

Present: Cllrs: C Hammond, J Crittall, R Baxter, A Steer, W Martineau C. Cllr J Spicer & B. Cllr Bull

1. **Apologies for absence.** Cllrs M Dolan & S Lusher

2. **Members Declarations of Interest and Dispensations:**

2.1. None declared.

2.2 None declared.

2.3 None declared.

3. **Minutes** - Minutes of the meeting of Wednesday 4th October 2017 approved and signed as a correct record.

4. **Meeting open to the public**

No comments received.

5. **Report from C. Councillor: J Spicer**

Cllr Spicer wanted to thank Eddie Sier for all the work he has done for the Community Speedwatch programme. Cllr Spicer is still waiting for a highways officer to be appointed to her area. In the meantime, she will chase the missing bollard and the connection of the new streetlight. Cllr Baxter reported that last year she had mentioned that the farmer had ploughed up part of a footpath, towards Coney Weston. It was still passable, so she didn't take it any further, but she did take a photo as the footpath was about half the width it had previously been. This week the farmer ploughed and harrowed resulting in the footpath no longer being properly passable. Cllr Spicer will take this matter up with Rights of Way. The verge, along Coney Weston Road, is overgrown with nettles. This means, as there is no footpath along the road, there is nowhere for pedestrians to 'step up to' to get out of the way and therefore can make walking along this road very dangerous. The Clerk will also report these matters.

Action Clerk/Cllr Spicer

6. **Report from B. Councillor: C Bull**

The planning application for 59 Millfield Road is going to the planning committee tomorrow. There is a general problem recruiting GP's in rural areas. The Rural Services Network is encouraging people to sign a petition, Cllr Bull will send a link which will be shared on facebook. Jo Churchill MP is hosting an Older Persons' Information Fair in Bury St. Edmunds. It is taking place in the Apex on Friday 1st December 10:30AM-1:30PM. This is a helpful community event, with the specific aim of providing information to older people, on a range of issues. The single Council for West Suffolk is moving forward and if all goes to plan it will come in to force in April 2019.

Meeting reconvened

7. **Progress reports. For information, from:**

7.1. Chairman

7.2 Clerk:

7.2.1 Highway matters.

As discussed under Cllr Spicers report, we are still waiting for an officer to be appointed to our area.

7.2.3 Signs for the Cricket Meadow and Aggies Piece.

Deferred for future a meeting.

7.2.3 Training, Procurement and contracts

The Clerk is attending some procurement and contract training with SALC, on 28th November.

7.2.4 New email address BarninghamPC@outlook.com

The Clerk has set up a new email address for the Parish Council. She asks that all emails be sent to this address in the future.

7.2.5 Parish Conference, 16th November, BSE

The next Parish Conference is being held on Thursday 16 November 2017 at 18:00 – 21.00 at Sybil Andrews Academy, Rougham Tower Avenue, Bury St Edmunds. The Clerk and Cllr Hammond will attend.

8. Finance.

The following accounts were approved for payment and the cheques signed by two signatories.

8.1 S Wilson, wages for October	101690	£236.51
8.2 V Gay, wages for October	101691	£876.83
8.3 HMR&C, tax & NI	101692	£166.62
8.4 V Gay, expenses	101693	£58.37
8.5 JJM Landscapes, village grass	101694	£900.00
8.6 ico, data protection	101696	£35.00
8.7 SALC, data protection training	101697	£8.80
8.8 Royal British Legion	101698	£50.00

8.2 Budget, to agree budget for 2018/19

The Clerk had prepared some figures for consideration. Due to the complexity of this year's budget which would need to include provisions for both the new data protection act and the requirements to provide the Clerk with a pension, it was agreed to postpone this decision until next month.

8.3 Bank reconciliation

The Clerk provided an up to date bank reconciliation.

9. Data Protection

To discuss future arrangements to comply with new Data Protection laws.

The new Data Protection law comes in to force 25th May 2018. The Department for digital, culture, media & sport inform that for the future data production regulatory scheme, Parish Councils will count as public authorities. A consequence of being a public body is that a data protection officer (DPO) must be appointed.

This could be the Clerk but there could be a conflict of interest as a DPO should not determine the purpose or manner of processing personal data. The Council need to be satisfied that a clerk does not do this and if they are satisfied then a clerk could act as DPO. This matter is still unclear. A DPO must have expert knowledge of data protection law. A third party could be used for this role and it's possible that Parish Councils could share this service. Either way there would be financial and time implications. The practical implications are still unclear, but we would in the first stage need to carry out an impact assessment. Hopefully this would be done with support from SALC or LCPAS. The Clerk will find out more information if she can.

Action Clerk

10. Village Hall.

The recent Halloween party was a success with over £100 raised. The Clerk is speaking with an officer from SCC regarding the change of priority in the car park.

Action Clerk

11. Neighbourhood Watch

Deferred for future a meeting.

12. Neighbourhood Plan

The working party are meeting next week. They are going to discuss the possibility of employing consultant to complete character assessment. The Clerk met with Martin Sanford from Suffolk County Councils **Suffolk Biodiversity Information Service** and discussed the importance of a wildlife audit in conjunction with the Neighbourhood plan. The Clerk will be asking for an extension of time from Groundworks, the grant funder, as they are running behind schedule.

13. Councillors roles and Responsibilities

The following roles and responsibilities were up-dated to reflect the changes to the Council:
INDIVIDUALS

Chairman **Carol Hammond**

Vice Chairman **William Martineau**

Highways – Grit bins Pot holes, road signs, etc.: **Sharon Lusher**

Transport - Bus Times, community transport **Mark Dolman**

Communication- Web site, Village magazine, 6 monthly newsletters etc.: **Bobby Baxter**

Community Affairs – village hall: **Tony Steer**

Legal: **William Martineau**

Police Liaison/ Speed Watch: **Sharon Lusher**

Cemeteries: **Tony Steer**

Environment, footpaths, trees, Aggies: **Julia Crittall**

Hopton Doctors Surgery community group/PPG: **Carol Hammond**

WORKING PARTIES

Emergency Plan: **Bobby Baxter**, lead, **All Councillors**

Policies – Review of and implementation of documents, Standing orders, risk assessment etc.

All Councillors

Employment & Finance **All Councillors**

Neighbourhood plan: **Carol Hammond & Tony Steer**

14. Councillors reports and items for future agenda

14.1 Ploughed up footpath, see under Cllr Spicers report.

14.2 Newsletter. The newsletter is now more or less complete and will be sent out with the Neighbourhood plan questionnaire.

15. Village Grass Cutting Contract

Due to health issues our current grass cutting contractor is stepping down. Steve Wilson is willing to take the grass cutting back on, apart from Lychgate Cemetery. We will need to buy a mower and arrange for a contractor to cut the Lychgate Cemetery, but overall costs will be about the same but will offer the Council more flexibility and control. **Action Clerk**

16. Caretakers report Circulated

The balance of work is shifting now as I have started to run short of hours for the year and the leaf fall has begun. There will be weeks when I restrict myself to emptying the litter bins in order to spend more time sweeping leaves. I have used the opportunity of the school half-term holiday, and the consequent lack of parked cars, to clear the leaves from the layby opposite the pub. If these leaves are allowed to build up they leave a thick deposit of sludgy compost by Spring-time.

There was an interment in the Lawn Cemetery this month but it did not generate any spoil for removal. One of the bearings on the large swing unit at the Play Area has become sticky, possibly due to being deformed by an impact. I have lubricated it and loosened it slightly but it will require monitoring.

17. Play area reports

These are now being received, after St Edmundsbury discovered they had been sending them to the wrong email address. Any outstanding points are being dealt with.

18. Cemetery

A request was received for the interment of the late E Snelling. There was a problem with the left-over spoil and the removal of the headstone. The Clerk is working with the undertaker to try to resolve these problems.

A request for a new memorial, for the late M Heagney was received. The first application was too large but following discussions with the stone mason this matter was also resolved.

The Chairman has passed on some contact information regarding the repair of the Lychgate.

The Clerk will make contact and confirm arrangements.

Action Clerk

19. Planning Matters

19.1 Tree Preservation Order - TPO/024(2017) Location: The Rowans, Sandy Lane, Barningham Notification that the above Tree Preservation Order was made by the Council on 20 October 2017. (SEBC)

19.2 DC/17/1750/FUL | Planning Application - 1no. dwelling with detached garage | The Rowans Sandy Lane Barningham IP31 1BX Approved

20. Correspondence for information

20.1 SALC, Planning for the right homes in the right places consultation, Councillor Disqualification consultation and Precept consultation, circulated.

21. Date of next meeting: 6th December 2017

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

22.1 Personnel Issues. The Clerk has fallen in to the criteria for automatic enrolment into a workplace pension. This seems to be a very complex issue and as such further information is being sought before a decision regarding the scheme to be used is agreed. **Action All**

22.2 Legal Issues. See above.