

Minutes of Barningham Annual Parish Council Meeting held on Wednesday 17th May 2023 at 7:30 pm in Barningham Village Hall.

Present: Cllrs: C Hammond, N Martineau, J Chalmers, T Steer, L Hebert, D Cllr Bull & C Cllr Spicer

1. Election of Chairman

Cllr Chalmers nominated Cllr Hammond for the position of Chairman, this was seconded by Cllr Steer. Cllr Hammond accepted the position.

2. Chairman's Declaration of Acceptance of Office

Cllr C Hammond completed the Chairman's Declaration of Acceptance of Office.

3. Councillors Declaration of Acceptance of Office and Register of Members interest.

The Councillors completed their Declaration of Acceptance of Office and Register of Members' Interest forms. The Clerk witnessed and signed these and will ensure West Suffolk Council receive the relevant paperwork. **Action Clerk**

4. Election of Vice Chairman

Cllr Chalmers nominated Cllr Steer for the position of Vice Chairman, this was seconded by Cllr Hebert. Cllr Steer accepted the position.

Cllr Chalmers was elected as the official Parish Council representative for the Village Hall.

Cllr Nicholas Martineau was welcomed on to the Parish Council. We are sad to lose William Martineau and extend our appreciation for all the years that William dedicated to the Parish Council. His input and extensive village knowledge will be greatly missed.

5. Co-option of new Parish Councillor

6. Apologies for absence

Apologies were received from Cllr R Baxter.

7. Members Declarations of Interest and Dispensations:

7.1 To receive declarations of interest from councillors on items on the agenda. None.

7.2 To receive written requests for dispensations for disclosable pecuniary interests. None.

7.3 To grant dispensations as appropriate under Section 33 of the Localism Act. None.

8. Minutes - The minutes of the Wednesday 5th April 2023 meeting were agreed and signed as a correct record.

9. Meeting open to the public

1 member present.

10. Report from County Councillor: J. Spicer. To receive any update regarding traffic calming measures in Bardwell Road.

Despite the fact there have been three single vehicle accidents reported in Bardwell Road the road does not meet the criteria for major intervention. Cllr Spicer can however look at the option of painting SLOW on the road, erecting a bend warning sign and an entrance gateway at the entrance to the village. Cllr Spicer will cost these options to be discussed at the next meeting. Cllr Steer will move a VAS to Bardwell Road to help to address the issue of vehicles speeding within the village. The condition of the road at the junction of the B1111 and the A143 at Stanton was raised again. It is understood that works are on order for repairs there.

Action Cllr Spicer/Clerk

11. Report from B. Councillor: C. Bull. To receive update on parking at Bishops Croft.

A van has been parking on the green at Bishops Croft. The issue is that if it is not causing an obstruction, and therefore not a police matter and there are no traffic regulations orders that could apply there is little that can be done. If the problem persists Cllr Bull asked that she was informed to see if there is any action West Suffolk could take.

12. Progress reports. For information, from:

12.1. Chairman

The Chairman had no additional report to make following her annual report recorded in the Annual Parish meeting minutes. A copy of which is available upon request.

12.2 Clerk:

12.2.1 To confirm completion of election expenses.

These were completed and the Clerk will deliver them to West Suffolk Council next week.

12.2.2 To discuss options for Councillor training.

Basic training information

The Clerk provided the Councillors with some information about some new training for Councillors that SALC are going to be running. SALC recognize that the option of having six modules of training is a big commitment, a lot to take in and put into practice especially when new to the role. Their new Councillor development page instead offers a staged approach and, they believe, makes the best use of resources that are available for the sector such as national guidance, publications, networking, news bulletins and training. The new Councillor Basics workshop consists of two x 2-hour sessions. None of the Councillors wished to undertake the training at this time but it was made clear that this training would be available going forward if anyone felt they would benefit from it.

12.2.3 Update of West Suffolk Councils grass cutting, particularly at Bishops Croft.

A resident of Bishops Croft contacted the Clerk about the length of the grass at Bishops Croft. The Clerk contacted West Suffolk Council as Barningham did not seem to appear on their cutting schedule. This apparently was an oversight and did not mean the Barningham was not being cut. The grass has since been cut.

12.2.4 Website Audit

Community Action Suffolk are now offering a limited number of accessibility review and fix services to One Suffolk customers where they review every page of our site, fix any issues that they see and then provide a short report based on what they find. The end result of this will be that they will ensure that our website is meeting the current accessibility standard. This service costs from £108 inc VAT. The Clerk has done a lot of work on the website to ensure we are compliant and this service was deemed unnecessary at this time.

12.2.5 Suffolk wildlife Trust courses

Suffolk Wildlife Trust have a new programme of Courses for Communities launched this year. The new Community Wildlife Courses are designed to engage and inform community groups, parish councils and churches and provide them with the necessary skills and knowledge required to optimise their own land for the benefit of wildlife and to share their new-found expertise and experience with others throughout the county. This information was shared with the Councillors for consideration.

12.2.6 Running Club

Following a comment in the Spring Newsletter, regarding the possibility of a running group for the community, a resident has come forward to offer their services. The resident is a UK Athletics coach, so well qualified. Anyone who is interested is asked to contact the Clerk in the first instance. Cllr Steer will put a piece on our Facebook page to promote the idea and gauge interest.

Action Cllr Steer

13. Finance.

13.1 The following accounts were approved for payment or noted as received.

Admin	Payment	Various	£2,817.58
Hall hire	Payment	Barningham Village Hall	£392.50
Drop in hire	Payment	Barningham Village Hall	£56.00
Annual subscription	Payment	SALC	£396.25
Grass cutting	Payment	Countryside, conservation, and tree services	£316.80
Grass cutting	Payment	Countryside, conservation and tree services	£316.80
Accounts software	Payment	MiJan Ltd	£90.00
Newsletter	Payment	community workshop ltd	£126.00
Mapping software	Payment	Parish online	£45.00
Internal Audit	Payment	Trevor Brown	£300.00
Annual support	Payment	Community Heartbeat Trust	£210.00
Admin	Payment	Various	£544.57
Moore interment	Receipt	Burials	£44.00
Precept	Receipt	West Suffolk council	£34,758.00

13.2 Bank reconciliation and accounts update.

The Clerk provided an up-to-date bank reconciliation, budget report and schedule of payments for the Councilors information.

13.3 End of Year Accounts: To discuss the Report by the Internal Auditor.

The Councilors reviewed and agreed the internal audit document and agreed the internal audit information for the AGAR.

13.4 End of Year Accounts: To approve and sign the AGAR for year end 2022/23.

Section 1, followed by section 2, of the 2022/23 AGAR was reviewed and agreed. The Clerk will send the required documents to the external auditor and make sure the correct documents and information is available, on the website, to comply with the Transparency Code publication requirements.

Action Clerk

13.5 VAT claim update

The Clerk has submitted a VAT claim for £5063.42. The unique reference number previously supplied did not work on the HMRC online portal, so after spending a combined five and half hours on the phone the Clerk has written to HMRC to advise them of the situation and to submit the claim.

13.6 PAYE update

The amount taken in the first direct debit does not correspond with the amount calculated by the HMRC software. It was considered that this will balance itself out over the year. The Clerk will keep an eye on this. Looking back through the records available online the Clerk was unable to identify a previous underpayment.

Action Clerk

14 Village matters.

14.1 To confirm date for Defibrillator training.

This was confirmed as 3rd June from 10am-12 noon. The Clerk will see if any advertising material is available from the Heartbeat Trust and contact the school to ask them to get the word out. Cllr Steer will put something on Facebook.

Action Cllr Steer/Clerk/All

14.2 To receive update on revenue from Clothing bank with regard to Barningham Charities.

The Clerk has asked that any revenue be paid to the Parish Council until we can decide where to send the money.

14.3 To review litter picking - Keep Barningham Beautiful event, 2023.

There was a good turn out this year, with some people coming from the primary school. 17 people in total and only 4 of them Councillors this time. Due to the efforts of the village caretaker, there wasn't a great deal of litter, but some signs were cleaned as well as some fly tipped rubbish removed from Aggies Piece. It was a good event and people seemed to enjoy getting together for the refreshments after their hard work.

14.4 To confirm attendance of Coffee Caravan and potential for repeat visit.

The Coffee Caravan were happy with their visit to Barningham. They were pleased with the turn out for the first visit. 7 visitors. It was good to see Janice Chalmers from the Parish Council. They will be returning on Monday 22nd of May. The consensus was the visit could have been busier with passing footfall if they were located on Jarrolds Close (many years ago we think that was where they were sited.) Their visit on the 22nd we will be at Jarrolds Close. They are looking forward to seeing folks on the 22nd.

15. Aggies Piece

15.1 To confirm ownership of the drain under Aggies Piece and location of manholes.

SCC have confirmed that the drain, under Aggies Piece, is not owned by them. SCC have been asked if they know who owns it. We are awaiting a reply.

The Clerk has contacted Sam Hurst, from Norfolk Rivers Trust, for an update following the site visit last month. Peter Kerry had been asked to try and locate the manhole covers. Peter took his team to Aggies but, so far, they have been unable to locate them. They will need some assistance with map knowledge etc to help reduce the area needed to look for the location. The Clerk has asked Sam Hurst for some help with this. In addition, we will need more information from Sam Hurst before we can move forward with the project.

15.2 To discuss arrangements for plaques and memorial trees.

The tree has been located and the plaque has been installed.

16. Caretakers report Circulated.

There has been a lot of activity relating to play equipment this month. I have removed the damaged cradle swing seat from the Play Area and spent some time researching replacement mounting lugs for the flat swing seats. At the Cricket Meadow I made several attempts to highlight the damaged unit with hazard tape. There has been a further incident of glass bottles being smashed against the equipment there. I have now removed the seat from the zipwire and would like to attempt to modify it for future use because I believe it to be fundamentally safe. I attempted to manually weed the matting by the goal units without success and may need permission to use weed killer. The Councillors would like to consider other options before allowing the use of weed killer as this is something we are trying to move away from due to concerns of the environmental impact using weed killer can have. The Clerk will contact Cllr Baxter to see if she is aware on any other viable alternative.

Action Clerk

I have manually weeded the elevated path opposite the shop and had to trim the shrubs there with my shears, particularly one which seems to have fallen towards the path itself. I have had to cut back a hedge growing around the litter bin at the school end of the Cricket Meadow. I have also edged back the soil encroaching on the Sandy Lane footpath at the Havebury tree. I acquired

supplies from Screwfix in support of some of this work. In the Cemetery I have put up notices advertising the proper implementation of the rules relating to graves. I also spotted a piece of obscene graffiti on the village sign which I was able to remove before the Coronation weekend. It was noted that the hedge on the raised path, opposite the shop is growing out into the path again and that the Sandy Lane footpath, on the right-hand side, going away from the village needs to be cut back a bit more. The Clerk will ask the caretaker to look at these issues and if he is unable to help will ask the grass contractor to carry out the work.

Action Clerk/Caretaker

17. Play area /Cricket Meadow to receive any update.

17.1 Update on zip-wire seat issue.

The Caretaker has cut down the seat so it should no longer be uncomfortable to use. He will re-instate the seat if the Councillors feels it's appropriate to do so. The Councillors felt that the adjusted seat will be fine to use and will ask the Caretaker to re-instate it. **Action Caretaker/Clerk**
The Clerk is continuing to pursue the faulty seat with HAGs. **Action Clerk**

17.2 To note items on Play Area reports.

Noted.

17.3 To receive update on replacement part for horizontal ladder.

The Clerk has arranged for the replacement part, for the damaged horizontal ladder, to be delivered to Peter Kerry. She has also requested the correct tool, required to make the replacement possible, to be supplied at the same time. Peter Kerry will replace the part once the replacement unit, and tool have been delivered.

18. Churchyard/Cemetery

18.1 To confirm arrangements for memorial conditions.

Following a visit to the Cemetery during the Keep Barningham Beautiful event, it was noted that several the graves are still not compliant with the regulations. This is despite the relevant regulations being clearly displayed throughout the cemetery. The Clerk is writing to the deed holders asking them to rectify the situation within 28 days. If, following this request the regulations are still not followed the Parish Council will move/remove and store, for a further 28 days, any items that are not compliant. If after this time items are not collected, they will be disposed of.

Action Clerk

18.2 to note ash scattering and interment request.

A request for the scattering of ashes was received. It was agreed, due to the fact that this would take place in the Lychgate Cemetery and would be carried out in a careful and responsible manner. It was further agreed that this option would be removed from the options available for either cemetery going forward.

Action Clerk

Lychgate update.

The Joiner has informed us that he is scheduled to make the gates in June. The contractor is persisting with the renovating of the ironwork which has come up rather well.

19. Neighbourhood Plan.

There was no update this month.

20. Planning. to include any applications/decisions received since the agenda was posted.

The planning application for Shepherds Grove was discussed. West Suffolk are looking in detail at the application. It was understood that another application was going to be submitted, for further development. The Councillors were assured that any applications that are received will be considered taking into account the cumulative effect of both applications. Currently there is no application that are being consulted on. Cllr Bull will ensure that we are made aware of any applications that come forward.

21. Councillors reports and items for future agenda

Cllr Steer reported that he has now repaired and replaced the village entrance gate on the B1111 coming from Stanton. He has also repaired the Village Hall Sign on the B1111, so it is pointing in the correct direction. Cllr Steer was thanked for carrying out these works.

Cllr Chalmers reported that the village hall is looking for funding to replace the heating and ceiling tiles. Both Cllrs Bull and Spicer will be approached about this. The recent Coronation event was a great event, and some money was raised for the Princes Trust. The Village Hall are happy to put on a village event next year. The Parish Council are very happy to be involved with this.

Cllr Martineau asked about the possibility of a plaque for the Jubilee tree planted last year. The Clerk will include this as an agenda item for the next meeting. **Action Clerk**

22. Correspondence for information

22.1 20's plenty, to discuss the possibility of making 20 mph the maximum speed limit in certain areas, across Suffolk this will be an agenda item for the next meeting.,

23. Date of next meeting 7th June 2023 7pm Barningham Village Hall

24. To consider the exclusion of the public and press in the public interest for consideration of the following items:

24.1 Personnel Issues. None.

24.2 Legal Issues. None.