

BARNHAM PARISH COUNCIL

The Annual Meeting of the Parish Council
Tuesday, 21st May 2019 at 7.30pm in the Village Hall
DRAFT Minutes – to be approved at the July meeting

Present: Cllrs. M. Hawthorne, C. Merrifield, Mrs. S. Watson, E. Wyer. Borough Cllr. A. Smith, County Cllr. Mrs. J. Spicer. Clerk Mrs. C. Dowson. One member of the public.

Apologies: Cllr. I. Heading

1. **Election of Chairman:** Cllr. E. Wyer (Proposed C. Merrifield, seconded S. Watson).
2. **Election of Vice-Chairman:** Cllr. C. Merrifield (Proposed E. Wyer, seconded S. Watson).
3. **Appointment of other responsibilities:**
 - a. Planning committee members – Cllr's E. Wyer (Chair), C. Merrifield and S. Watson
 - b. Data protection liaison – clerk to check if one is needed.
 - c. Internal Auditor – Mrs. D. Dunning
 - d. Play park – Cllr's. S. Watson and C. Merrifield.
 - e. RAF Honington liaison – Cllr. I. Heading
 - f. Responsible Financial Officer – Mrs. C. Dowson (Clerk)
 - g. Village Hall Committee representative. The Chair has spoken with the Village Hall Committee Chair, Mrs. Jordan, and it has been agreed that a parish council representative no longer needs to attend every meeting. However, the committee will contact the parish council if a parish councillor should attend. Cllr. M. Hawthorne agreed to attend if required.
 - h. Website management - clerk
4. **Bank signatories.** It was unanimously agreed that Cllrs. E. Wyer and I. Heading remain signatories. The third signatory will be confirmed at the July meeting.
5. **Co-option of two parish councillors** (following the uncontested election there are two vacancies). It was unanimously agreed to re-appoint John Bauer and Peter Keast as parish councillors.
6. **Apologies for absence** received from Cllr. I. Heading and these were approved.
7. **Declaration of interests** and requests for dispensations – none.
8. **Minutes of the previous meeting** – Tuesday, 12th March 2019. These were unanimously agreed and signed by the Chair.
9. **Matters Arising from those minutes** - none
10. **Public forum and Reports:**
 - a. **Suffolk County Council (County Cllr Spicer).**
 - (i) Public enquiry – Suffolk Minerals and Waste Plan Examination – Thursday, 20th June. Cllr. Spicer and Mr. Watson are not on the list to speak about Barnham. The Chair noted that he might not need to speak as the position of the Parish Council has already been submitted. There are six questions that refer to Barnham. It was agreed that a sentence should be written to respond to each of these points, even though these have already been covered in the parish council submission. The Chair will prepare something in time for the deadline which is 4th June.

Action: Chair

- (ii) **Pre-application consultation** – Telecoms Mast at Barnham Heath. The parish council has received notification from Clarke Telecom about a proposed mast at Barnham Heath (this land isn't owned by Euston Estate and it could be very close to the road). It was unanimously agreed that the Parish Council has grave concerns about the suggested site and would like to meet with Clark Telecom to discuss other options. The clerk will write to the company and also include Euston Estate in any correspondence.

Action: Clerk

- (iii) **Variable speed limit.** Cllr. Spicer informed the meeting that this is still delayed awaiting some permissions from the Euston Estate. Cllr. Hawthorne will follow this up with the Euston Estate.

Action: MH

- (iv) **Barnham Heath Sign.** Cllr. Spicer reported that the proposed site has been visited and this should be approved shortly.
- (v) **Lorry Watch.** Cllr. Wyer reported that this is progressing well and although the training will be free, there could well be other costs involved. Cllr. Spicer agreed to contribute £500 from her locality budget and Cllr. Smith may also be able to allocate some funding.

b. West Suffolk Borough Council (Borough Cllr Smith)

Cllr. Smith has raised Enforcement queries regarding:

- (i) Working hours, noise and light pollution at Oil NRG, Station Yard, Station Road, Barnham. (This relates to the unsociable hours of deliveries which causes disturbance).
- (ii) Use and conditions for Indigo Waste Services, Unit 6, Little Heath, Barnham. (This is connected to the very poor state of the road – and who should maintain it - leading to the property).
- (iii) Breach of condition, Station Yard, Station Road. (This relates to the non-planting of a screen to offset the appearance of the warehouse).

The Enforcement Officer has informed Cllr. Smith that the Notice has been complied with at the proposed gypsy site and that no further action is planned by West Suffolk Council unless they return to the site.

- c. **Village Hall** – an annual written report has been received for the Parish Meeting
- d. **RAF Honington.** Cllr. Heading has forwarded an email to councillors before the meeting.
- e. **Play park.** Cllr. Watson noted that the photographs included within the inspection report are outdated and refer to issues that have already been dealt with.
- f. **Speedwatch update.**
 - Cllr. Bauer will chase up the permission for the VAS sign.

Action - JB

- Lorry Watch scheme. Email confirmation about this has been received and trading standards will hold a briefing about the new scheme for interested volunteers.

Action: JB/EW

11.Planning Matters

a. Applications:

- i. DC/19/0843/TCA. Felling of 1 tree in a conservation area, White Gables, Mill Lane, IP24 2NH. The clerk has submitted a “no comment” response as the consultation expiry date fell between parish council meetings (details had been forwarded to parish councillors and they did not raise any objections).
- ii. DC/15/1778/FUL. Removal of Condition 2 (retention of workshop) and 3 (joinery use only) of application DC/15/1778/FUL. Walnut Tree Cottage, 4 Thetford Road, IP24 2PA. It was agreed to submit a “no objection” response

– although concern about access on the busy A134 (highways) should be noted).

Action - clerk

b. Appeals

c. Enforcement

- **Solar panels** – Water Lane (4-5 Tower Cottages). The response from the Planning Department regarding this query has been distributed to parish councillors: “In this case the solar panels are installed on the roof which would mean that the installation is permitted development not requiring planning permission”. No further action required.

12. Financial Matters

- a. **Internal Control Statement.** This was agreed and signed by the Chair. This forms part of the external audit documents.
- b. **Annual Accounts.** These had been forwarded to councillors before the meeting. The c/f figure for 2019/2020 is: £15,124.06 (this includes the £500 contingency for the church clock and £500 for the purchase of a VAS sign). The annual accounts were signed by the Chair and Clerk (responsible financial officer) and are now ready to be sent to the internal auditor.

Action: Clerk
- c. **Annual external audit documents.** These were signed by the Chair and Clerk (responsible financial officer). The clerk explained that the audit documents are filed with the external auditor, but not checked as such – so there is no longer a charge. However, these documents must be posted on the parish council’s website to comply with the transparency code.

Action: Clerk
- d. **Standing Orders, Financial Regulations and Risk Assessment** documents had been forwarded to councillors before the meeting. No changes have been made and it was unanimously agreed to re-adopt these.
- e. **Payments.** The following cheques were approved and signed: Mrs. C. Dowson (May salary plus expenses and incl. website payment) £425.29; Contribution to “The Link – section 137 payment - £50; Suffolk Association of Local Councils – annual subscription £248.90; Mr. D. Thrower – April grass cutting £ £285.
- f. **Clerk’s report.** This had been previously distributed to councillors and was accepted.

13. Reports from Parish Councillors

- a. **Community Self Help Scheme.** Cllr. Merrifield was not able to attend the briefing session organised by Suffolk County Council. However, he noted that the procedure for parish councils to take on community tasks is very complicated.

14. Any Other Business – none.

15. Date of Next Meeting – 9th July 2019 at 7.30pm