

BARNHAM PARISH COUNCIL
Annual Meeting of the Parish Council
Tuesday, 10th May 2022 at 7.00pm – Village Hall
MINUTES

Present: Parish Cllrs: Ed Wyer (Chair) P. Keast, S. Watson, M Hawthorne, M Belsham, J Bauer.
Suffolk County Cllr: Mrs. J. Spicer. West Suffolk District Councillor: A. Smith, S. Telfer representing Barnham Heath, Clerk: Mrs N Deverell.

2 members of the public were in attendance.

1. Election of Chairman – Cllr E Wyer (Proposed Cllr S Watson and 2nd Cllr M Belsham)
2. Election of Vice-Chairman – Cllr P Keast (Proposed Chair E Wyer and 2nd Cllr M Belsham)
3. Appointment of other responsibilities:
The following appointments were unanimously agreed:
 - a. Planning committee members – Chair E Wyer advised that this would now be disbanded
 - b. Data Protection Liaison – Cllr P Keast
 - c. Internal Auditor – needs to be assigned for 2022/23
 - d. Play Park – Cllr S Watson
 - e. RAF Honington – Cllr I Heading
 - f. Village Hall Committee representative – Cllr M Hawthorne
 - g. Speedwatch link & VAS Speed Watch and Vehicle Activated Sign Update- Cllr J Bauer
 - h. ANPR Trial – Cllr M Belsham
 - i. Responsible Finance Officer – Mrs N Deverell (Clerk)
4. To re-appoint bank signatories- Cllrs E Wyer, I Heading, P Keast
5. **Apologies** were received Cllr Ian Heading.
6. **Declaration of interests** – Three received.
 - I. Parish Cllr Belsham – Wife is a member of Barnham Church PCC
 - II. Parish Cllr Watson – Barnham Church PCC Member
 - III. Parish Cllr Keast – Barnham Church PCC Member
7. **Minutes** of the meeting held on Tuesday, 8th March 2022 unanimously agreed
8. **Progress of actions from the last meeting (inclu Clerks Report circulated to Cllrs before the meeting)**
 - a. **Church Clock** –Chair requested Cllr Keast to review the agreement and present a recommendation on maintenance. Cllr Keast advised that an annual service contract would be £264.00. It was unanimously agreed by Cllrs to proceed with a yearly service contract. Cllr Keast to respond to Smith of Derby and advise of Clerks contact details for invoicing
Action : Cllr P Keast
9. **Public Forum**

A member of public MH requested a Noticeboard for the Bus Shelter (Barnham Heath). Cllr Ed Wyer asked Steve to raise at his next residents meeting and report back
Action: S. Telfer

A member of the public asked if parking on the triangle green next to the church could be made a no parking zone. A discussion took place and Cllr Belsham asked if the land could be turned into a garden. Cllr J Spicer advised there would likely be a cost of £100.00 but she could support with that. Cllr Spicer advised that if it was something we would like to act on she would need a clear plan. Council agreed for it to be an Agenda item at the next meeting. Clerk to include on Agenda.
Action: Clerk

10. Reports

a. Suffolk County Council

Update on Quarry Application Elveden Estate - The next date for Development & Regulation Committee meeting is on Tuesday 7th June 2022. This relates to the proposed extraction of sand and gravel and subsequent importation of inert waste material to achieve a beneficial restoration of the site back to heathland on land, and an alternative access road to the North Farm Quarry at North Farm, Barnham. Cllr J Spicer advised report papers should be out on 26th/27th May and suggested a meeting with the Chair on Monday 30th May.

Indigo – Paper Storage at /Little Heath – no date for Planning Committee, Cllr J Spicer advised that she would not be recommending approval due to their track record and non-compliance over the last year.

b. West Suffolk District Council (District Cllr Smith)

Update on breach of conditions NRG Oil, Station Road: A Breach of Condition notice has been issued dated the 9th May 2022. The requirements are valid schemes to be submitted for Conditions 2, 3, 4, 11, 14 and 15 by 4th July 2022 (5 weeks) and the fencing to be installed by 26 September 2022 (4 months). It is not an enforcement notice, but hopefully will act as a prompt.

Update on Gypsy Site Enforcement – West Suffolk are continuing to pursue a legal remedy.

Honeysuckle Farm – Investigations are ongoing.

c. Village Hall (Cllr Hawthorne) – Cllr Hawthorne attended a meeting last week, no issues to report, discussions are ongoing as to how community engagement can be increased.

d. RAF Honington (Cllr Heading) – Cllr Heading sent in a report following the liaison meeting in April, it advised that RAF Barnham is periodically being used by the Police for training purposes. The fly past for the Queens Jubilee should be hopefully visible from Barnham. The date of the next meeting is 22nd December.

e. Play Park (Cllr Watson)

1. Latest report received this week but content is queried. The next report will be analysed and if council is not happy with report a complaint will be raised.
2. Play Area Inspections – West Suffolk Council has agreed to continue the free play area inspections service for the current financial year 2022 – 23. This arrangement will be reviewed towards the end of 2022.

f. Speedwatch and VAS Vehicle Activated Sign Update (Cllr Bauer)

- 1. Speed Gun** - The Speed Gun has been returned to the manufacturer to be checked. Awaiting update on fault. Speed watch is in the process of being handed over to Mark Hirst. Mark advised he has 13 volunteers. They have been requested to return their completed volunteer forms back to Mark by 21st May, once the forms are back the training can be organised.

Cllr Bauer advised that the Safer Neighbourhood Team (Julie Bathgate) will be providing the team with a new Speed gun once training is complete. Cllr Bauer to liaise with Julie Bathgate.

Action: Cllr Bauer

- 2. VAS** - The VAS is still yet to be installed. It is anticipated that it will be in 11 weeks time. Clerk confirmed that the Invoice for the VAS sign has been paid 22 March 2022 Chq No: 101153.

Action: Cllr Bauer

11. Planning Matters

1. DC/22/0201/HH – Proposal - Householder planning application - a. front extension to existing garage to create garage and shower room b. conversion of existing garage to garden room – no comment submitted
2. DC/22/0414/TCA - Trees in a conservation area notification - one Red Oak -overall crown reduction by up to two metres LOCATION Oakwood Cottage The Street Barnham Suffolk – no comment submitted
3. DC/22/0424/FUL – one dwelling adjacent to existing detached garage associated access 5 Church Lane Barnham – no comment submitted
4. SCC/0014/20SE/VOC2 – Variation on condition hours of operation, waste capacity, waste types – Country Style Recycling Unit 6 Little Heath Barnham – Exp 5th May – Planning Committee Mtg 26th April - Response letter submitted 29th April.

a. Enforcement issues – None Reported

12. Financial Matters

- a. Annual Governance Statement/Control Statement – this was agreed and signed by the Chair and RFO.
- b. 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).
- c. Annual Accounts – the accounts have been audited by the internal auditor Mrs. D. Dunning. These were agreed and signed by the Chair and RFO.
- d. It was unanimously agreed to adopt/re-adopt the following documents:
 - i. Standing orders
 - ii. Financial regulations
 - iii. Risk assessment
 - iv. Asset register
 - v. Planning Committee – Unanimously agreed to be disbanded
- e. Clerk's report – this was accepted (previously distributed to all parish councillors before the meeting)

Bank Reconciliation:

a) Receipts & Payments since last meeting

		Out	In	
1 Feb	Start Balance			15,259.67
11 Mar	Chq 101152 Clerk	509.39		
14 Mar	Paul Willard Rubble Chq 101151	463.00		
18 Mar	Smith of Derby - Church Clock Chq 101150	420.00		
21 Mar	SALC Clerk training Chq 101149	180.00		
22 Mar	COEVAL VAS Sign Chq 101153	3,324.00		
31 Mar	Balance carried forward			10,363.28
	Payments / Receipts	4,896.39	0.00	

Bank Balances:

Current account (31.3.22) £10363.28

Savings account (31.3.22) £4,923.64

End of Year Total £15,286.92

Internal Audit

The annual accounts have been audited by Mrs D Dunning and there were no issues. Mrs Dunning has completed the auditor's internal report section of the external audit forms. The annual accounts and signing of the external forms are an agenda item for the May meeting. A copy of the annual accounts and cash book for 2021/22 will be forwarded to all Parish Councillors with the May meeting papers.

Authorise Payment:

b) Cheques for signature

Date:	Chq No:	Who:	Invoice No:	Total; Amount	VAT:
10.05.2022	101154	Eastern Play Services	INV-1734	414.00	69.00
10.05.2022	101155	SALC Subscription	25940	265.00	
10.05.2022	101156	Debbie Dunning Internal Audit	-	50.00	
10.05.2022	101157	The Link Newsletter	-	60.00	
10.05.2022	101158	Clerk (new salary award)	-	477.46	2.50
10.05.2022	101159	Speed Gun Courier	-	9.52	1.59
10.05.2022	101160	Clerk Back Pay Mrs C Dowson	-	38.20	

Audit Note - Debbie Dunning has agreed to complete the Audit again this year. Debbie has served notice that this will be her last year of completing the audit.

Budget – Please note – SALC Subscription – we have been advised that we will be receiving a letter in May from SALC advising each individual member council explaining the methodology to be applied and how the new calculation will affect their subscription for 2023/24. Most Councils will see little or no increase to fees.

13. Other Actions for this meeting:

13a.

- i. Clerk Salary - to approve the new salary scale for the clerk and back pay for previous clerk – Mrs C Dowson – Unanimously agreed

2 March 2022- NALC Salary Award

National Salary Scales for Local Council Clerks – SCP 6 effective from 1st April 2021.

Hourly Rates as per national agreement are calculated by dividing annual salary by 52 weeks by 37 hours.

The calculation is :

20,043 / 52 weeks / 37 FTE hrs = £10.42

@ 4 hours per week = £41.68 per week

£41.68 per week x 52 weeks = 21,67.36 /12 = £180.61 monthly x 2 bi monthly = £361.23

NALC Salary Award Back pay

0.18p increase for 4 months

$0.18 \times 4 = 0.72 \times 17 \text{ weeks} / 4\text{mths} \times 2 \text{ bi monthly} = \text{£}6.12$ £6.12

Provision of Website Administration Backpay

2 hours per month @ 0.18p x 2hrs = $0.72 \times 4 \text{ mths} =$ £1.44 £1.44

Clerk Back pay – Mrs C Dowson

April 2021 – Jan 2022

SALC – Payscale 6 - £10.42 per hour.

NALC Salary Award Back pay

0.18p increase for 10 months

$0.18 \times 4\text{hrs} = 0.72 \times 43 \text{ weeks} / 10\text{mths} = \text{£}6.20 \times 5 \text{ (bi monthly mtgs)} =$ £31.00

Provision of Website Administration Backpay

2 hours per month @ 0.18p x 2hrs = $0.72 \times 10 \text{ mths} =$ £7.20

Total **£38.20**

13a Approve SALC managing the Clerk/ Payroll

The cost of SALC managing the payroll service for the Clerk is £45.00 + VAT per year (£7.50 x6) – Unanimously agreed by council. Clerk to action with SALC

Action: Clerk

13 b Great British Spring Clean

Cllr Heading to provide an update on progress

Action: Cllr Heading

13c Pathway Clearance – this has been completed by Ian Austin in May's contract cut

13d ANPR Trial – it was unanimously agreed by council that Barnham meets the criteria for the trial. It was agreed that Cllr M Belsham would own the trial and complete the necessary paperwork. Clerk to forward all relevant documentation.

Action: Cllr Belsham

13e Dog Bin – Following a discussion it was agreed to leave the red bin as is and monitor it, if it continues with overflow issues then it will be removed. Clerk to advertise the fact the black bin is available just steps away at the bus stop – put in link, website and on fb page

Action: Clerk

13f Moles Village Hall & Grass Cutting next year

- i. to decide on a course of action for tackling mole problem at village hall and when grass cutting should start in 2023 – it was unanimously agreed that the contract would stick with current first cut in May. Cllr Hawthorne would ask the Estate's 'mole man' to get in touch with the Clerk regarding providing a quote to deal with the moles on the village hall grounds.

Action: Cllr Hawthorne

- ii. to consider what the parish council can pay towards Church as per minutes in September 2021- after a lengthy discussion regarding the information from the Church of England and SALC/NALC where NALC advise the powers in the 1894 Act prohibit councils' involvement in property relating to the affairs of the church, e.g. the maintenance or improvement of buildings or land or contributing costs. NALC's position is that any contribution to any church property is unlawful including church buildings, clocks, church halls and churchyards. The Church of England are stating that under the S137 local authorities can invest in church buildings in accordance with the Local Government Act 1972. However, it also recognises that the Act allows certain parish councils, as long as they meet certain criteria, to pass a resolution which allows them to have the benefit of the 'General Power of Competence'. An eligible parish council is one in which at least two thirds of the members have been elected (i.e. not co-opted) and in which the clerk has completed one of a specified range of training courses. Having passed such a resolution, the relevant parish council would have the power to fund repairs and improvements and changes to church property (albeit it would have to take such a decision in line with its proper internal processes). Barnham Parish Council is not eligible. It was unanimously agreed that this would be an agenda item for the next meeting.

Action: Clerk

13g Jubilee –

- i. Grant request submission update – Grant of £300.00 has been paid directly to the Barnham PCC
- ii. To decide on how to make payment of council contribution of £250.00 & grant submission of £300.00 – Total £550.00 – Cllr Keast will supply the Clerk with the receipts and invoice for the £250.00

Action: Cllr Keast

- iii. To receive an update from the Jubilee committee - Cllrs Watson, Hawthorne and Belsham – Cllr Watson advised of 3 working groups, 2 organising the decorations for the village and tea party and 1 organising the food, with Rev Sue Nutt as leader. There will also be an exhibition in Church covering the Queen and Barnham over the decades culminating in the tea party on Sunday 5th June which is free and open to everyone in the village. Receipts to be collected for Church Treasurer P. Keast to raise and invoice of costs to the Clerk.

14. Items for consideration for inclusion on next Agenda

1. Parking on the Green triangle – turn it into a garden
2. Parish Council to consider what the parish council can pay towards Church as per minutes in September 2021
3. Citizen Advise Bureau – requesting donation

Date of Next Council Meeting – Tuesday, 12th July, 7pm at the Village Hall

The Chairman declared the meeting closed at 8.50pm

Chairman Signed: