**BARNHAM PARISH COUNCIL**

Annual Meeting of the Parish Council

Tuesday, 1st May 2018 at 7.30pm in the Village Hall

**MINUTES**

**Present**: Parish Cllr’s: I. Heading (partly), P. Keast, C. Merrifield, S. Watson, E. Wyer (Chair). County Cllr. Mrs. J. Spicer and Borough Cllr. A. Smith (partly)

Five members of the public (Mr. M. Hawthorne, Mr. and Mrs. Hollins, Rev’d S. Nutt, Mr. Watson).

1. **Election of Chairman** (followed by signing of the declaration of acceptance). E. Wyer was re-appointed as Chair. Proposed: P. Keast and seconded by C. Merrifield
2. **Election of Vice-Chairman**. C. Merrifield was appointed as Vice-Chair. Proposed: E. Wyer and seconded by S. Watson
3. **Appointment of responsibilities**. The following appointments were unanimously agreed:
4. Planning committee members: E. Wyer (Chair), P. Keast and C. Merrifield
5. Data protection liaison officer – P. Keast
6. Internal Auditor – Mrs. D. Dunning
7. Play park – S. Watson (who will continue to liaise with C. Merrifield)
8. RAF Honington liaison – I. Heading
9. Responsible Financial Officer – Mrs. C. Dowson (Clerk)
10. Village Hall Committee representative – to be confirmed at the next meeting
11. Website – Mrs. C. Dowson (Clerk)
12. **Bank signatories** – it was unanimously agreed to continue with I. Heading, P. Keast, E. Wyer.
13. **Apologies and approval for absence** received from J. Bauer, this was agreed.
14. **Declaration of interests and dispensations** – None.
15. **Minutes of the previous meeting** – Tuesday, 13th March 2018. These were unanimously approved.
16. **Matters Arising** from those minutes - none
17. **Casual Vacancy** – it was unanimously agreed to appoint Matthew Hawthorne to fill the casual vacancy.
18. **Public forum followed by reports regarding**:
	* + 1. **Suffolk County Council** (County Cllr. Spicer). It was reported that there has been no alteration to the draft Minerals and Waste Plan for Barnham. There will now be a second round of public consultation starting 11th June. It was agreed that in the short term it is necessary to consolidate a strong reply, focusing on the effects on the local farms; the industrial estate and the environmental impact. The clerk will ask residents, via The Link, to input this and a public meeting will be planned for June – Mrs. Spicer would like to attend this.
			2. **Broadband**. It was noted that extra county council financial support is available. Barnham village has good broadband, but the outlying areas are experiencing problems.
			3. **Barnham Heath** – Cllr. Watson asked Cllr. Spicer if this is now the official name for this area. Clerk will ask Mr. R. Williams what the residents feel about this and whether new signage should be requested.

**Action**: Clerk

* + - 1. **Highways**. Cllr. Spicer is disappointed with the response about the encroachment along the pavement from the village to Barnham Heath from Suffolk Highways Department (stating that the parish council isn’t able to make their own arrangements to clear this path). She is following this up.
			2. **Locality Budgets.** Noted that these have been cut, but some help might be available from both the county and borough for footpaths (see point d above).

**St Edmundsbury Borough Council** (Borough Cllr. Smith). Cllr. Smith’s annual report was tabled and he explained some of the activities he has been busy with on behalf of the parish council.

* + - 1. **Village Hall** – nothing to report.
			2. **RAF Honington** – nothing to report.
			3. **Play park** – Cllrs. Watson and Merrifield have checked the points raised and they all seem in order. The gate alignment is a village hall problem as it is their fence – Cllr. Watson will let them know.

Action: SW

* + - 1. **Speedwatch update** (Cllr Bauer). As Cllr. Bauer was not present, this will be deferred to the next meeting. He has received a quote for £1300 for a VAS sign and £500 has been received towards this cost from Cllr. Smith’s locality budget.
1. **PLANNING**
	1. **Applications** – none received.
	2. **Appeals** – nothing to report.
	3. **Old Forge land on Blacksmith Lane** (to consider if this should be referred to the Enforcement Officer). Complaints from residents have been received regarding the state of the land and the Chair and Mr. Hollins have met. Mr. Hollins explained the family’s situation and informed the meeting that they do have a certificate for lawful development. Their son, owner of the property, will not be living there, but will develop the land. Mr. Hollins would be very grateful to receive any help to clear the site, including temporary removal and storage of top soil (some of which will need to be returned). The Chair is happy to act as a liaison person, but felt that there may not be volunteers available from the village to help with this. Mr. Hollins agreed that the site is unsightly at the moment, but confirmed that they will be making a start on clearing the site shortly. The chair noted that the parish council is reluctant to involve the enforcement officer and Mr. Hollins said that he would keep the parish council informed of the programme of works.
	4. **Neighbourhood Plan update.** Cllr. Merrifield has prepared a document “Why we need a Neighbourhood Plan” which has been circulated to councillors. The parish council is able to apply for the designated boundary area, but Cllr. Merrifield would like to inform residents about the Neighbourhood Plan first and set up a group of interested parties to work on this. The parish council can apply for a grant up to £9000 for technical needs, so that some specialised help can be purchased. It was agreed that the Euston Estate should be involved, but not be part of the Neighbourhood Plan as such. It was also agreed to notify residents, via The Link, about the Neighbourhood Plan and to ask if residents and interested parties would like to form a working group.

Action: CM/Clerk

1. **FINANCIAL MATTERS**
	1. The Internal Control Statement was agreed and signed by the Chair and RFO.
	2. The Annual Accounts were agreed and signed by the Chair and RFO.
	3. The annual audit documents were agreed and signed by Chair and RFO
	4. The Risk Assessment was agreed.
	5. Cheques for signature were approved:

Mrs. C. Dowson clerk £401.48 (May salary, office expenses and printer ink); S.137 donation for The Link £60; Suffolk Association of Local Councils 309.65 (subs and training course fee); A. Heading & Son (gritting); Litter bin collection £15.08.

* 1. Income. The precept for 2018/2019 has been received £7600 and £500 from the Borough Council for a VAS sign.
	2. The Clerk’s report, which was distributed prior to the meeting, was received.
1. **ANY OTHER BUSINESS** – none.
2. **DATE OF NEXT PARISH COUNCIL MEETING** – 10th July 2018 at 7.30pm