**BARNHAM PARISH COUNCIL MEETING**

Tuesday, 12th September 2017 at 7.30pm in the Village Hall

**MINUTES**

**Present**: Cllrs. Alan Copeland, Ian Heading, Peter Keast, Charles Merrifield, Susan Watson, Ed Wyer (chair). Caroline Dowson (clerk). Borough Councillor: Andrew Smith. Member of public: Alex Watson

1. **Apologies for absence** – Cllrs. John Bauer and Spicer.
2. **Minutes of the previous meeting** held on 11th July 2017 were agreed to be a true record. Proposed: PK and seconded SW.
3. **Matters arising from those minutes**:

**Mobile phone reception in Barnham**. Cllr. Keast explained that, through the church, he has contacted all major mobile phone providers about erecting a mast on the church to improve reception and also provide an income for the church. Providers will contact him if this is viable. Mr. Alex Watson (member of the public) noted that mobile reception was particularly poor in Barnham (except with EE). He is happy to take this forward on behalf of residents and is collating information to use to lobby providers. Mr. Watson will put a note in “The Link” requesting information and support from residents.

**Barnham Heath** – Mr. Rob Williams at Barnham Heath has suggested that repairing the seats will improve the area (he is happy to carry out this work with reimbursement for materials). There is a committee meeting in September and he will ask for any other ideas from residents.

1. **Declarations of Interest**: Cllr. Wyer – planning application in Station Road.
2. **Reports**
   1. **Suffolk County Council** – County Cllr. Joanna Spicer has tendered her apologies and in her absence has sent an email regarding transport for schools. The county council is proposing that free transport only be provided to the closest school. This will affect children in our area who currently attend Thurston. The consultation period starts in October and this will be an agenda item for November.
   2. **St Edmundsbury Borough Council:**

**Broadband in rural areas** – Borough Cllr. Andrew Smith and County Cllr. Joanna Spicer met Mr. Chris Haworth and residents from Rymer Court, New Zealand Cottages and West Farm who have very poor broadband. Residents have joined together to lobby BT and new fibre broadband will be available within the next year for Rymer – with the exception of the post code IP24 2PL. Mr. Haworth is following this up and trying to meet someone on site from BT to address this.

**Bury Town master plan**. Consultation is now finished. If accepted, the boundary commission will be involved and there could be one single authority rather than two at the moment (St. Edmundsbury and Forest Heath). The driving force is cost cutting.

**West Suffolk Operational Hub** – proposed waste management site close to the sugar beet factory. This has been deferred as there are some unanswered questions and modifications need to be made.

* 1. **Village Hall** - Cllr Watson had nothing to report. The clerk noted that the new bin for the play area has not moved forward and explained that the Borough Council will not collect waste from the play area without a charge. Therefore, the problems of emptying the bin or moving it out on collection to the road side still remain. Cllr. Copeland suggested that the bin might be placed outside the play area towards the road (but not actually on the road) so that collection might be free – the clerk will contact the council again. Cllr. Copeland also noted that the new bin at the bus stop isn’t actually fixed and he is concerned it might be stolen. Clerk confirmed that this was known at the time of purchase and that the bin is covered by insurance.

Action - Clerk

* 1. **RAF Honington** – Cllr. Heading. The next meeting is in November.

* 1. **Play Park update** – Cllr. Copeland. There are still a couple of items on fixings that keep getting picked up by the inspector – Cllr. Copeland is talking to the supplier about this. The chair noted that Cllr. Copeland is going away for six months and Cllr. Copeland doesn’t foresee that anything will happen in the play area during that time that will need attention. Cllr. Merrifield is willing to keep an eye on the play area if Cllr. Copeland gives him a briefing.

Action – AC/CM

* 1. **Speed Watch update** – Cllr. Bauer. Two new members of the team have been recruited and the rota for the next three months will be discussed soon. There is a persistent core of offenders and details are based on to our PCSO. It was agreed that this project is working well. It was agreed that the automatic sign can be considered at the November meeting.

1. **Planning**
   1. **Applications** – three received:

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| July 2017 | SCC/0111/17 | Barnham Primary School, Mill Lane, Barnham, Thetford, Suffolk, IP24 2NG | Addition of a new secure entrance, comprising of new lobby and reception area, with associated internal redecoration. Installation of 3 no. roof lights and new access ramp.  “No objection” response returned. |
| 11.7.17 | DC/17/1391/TCA | Maple Cottage, Mill Lane, Barnham, IP24 2NH | Trees in a Conservation Area Notification – 1 no. Ornamental Cedar – reduce height by up to 70% and reduce crown overall by up to 20% to shape -  Mr. Simon Ford  “No objection” response returned. |
| 8.9.17 | DC/17/1112/FUL | Land north of Linden Bungalow Station Road, Barnham | Retention of temporary Romany gypsy caravan site - W. Barret.  This has been referred to the enforcement officer- see (b) below. Consultation expiry date: 29th September |

1. **Appeals/Enforcement**. SE/17/155/FUL – Orchard Community Group. The chair and Bor. Cllr. Andrew Smith have had meetings with the local planning authority to ensure the inspector’s decision is enforced on this site. They were told that the residents would be moved on by 1st November. A planning application now headed “retention of temporary Romany gypsy caravan site” has been received the chair noted that there is a problem with this title as there is no temporary Romany gypsy caravan site at the moment. This has been reported to the enforcement team. Therefore, the response to application DC/17/112/FUL is on hold and will need to be dealt with by the planning committee. (Ed noted that a wooden structure is now in place and another caravan and that the planning authority were trying to interview people living on this site).

Action – Planning Committee

1. **Neighbourhood Plan** – a quorum representing the council will meet Amy Wright from the Neighbourhood team. Cllrs. Wyer, Keast, Merrifield and Heading will try to attend. The clerk will confirm dates that have been offered in September.

Action - Clerk

1. **Finance**
   1. **Six month review of budget**. The clerk explained that 43% (£3304) of the budget (£7600) has been spent to date. It was agreed to move some monies within the budget:

* Clerk salary to be increased by £200 to reflect extra hours/transparency fund grant for website work
* The training budget will be overspent

Some of the £500 village maintenance figure may be needed to fund moving the recycle bins at the village hall. The clerk has a meeting with the Rev’d Sue Nutt next week to discuss the commissioning of a beacon.

* 1. **External Audit Report.** This has been received from BDO and the Annual Return and comments, including the certificate, was accepted. Two minor comments were noted. The external audit papers have been posted on the website to comply with the transparency code.
  2. **Re-state asset register**. The clerk explained that following her attendance at the SALC book-keeping course, it is recommended that the asset register is restated to reflect the addition of the new safety surface. Also, some nominal items for £1 need to be added: telephone kiosk, village sign, war memorial, bench, two bus shelters as the parish council takes on the responsibility of up keep for these. This was agreed.
  3. **Insurance renewal** – Some changes to the schedule are needed to reflect the changes in the asset register: additional equipment for the play area and also the addition of some £1 nominal items. It was noted that items for £1 would not be replaced, also noted that the insurance premium is already high, so it is not possible to insure everything. However, Cllr. Keast agreed to look into insurance for the war memorial via the church/ecclesiastical route and the clerk will also ask for a revised quote to include this. (The war memorial has historically not appeared on the insurance schedule). A copy of the re-stated asset register is attached.

Action: Clerk/PK

* 1. **Re-adopt Standing Orders** – dated 2015. Clerk will compare the existing standing orders with the most recent NALC recommended standing orders. For review at the next meeting.

Action: Clerk/Chair

* 1. **Clerk’s report** – this was noted.
  2. **To note cheques being issued** – these were agreed and signed:

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| Cheque no. | Date | Details |  | Amount |
| 101037 | 12.9.17 | Speedar - battery |  | £41.22 |
| 101038 | 12.9.17 | SALC (clerk book keeping course) |  | £36.00 |
| 101039 | 12.9.17 | Barnham Village Hall (room hire 2017) |  | £60.00 |
| 101040 | 12.9.17 | Mr. D. Thrower (grass cutting Jul/Aug) |  | £430.00 |
| 101041 | 12.9.17 | Mrs. C. Dowson (clerk Aug-Sep) & website work |  | £634.98 |
| 101042 | 12.9.17 | BDO - external audit |  | £120.00 |

1. **Correspondence**
   1. **Bowling Club at Elveden** (E. Iveagh email). The secretary of the Barnham Bowls Club has emailed that they are not interested in helping set up a new bowling club at Elveden. There was also no interest from the article published in “The Link”. The clerk will let Elveden know.

Action: Clerk

* 1. **Village Hall** – request for funding to help with costs to move recycle bins and fencing (J. Jordan email). No quote from the village hall has been received yet for this.
  2. **Land adjacent to Forge Cottage, Blacksmith Lane** (I. Clark email). This area is very untidy and the Chair has passed details on to the enforcement officer.

1. **Items for report or next agenda - Suffolk County Council – outstanding work**. Cllr. Merrifield is very concerned about the flooding at the bottom of Blacksmith Lane. This has been reported, but the county council do not want to attend a site meeting. Cllr. Merrifield is happy to progress this on behalf of the council. Also, the clerk noted that there are a lot of outstanding items with the county council. Their email replies about such queries are not helpful and works are often not completed:

* Dead tree at Portal Road
* Tree at St. Martins Lane
* Light in Blacksmith Lane
* Light in Salmond Drive
* Localised flooding outside the village hall car park and at the bottom of Blacksmith Lane

The clerk will write to Cllr. Spicer about outstanding items as Cllr. Spicer has said she would be happy to walk around the village to identify problems.

Action - clerk

1. **Date of next meeting**: Full Council Meeting – Tuesday, 14th November at 7.30pm in the Village Hall. (Apologies for next meeting received from Cllr. Watson). ***Meeting closed at 8.20pm***

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| **Barnham Parish Council** |  |  |
| ASSET REGISTER - for Insurance purposes and annual audit  Re-stated September 2017 Minute ref. 7.c. | | |
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| Existing climbing frame - installation date not known (Info.taken from previous audit reports) | £9,000.00 |  |
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| Additional equipment installed in 2015 play area adjacent to school/village hall | £22,500.00 |  |
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| Safety surface installed in play area 2016 | £4,560.00 |  |
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| Speedar hand held radar gun kit - purchased May 2015 | £850.00 |  |
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| Computer for Parish Clerk use - purchased in 2016 | £400.00 |  |
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| Bin at bus shelter (by school) - purchased in 2017 | £356.00 |  |
| Bin at bus shelter (Barnham Heath) - original cost unknown | £1.00 |  |
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| Telephone Kiosk - St. Martin's Lane, IP2 2NQ - adopted 2017 | £1.00 |  |
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| Wooden village sign - original cost not known | £1.00 |  |
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| Stone war memorial - original cost not known | £2,000.00 |  |
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| Bench by village sign/church - original cost not known | £1.00 |  |
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| Two bus shelters | £2.00 |  |
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|  | **£39,672.00** |  |