

Present: Cllrs: C Hammond, A Steer, M Dolman, R Baxter, N Greenwood & B. Cllr Bull

1. **Apologies for absence** Cllrs S Lusher, W Martineau & C. Cllr J Spicer
2. **Members Declarations of Interest and Dispensations:** None
3. **Minutes** - to confirm and sign the minutes of the 6th December 2017 meeting as a correct record. (Minutes circulated)

Meeting Adjourned

4. **Meeting open to the public**

Cllr Baxter informed the Parish Council, as a matter of courtesy, that she is have some tree works done in her garden, which borders the lawn cemetery.

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

Cllr Spicer was unable to attend the meeting.

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

Cllr Bull informed the Councillors that we still have some S106 money, from the Lingwood Close development. The Clerk will contact Dave Burkin, at St Edmundsbury Borough Council, to discuss this. As discussed previously the 'One Council' is still going forward. **Action Clerk**

Meeting reconvened

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

7.1. Chairman

The Chairman had no report to make.

7.2 Clerk:

7.2.1 Highway matters.

The Clerk is arranging, with Cllr Spicer, a meeting with our new area officer Francesca Clarke. The Clerk understands that Sandy lane, near village hall, is due to be resurfaced. Despite indications that all works are now being notified via roadworks.org the Clerk can see no sign of this.

The Light has still not been connected.

Action Clerk

7.2.2. Sign for cricket meadow & Aggies Piece

The Clerk has drafted some sign ideas for Aggies Piece Pocket Park, Sandy Lane Play Area and the Cricket Meadow Play Area. These were agreed, and Cllr Dolman will arrange for these to be made up. **Action Cllr Dolman**

7.2.3 Membership SPS & Woodland Trust

It was proposed that we become members of Suffolk Preservation Society. The Chairman and Clerk recently attended some very helpful training, which would have been free if we were members. The advice and training they offer could be very useful, especially in light of the work we are undertaking for the Neighbourhood Plan. All in agreement. **Action Clerk**

It was further proposed that we become members of the Woodland Trust. It was felt that membership may be beneficial with helping us manage Aggies Piece. We would also be interested in being involved in the Ancient Tre Audit. All in agreement. **Action Clerk**

The next Parish Conference is going to be held on 22nd January 2018, at the Kedington Community Centre, from 18:00 to 20:00 Unfortunately nobody from the Council will be able to attend.

7.2.5 Phone box

The Clerk has been in touch with BT who have informed her that we can adopt the phone box, for £1.00, if we use it to house a defibrillator. The Council agreed that the box would be a good location and would therefore pursue this. The Clerk will make the necessary arrangements.

Action Clerk

8. Finance.

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

8.1 Payroll expenses	101708	£834.92
8.2 Payroll expenses	101709	£236.51
8.3 Payroll expenses	101710	£156.62
8.4 Payroll expenses	101711	£288.99
8.5 Office expenses	101712	£83.84
8.6 Membership, Suffolk Preservation Society	101713	£30.00
8.7 Membership, Woodland Trust	101714	£36.00
8.8 SALC, contracts training	101715	£14.00
8.9 Vertas, grass cutting	101716	£628.09
8.10 Nuts, Aggies Piece	101717	£36.00

8.1 Vat

Changes to the system meaning we will be given a new customer identification number.

9. Data Protection To discuss future arrangements to comply with new Data Protection laws. Following advice, it would appear that the Clerk can be appointed as DPO. She has written to the ICO to clarify this. The Clerk would like however to have the first year under the umbrella of an expert before taking over. LCPAS can provide the service and back up for an annual cost of £300 The Clerk has already begun putting in place procedures ahead of the May adoption date. Finance details in the minutes will change. She will be preparing templates for adoption and looking at IT security measures. A full audit will need to be undertaken, this will likely be time consuming and necessitate some additional hours.

10. Village Hall

The Clerk had arranged for a quote for tree removal at the hall. The VHC are not focusing on car park changes at present but instead are looking at other ways to increase revenue. A number of the members present were not aware of the events recently held at the hall and didn't receive the questionnaire the VHC sent out last year. The Clerk will let the committee know about these issues. The Clerk has also brought to their attention their Data protection obligations, she will be speaking with them further regarding this.

Action Clerk

11. Speedwatch

The headteacher at the school has received a number of complaints about traffic speeding outside the school. The Clerk has informed the school that, unfortunately, at this time we don't have anyone who is prepared to head up the Speed watch team and as such it is not possible to get the team out. The Clerk asked that the Headteacher to include something in the weekly newsletter to parents asking if any parents/carers are willing to volunteer for the post. Trevor Elliott, a local resident, has kindly said he would try to help out until a more permanent solution can be found.

12. Neighbourhood Watch

In the absence of Cllr Lusher it was agreed to defer this item.

13. Neighbourhood Plan

The Clerk has been working with SEBC to produce maps for inclusion in the questionnaire Envelopes, brown, have been ordered and should arrive soon. The Councillors will need to stick drop off/collection detail labels on the envelope, including time for collection. The Clerk will send the completed questionnaire to the printers and arrange for them to come back to the village for distribution. Cllr Baxter will provide an up to date distribution list and it's hoped, with extra help for the working party that everybody should not have to cover too many houses. The Clerk asked that no surveys are delivered before the 21st January, to allow her time to get set up SurveyMonkey, for completion on line.

Action All

The next big project will be the Character assessment. Trevor Elliott has done a lot of work on this already and in order to take this forward a meeting has been arranged with Ian Poole for the 2nd Feb 9.30.

14. Councillors reports and items for future agenda

Cllr Greenwood is trying to organise a report from the Police so that the Parish can be better informed regarding police matters in the village.

Action Cllr Greenwood

15. Aggies Piece

The Clerk has received a quote for remedial works to Aggies. It was agreed to go ahead with this at the appropriate time. As mentioned under item 7.2.3 it is hoped membership to the Woodland Trust will help to plan for ongoing maintenance of the area. More nuts have been purchased for the birds.

Action Clerk

16. Caretakers report

December was a quiet month overall as I gradually ran out of hours. Leaf clearance continued by rake, broom and blower and I used the opportunity of the school holidays to clear the last of the layby mulch.

17. Play area reports

No major issues reported.

18. Churchyard/Cemetery

The Clerk has received a quote for remedial hedge work at the Cemetery, St Andrews car park and opposite the shop. It was agreed to go ahead with this at an appropriate time.

Grass cutting. The Clerk has arranged to meet a contractor in the Lychgate Cemetery to discuss the grass cutting there.

Action Clerk

19. Planning Matters

19.1 DC/17/2617/HH & DC/17/2618/LB & DC/17/2507/LB Mill House Mill Road Barningham IP31 1BT. (i) Partial demolition and rebuilding of existing garden wall on a new line and ii) 1no outbuilding. (i) Repairs to existing timber frame (ii) replacement of existing cement render with traditional render (iii) replacement of existing modern windows (iv) insertion of internal partition wall. **No objection**

19.2 C/17/2567/FUL Field Cottage Bardwell Road Barningham Bury St Edmunds Suffolk IP31 1DF.1 no. replacement dwelling and detached double garage. **No objection**

20. Correspondence for information

20.1 The Local Councillor. Circulated.

20.2 Confirmation that the government intends to defer the setting of referendum principles for town and parish councils for three years

21. Date of next meeting: 7th February 2018

22. To consider the exclusion of the public and press in the public interest for consideration of the following items: 22.1 Personnel Issues. None. 22.2 Legal Issues. None.