as previous DC/18/1512/TCA). Location: The Bellows Blacksmith Lane, Barnham, IP24 2NE. There were no objections to this – it was unanimously agreed to submit a “no comment” response.
	1. **Appeals** – nothing to report.
	2. **Enforcement** – nothing to report.
1. **Financial Matters**
	1. Annual Governance Statement/Control Statement – this was agreed and signed by the Chair and RFO.
	2. External auditor annual account documents – these were unanimously agreed and signed by the chair and RFO. (This includes a Certificate of Exemption form as annual expenditure did not exceed £25,000).
	3. Annual Accounts – the accounts have been audited by the internal auditor Mrs. D. Dunning. These were agreed and signed by the Chair and RFO.

**Bank Balances**: 31.3.2021. Current account £14834.80. Savings account £4923.16 (unpresented cheque £733.20). Total c/f to 2021/2022 = £19024.76. (less contingency allocated: £3000)

* 1. It was unanimously agreed to adopt/re-adopt the following documents:
		1. Standing orders
		2. Financial regulations
		3. Internal control statement
		4. Risk assessment
		5. Asset register
		6. Planning Committee – Terms of Reference
	2. Clerk’s report – this was accepted (previously distributed to all parish councillors before the meeting)
	3. Cheques approved for signature: Mrs. C. Dowson (clerk - £447.95), Mr. D. Thrower (grass cutting - £285), Suffolk Assn. of Local Councils (membership subscription - £266.63), Mrs. D. Dunning (internal auditor - £50). Direct Debit request received from West Suffolk District Council for emptying of litter bin (Bus shelter, Salmond Drive): £160.18.
1. **Correspondence**
	1. Keep Britain Tidy Campaign. It was agreed that a litter pick could not be organised this year due to uncertainty around Covid restrictions. Also, there weren’t enough volunteers to litter pick the whole village the last time one was organised. It was noted that lots of litter picking is taking place in the village already and that some residents have taken advantage of the free litter picking kit supplied by the District Council. The clerk will look for signage that could be displayed around the village to remind people not to litter.

Action: clerk

1. **Any Other Business**

Church clock. There is an issue regarding ownership of the clock. The parish council is not able to help with any funding for the church building or grounds. The clerk has not been able to obtain written evidence that the clock actually belongs to the parish and not the church. Cllr. Wyer suggested that this be discussed at some time in the future as the parish council has been allocating a contingency fund for this. At the moment there is no urgent maintenance/repair work needed.

1. **Date of Next Parish Council Meeting** – Tuesday, 13th July 2021 at the Village Hall (subject to Covid restrictions).