

Minutes of Barningham Parish Council Meeting held on Wednesday 11th June 2025 at 7:00pm in Barningham Village Hall.

Present: Cllrs J Chalmers .

- Chair, C Hammond, R Baxter, S Baker, Y Martin & L Hebert & West Suffolk District Council (WSDC) Cllr Bull.

1. Apologies for Absence

Apologies were received and accepted by the Councillors from Cllr, N Martineau & Suffolk County Council (SCC) Cllr J Spicer.

2. Members Declarations of Interest and Dispensations

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

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

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

3. Minutes

The minutes of the Annual Parish Council Meeting held on Wednesday 7th May 2025 were agreed, approved and signed as a correct record.

4. Meeting Open to the Public

It is requested that this item does not exceed 16 minutes and that any member of the public does not speak for any longer than 4 minutes.

Residents from Hepworth Road came to speak to the Parish Council about concerns they have regarding speeding and larger vehicles in Hepworth Road. One resident was particularly concerned about heavy vehicles hitting drains as they passed, which can be very noisy. The Parish Council has been investigating traffic calming in Hepworth Road for some time now. Initially the Parish Council explored the option to site one of the Speed Indicator Devices (SID) in the area. Unfortunately, despite extensive work, they have been unable to identify a suitable location, that both meets criteria and is acceptable to residents. The Parish Council are now exploring other options for traffic calming, these include looking at the possibility of road markings, potentially, dragons teeth and/or roundel and are currently arranging a site visit with SCC Cllr Spicer and a Highways Officer from SCC, to discuss options. A question was raised about the size of the 'Not Suitable for HGV's' sign, as you come off the A143 at Hepworth, and if this was sufficient. The Clerk will check this and report back. It was again noted that the 'Not Suitable for HGV's' at the Barningham end has been hit and is at an angle. This will be reported to SCC again. The Parish Council will look at options to mount the VAS, as a temporary measure, to try and collect data. Although this data could not be used in any official capacity, it might provide evidence to help support further investigations. It was suggested that local residents could help by collecting their own data/evidence and pass this back to the Parish Council so it could be passed on to SCC. The Parish Council will continue to pursue this matter.

Action Clerk/residents

5. Report from Suffolk County Councillor (SCC): J Spicer

To receive any update on meeting to discuss potential options for traffic calming in Hepworth Road and to receive any update grit bin for Bardwell Road. Cllr Spicer was unable to attend the meeting, but the above items will be picked up with her for further discussion.

Action Clerk

6. Report from West Suffolk District Councillor (WSDC): C Bull

Cllr Bull reminded the Councillors that the next Town and Parish Forum will be held in Newmarket next week. West Suffolk Council is launching an online public survey, on their Culture and Heritage Strategy from 29 May 2025 until the 27 June 2025, everyone is encouraged to complete this. Landlines in the UK are going digital, and by 2027 most calls will be made over a broadband line. This has raised concerns for those who rely on a landline for Medi alerts. If power is lost, then many services won't work. Mobile phone masts are vulnerable, if they don't have any back up

power. The Rural Services Network are doing some work to support the switch to digital and would be happy to come and speak to people if this is helpful. It was suggested that we might include this item as a future agenda item for further discussion. Cllr Bull offered some money from her Locality Budget, towards bird seed for Aggies Piece. Although this offer was much appreciated, Cllr Baxter has managed to secure a free donation of seed from a local supplier. (see under item 14.1)

7.Chairman's Reports

7.1 To receive any update from the Support our Buses project and option to site a bus stop. The Chair and the Clerk along with a representative of the parents attended a meeting of the bus support group. A group of consultants engaged by SCC to look at rural transport options gave a presentation based on a case study of the 73 and 73a routes. A number of points were raised and our feedback was welcomed. We will continue to engage with this consultation.

The 73 route is generally meeting the needs of the villages, although we would like to introduce a Saturday service. We are now exploring ways of encouraging greater usage with the aim of making the route sustainable in the longer term.

The data collected by Barningham monitoring the performance of the 73a school bus was presented to the group along with a suggested timetable for September. The data had also been sent to SCC who were meeting with Simonds at the same time. The issue of the late arrival at TCC was highlighted. A temporary timetable was agreed and put in place from the start of June with the start time at Garboldisham being brought forward by 15 minutes. After a day or two settling in the route is now working well getting students to Thurston in good time.

Simonds have asked for our suggestions regarding the timetable for September which we have provided. This needs to be with the Traffic Commissioner on 20 June so the timescale for this is tight. We are disappointed about the lack of collaboration between ourselves and Simonds but they have said they are too busy to work with us. We will make every effort to make sure the timetable for September meets our needs and gets to the Traffic Commissioner in time. The chair will continue to investigate the possibility of having a bus shelter in the village. **Action Chair**

8.Clerk's Report

8.1 To discuss options for defibrillator training with East Anglian Air Ambulance. East Anglian Air Ambulance have set aside Saturday 27th September, 10am-11am for your CPR and AED training. The Chair will check with the pub that this date is acceptable. **Action Chair**

8.2 To confirm attendance at SALC/SCC Road Closures focus group.

The Clerk attended the SCC Highways forum on 13th May. At this it was reported that SCC are only responsible for 29% of road works, and the associated road closures/diversions and, that the other 71% of these were down to utility companies. Due to timeframes, imposed from Central Government, some road closures can result in only one days' notice being required. In some cases, SCC only find out after the event, due to these constraints. The contractors are required to provide the routes and signage for the diversion/road closures. SCC do carry out audits on a small percentage of this signage but they simply do not have the resources to check it all. SCC are lobbying Central Government, who's legislation they have to follow, to have more local information included on the signage to avoid some of the long diversion residents often have to follow.

12.3 To confirm attendance at the next West Suffolk Parish Conference.

The Clerk and Chair will be attending the next Parish Conference on 17th June, 6pm in Newmarket. As always the Clerk is happy to give a lift to any Councillor who would like to attend.

8.3 To discuss, review, update where required or adopted the following:
The following documents were reviewed, updated where required or adopted:

- (i) Asset Register. Reviewed, no changes.
- (ii) Clerks & Caretakers Contracts. Reviewed, updates agreed.
- (iii) Risk Assessment. This document is in hand and will be circulated for July meeting.

- (iv) Councillor Code of Conduct. Reviewed, no changes.
 - (v) Bullying and Harassment policy. Reviewed, no changes
 - (vi) Financial Regulations. New regulation discussed with conditions agreed and adopted
 - (vii) Standing Orders. Reviewed with no changes. The new Standing Orders will be considered later this year.
 - (viii) Grievance and Disciplinary Procedures. This new policy was adopted.
 - (ix) Equal Opportunities. This new policy was adopted.
 - (x) Health and Safety Policy. This new policy was adopted.
- The Council thanked the Clerk for the work she has done on these documents.

9 Finance

9.1 The following accounts were approved for payment/noted.

Admin	Payment	various	-£2,079.64	£0.00	-£2,079.64
Neighbourhood plan consultant	Payment	Places4people	£1,095.00	£219.00	£1,314.00
Mapping software	Payment	Parish online	-£37.50	-£7.50	-£45.00
Refund, paid twice, Vatcher	Payment	Armstrongs Funeral	-£220.00	£0.00	-£220.00
Cordless Sander	Payment	Dave Trigg	-£51.99	£0.00	-£51.99
Sand paper	Payment	Dave Trigg	-£8.08	£0.00	-£8.08
Aggies, cemetery & Grass	Payment	CCt&S	£1,029.40	£205.88	£1,235.28
Linda and Stacey Warner	Receipt	East England Co-op	£200.00	£0.00	£200.00

Cllr Hebert carried out the accounts check at the meeting.

9.2 Bank reconciliation, schedule of payments, and budget report

The Clerk provided the Councillors with a copy of the bank reconciliation, schedule of payments and budget report for information.

The schedule of payments was agreed and signed by the Chair. Whilst preparing the accounts for audit the Clerk was made aware of some discrepancies in past minutes. These will be noted, for completeness, in the July minutes. The system of signing off on the schedule of payments, moving forward, should avoid this occurring again in the future. Only payment requests, received a week in advance of the meeting, will be approved.

9.3.1 To review and agree Internal Audit report and note any recommendations made for action.

The accounts were found to be in good order. However with reference assertion 5 of the Annual governance Statement, it was agreed that the council would tick 'No'. as there was no formal assessment of the council's risk assessment documentation for the year under review. It was however agreed the documentation will be seen and adopted by council at a future meeting in 2025 for the coming year and will detail in general terms the risks associated with the functioning of a smaller authority and the measures the council will undertake to mitigate these risks. With reference to assertion 7, the council decided to tick 'No' as although, they considered all the recommendations and comments raised from the Internal Audit Report and had actioned some of the recommendations, there were still some actions outstanding. These were (i) Adoption of a general reserves policy. (ii) Adoption and publication of a Publication Scheme (under the Freedom of Information Act) It was agreed that these matters will be addressed, by the council, in the coming year. The council, in addition to the above, are aware that there was no formal assessment of the council's Standing Orders and Financial Regulation documentation for the year under review. These documents were reviewed at this Parish Council Meeting. (items 8.3 vi & vii above)

The SALC internal audit report also recommended that the council adopt an extended Internal Control Statement, consider further policies detailing the procedures to be followed when dealing with subject access, Freedom of Information requests and procedures for dealing with data breaches. It was further recommended that the Council should consider including, within the body of the minutes, that actual budget being set alongside reasoning for such a budget, thereby

ensuring transparency in the budgetary process followed by the council. The Clerk will ensure all these matters are addressed. **Action Clerk**

9.3.2. To Agree Section 1, Annual Governance statement 2024-25 of AGAR for submission to External auditor.

Taking in to account the comments recorded under item 9.3.1 the Council agreed Section 1 Annual Governance statement 2024-25 of the AGAR. This was duly signed by the Chair and Clerk.

9.3.3 To Agree Section 2 of AGAR for submission to the External auditor.

Section 2, the Accounting statements for 2024-25 of the AGAR was agreed. This was duly signed by the Chair and Clerk.

The Clerk will submit the required documentation to the External auditor. **Action Clerk**

9.3.4 to note actions to be taken to be compliant with the Publication requirements/Transparency Code.

The Clerk will ensure the Publication - Transparency Code requirements are met by ensuring the documents-notices required are published/uploaded, within the required timeframe. **Action Clerk**

9.4 To note Re-declaration of compliance with the Pension Regulator.

The Clerk has submitted the re-declaration of compliance to the Pension regulator.

10. Village Matters

10.1 To receive any update on VAS, to include update on purchase of new device.

The new device has still not been received. The Clerk will chase this again. **Action Clerk**

10.2 To agree purchase of dog/litter bin for Sandy Lane Footpath.

Following a request received at the last meeting, it was agreed to go ahead with the purchase of a new bin for the bottom of the Sandy Lane footpath. We will purchase a Broxap, post mounted litter bin-Express, in black, priced at £79.00. The village caretaker is happy to install and empty it.

Action Clerk

10.3 To receive any report from Barningham Primary School.

No report received.

10.4 To receive any report from the Village Hall.

The Village Hall recently held their AGM. Janice Chalmers is the Parish Council representative and Jackie Mortiboys has taken on the role of secretary. The Clerk will provide the village hall with the login details for the website again so they can update their page on the Parish Council website.

Action Clerk

10.5 To receive any update on the Emergency Plan review.

In the absence of Cllr Martineau, this item was deferred until a later meeting.

Action Cllr Hebert/Martineau

11. Disability Audit 11.1 To receive any update on progress.

Cllr Baker would like to look at doing some work on tactile signage in the village. Cllr Baker and Martin are corresponding directly with the Churchwarden, to set up a date to meet.

Action Cllrs Baker/Martin

12. Neighbourhood Plan 12.1 To receive any update.

The Clerk has a request form Groundwork UK, Neighbourhood Planning Team asking for further information, for the End of Grant Report. This has already been supplied but the Clerk has submitted it again

13. Planning (to include any applications/decisions received since the agenda was posted)

13.1 DC/25/0723/HH Householder planning application & DC/25/0724/LB Application for listed building consent - a. single storey rear extension b. alterations to dwelling fenestration including insertion of 1no door to replace window to rear elevation, insert bifold doors to side elevation, and insert 1no Juliette balcony to first floor rear elevation c. internal alterations to second floor d. detached cart lodge e. 1.5 storey outbuilding (following demolition of existing outbuilding) f. alterations to access including hardstanding and new boundary wall and gate (following demolition of existing boundary wall) | Old Hall Coney Weston Road Barningham.

Following discussion the Parish Council agreed to submit the following objection to the above planning application:

Old Hall is a listed Grade II building dating back to the 17th Century and is believed to have been a hunting lodge. It shares its location on Coney Weston Road with a number of timber framed barns which are also Grade II listed. The area is described in Barningham's Neighbourhood Plan Character Assessment as a distinct but separate area of the village with many fine trees.

We are disappointed that a substantial amount of work has already been carried out ahead of the application being submitted. We also note that this completed work is not identified as such on the application. The removal of a large number of mature trees and vegetation and the subsequent installation of a new close boarded fence has already made a significant difference to the character of that area of the village, giving a more urban feel to a very historic, rural landscape.

The proposed work to Old Hall itself will now be more visible from outside of the property as a result of the trees already being removed. We are unable to quantify the impact this has had on the bio diversity but natural habitats will have undoubtedly been lost.

The planned wellness centre is a very large and internally complex structure which is two storeys high. Is the building just for personal use or is there an intention for it to be used commercially? The size and height of this building is not in keeping with the historic character of the area. It's high visibility and relationship to the setting of the listed building does not sit well.

The proposal to remove the old red brick wall is unacceptable. This structure is within the curtilage of the listed building and therefore needs to be preserved not destroyed. It is a notable feature when entering the village and sets the tone for the character of that part of the village having significant amenity value.

The cart lodge is shown as being 2100 high up to the soffit but there is no overall height for the structure up to the ridge. This is proposed to be alongside the road so will be visible therefore the height is important in gauging its impact. Once again this is not in keeping with the listed building and its setting.

There is no bio diversity report or impact statement included in the application despite the removal of trees being shown on the application.

Overall we believe that this application has a significantly negative impact on the setting and does nothing to preserve or enhance the listed building.

We object most strongly to this application.

14. Aggies Piece, Biodiversity and Environment

14.1 To receive any update on funding for birds seed at Aggies Piece.

P & R Seeds, situated behind Hillcrest Nursery at Stanton, have kindly offered to donate some birdseed for Aggies. We are grateful to them for this kind donation and to Cllr Baxter for organising it.

14.2 To receive any report from the Biodiversity and Environment group, to include an update on the surveying, and noting the proposal to try to start a conservation/ environment group in the village.

Cllr Baxter has organised a drop in session at the village Hall to try and get some volunteers, with a love of the countryside, to form a group, aiming to protect and enhance the natural environment in the village. This would involve mapping of ancient trees, hedgerows, and other plants / habitats / wildlife which we value, as well as maintenance and enhancement of our green spaces. The event will take place on Saturday 26th July, 10-30 a.m. – 11.30 am. We have been asked to advertise this event as widely as we can. Cllr Baxter will put up flyers around the village, Cllr Chalmers will put something on Facebook and the Clerk will put something on the Parish Council website. It was agreed that the Parish Council will cover the cost of the hall hire, this will be ratified at the next meeting.

Action Cllrs Baxter/Chalmers/Clerk

14.3 To agree update to Environmental Policy.

The updated Environmental Policy was circulated and approved.

14.4 To confirm the Parish Council's commitment to fund Suffolk Wildlife Training.

Cllr Baxter attended some Suffolk Wildlife training on how to manage a County Wildlife Site. Cllr Baxter found the session interesting with some helpful advice on funding. Cllr Baxter is planning on meeting with someone from the Suffolk Wildlife Trust in the near future. The Parish Council agreed that they would cover any costs incurred regarding training.

Action Cllr Baxter

15. Caretaker's Report

15.1 To receive any update from the Caretaker.

The Caretaker provided a comprehensive report of the works he had been doing in the village. We wanted to officially record, that in addition to being very happy with the work he is doing, we are particularly impressed with the renovation of the bench, dedicated to the late Dean Atwell, in the Cemetery.

15.2 To confirm purchase of sander and arrangements for purchase of items moving forward.

The purchase of a sander at £52.00 was agreed. It was further agreed that any future purchase requests from the Caretaker were received, up to the amount allowed in the current Financial regulations, these could be agreed by the Clerk and Chair, between meetings if they felt it was appropriate. It was further agreed that the Caretaker should see if he was able to set up accounts with Screwfix, Toolstation or any other regular supplier for ease of purchase.

Action Clerk/Caretaker

16. Play Area/Cricket Meadow 16.1 To receive any update.

It was agreed that Peter Kerry, Countryside Conservation and Tree Services, should go ahead with the hard push back of the Cricket Meadow hedges, in September, once the birds are no longer nesting.

Action Clerk

17. Churchyard/Cemetery

17.1 To agree update to Cemetery Regulations, circulated.

The updated Cemetery Regulations were circulated and approved.

17.2 To agree arrangements for new bench as a memorial for the late Cythina Patel.

The Councillors were happy with the bench chosen by Mr Patel, it is a Dale Commemorative bench, in black. The Clerk will contact Mr Patel to inform him of this and ask that he provides us with information regarding its delivery and installation, prior to the work being undertaken.

Action Clerk

18. Councillors Reports and Items for Future Agenda

Cllr Hammond has put up some information regarding the mobile library, on the noticeboard. This is a valuable service and we must try to advertise it widely.

19. Correspondence for Information

The Clerk circulated information regarding E-Scooters and the law.

20.Date of Next Meeting. 7.00pm Barningham Village Hall 2nd July 2025

21.Exclusion of the Public and Press To consider the exclusion of the public and press in the public interest for the consideration of the following items:

21.1 Personnel Issues. None. 21.2 Legal Issues. None.