

Minutes of Barningham Parish Council Meeting held on Wednesday 6<sup>th</sup> August 2025 at 7:00pm in Barningham Village Hall.

Present: Cllrs J Chalmers - Chair, R Baxter, S Baker, L Hebert, C Hammond & West Suffolk District Council (WSDC) Cllr Bull.

### **1. Apologies for Absence**

Apologies were received and accepted by the Councillors from Cllrs Y Martin, 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 received.

2.3 To grant dispensations as appropriate under Section 33 of the Localism Act. N/A

### **3. Minutes**

The minutes of the Barningham Parish Council Meeting held on Wednesday 2<sup>nd</sup> July 2025 were agreed, approved and signed as a correct record.

### **4. Meeting Open to the Public**

A resident, from Bardwell Road, came to report issues with her drains. It was understood that this issue was being dealt with by Anglian Water and unfortunately was not something that that Parish Council would be able to assist with. Cllr Bull will pass on some details, for a contact at Anglian Water who she has found to be helpful, when she has experienced similar issues at her own property. The resident was also concerned about the ditch adjacent to her property, not being cleared. It was noted that the land owners are doing some work in the field. Cllr Chalmers will have a look at the ditch and will contact the landowner if work was required, and had not been undertaken, to clear the ditch.

**Action Cllr Chalmers**

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

Cllr Spicer was unable to attend the meeting.

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

Cllr Bull reported that West Suffolk Council is starting their Annual Canvass process to update the Electoral Register. The air quality in Great Barton has improved since measures were taken to address the matter and they are no longer being monitored. Cllr Bull noted that we were already aware of the current grants available from West Suffolk Council and suggested that we might consider registering an interest for a grant for some bus stop improvements, from SCC.

### **7. Chairman's Reports**

7.1 To receive any update from the Support our Buses project.

A new timetable has been produced, which appears to be fit for purpose. This will come in to force for September.

7.2 To discuss request received for a bench at the Bus stop.

A request has been received, via Facebook messenger, for a bench at the bus stop. As mentioned previously we are exploring the option of a bus shelter at the bus stop, but are waiting for the purchase of the pub, by the current tenants, to be finalised. In the meantime we will look at possible funding opportunities via SCC, as mentioned under Cllrs Bull's report.

**Action Chair/Clerk**

7.3 To receive update traffic calming options for Hepworth Road.

We are keen to move forward with looking at options that are viable to aid with traffic calming in Hepworth Road. We are currently waiting for Cllr Spicer to get back to us regarding a traffic count for the road. We will continue to pursue this and will ensure it is an agenda item for the next meeting.

**Action Clerk**

## **8.Clerk's Report**

8.1 To receive feedback from SCC briefing on the Local Government Re-organisation.

The Clerk attended an online briefing session, hosted by SCC on the LGR. An interesting session which raised a number of points for consideration. These included the fact that Council Tax will be harmonised, which could see a significant increase for some, especially if the Parish Councils take on more services, and therefore need to spend more. One Councillor could be responsible for 5,000 electorate. This will be fine in densely populated areas but could be an issue in rural areas, especially for Councils that meet bi-monthly. A bigger role may see only those who do not have to work, i.e. retired individuals taking up most of the roles. This will not allow for such a broad range of candidates. There would need to be one 'Local Plan' to cover the entire area. Currently WSDC have not adopted the Community Infrastructure Levy (CIL), again this would need to be the same over the entire region. Parish Councils will become the second tier of local government and will have a 'choice' as to whether they take on more responsibility. It was questioned if this would penalise those councils who do not have the resources, or funds to provide the services currently provided by the County and District Councils

8.2 To agree and adopt (i) Freedom of Information Policies. (ii) Reserves Policy. (iii) Internal Control Statement. All circulated.

The following documents were reviewed, revised, agreed, and adopted:

(i) Freedom of Information Policies x 3.

(ii) Reserves Policy.

(iii) Internal Control Statement.

8.3 To discuss schedule and options to adopt and review documents moving forward.

In addition to the documents we already have, it is being recommended that there are a number further of documents we should consider for adoption. It was agreed in the first instance we would look at a Safeguarding Policy and investigate further the need for an Events/Health and Safety Policy.

**Action Clerk**

8.4 To note Clerk's attendance at HMRC, Employers Filing Obligations webinar and intention to attend SCC Highways Self Help session.

The Clerk attended a webinar hosted by HMRC, this was reasonably informative, if not least to confirm that she is following the correct procedures.

The Clerk intends to attend the next SCC Highways session on their Self Help Scheme in August.

8.5 To note Clerk and Caretakers pay award.

The latest pay award, from SALC was noted.

## **9 Finance**

9.1 To consider the following payments were approved for payment or receipt noted.

Expenses	Payment	Clerk	-£111.58
Bin collection	Payment	West Suffolk	-£53.00
Printing	Payment	Councillor	-£97.85
sheers	Payment	Caretaker	-£11.00
Padlock for gate	Payment	Caretaker	-£23.99
oil for benches	Payment	Caretaker	£38.00

General maintenance	Payment	CCTS	-£275.00
Grass cutting cemetery	Payment	CCTS	-£100.00
General grass cutting	Payment	CCTS	-£664.80
.gov email address	Payment	Community Action Suffolk	-£24.00
Admin-salary	Payment	Various	£2,208.15
Clothing bank	Receipt	Alford Storage	£20.00
Tax collected	Payment	HMRC	£1,089.01
Grant towards SID	Receipt	West Suffolk Council	£1,000.00

The schedule of payments was agreed and signed.

Cllr Baker carried out the review of the documents 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.

## 10. Village Matters

10.1 To receive any update on Speed Indicator Device (SID), to include receipt of new device.

The new SID has been received. It has been set up on Hopton Road and, as it has a solar panel, it will be easier and safer to manage in that location. The Caretaker helped Malcolm Chalmers with its installation. The device that was at Hopton Road has been moved to outside the Spar. It was agreed that, if the post is stable enough, that the device from the Spar will be moved to Church Road. If the post is not sufficiently stable there, the device will be set up in Bardwell Road. The Chair will check the post in Church Road.

**Action Chair**

10.2 To receive update on dog/litter bin for Sandy Lane Footpath.

The new bin, for the Sandy Lane footpath, is due to be delivered on Friday to the Chair. Once received the Caretaker will put it up at the footpath in Sandy Lane.

**Action Chair/Caretaker**

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 are holding, with the Royal British Legion, a garden party to commemorate VJ Day. This will be held on Saturday 16<sup>th</sup> August, from 2pm-4pm. All welcome. There will be a short Memorial Service on the 15<sup>th</sup> at the Church at 11am. Cllr Baxter will make sure the clock is accurate ahead of the service.

**Action Cllr Baxter**

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

Cllr Baker has done some more work on the Disability Audit, particularly looking at tactile signage. Cllr Baker will continue to work on this and the Clerk will circulate the latest version of the document. The meeting at the Church is still in hand.

**Action Cllr Baker/Clerk**

**12. Neighbourhood Plan** 12.1 To receive any update.

There are changes that are required to the Neighbourhood Plan as a result of the adoption of the new West Suffolk Local Plan. The Clerk will circulate the information received, from our consultant, for discussion at the September meeting.

**Action Clerk**

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

13.1 To discuss correspondence from Jaynic regarding their Masterplan for the land at Shepherds Grove, Stanton and Hepworth.

The Councillors noted receipt of the masterplan information but decided that they would wait for the formal opportunity to comment, via West Suffolk Council, when the time arose.

It was noted that we failed to include, in the minutes of last month's meeting, concerns raised about the amount of parking places allocated in the outline planning application:

DC/25/0963/OUT (means of main vehicular access from Hopton Road to be considered) for up to 60 dwellings | Land South Of Hopton Road Barningham.

### **14. Aggies Piece, Biodiversity and Environment**

14.1 To receive any report from the Biodiversity and Environment groups drop in session.

The event, organised by Cllr Baxter, was well attended with twelve people present. A further three people have also expressed an interest in joining the group, outside of the event. Cllr Baxter is now contemplating her next steps.

The meadow at Aggies has been cut and cleared. This was at a zero cost to the Parish Council.

We thanked Cllr Baxter for organising this.

Concerns were raised about rough sleeping at Aggies and the fact that a bonfire has been lit. The Clerk will look at signage to warn against having fires and using barbeques, both at Aggies and on the Cricket Meadow.

**Action Clerk**

14.2 To note replacement of padlock for the meadow at Aggies.

The padlock and chain at Aggies have gone missing. A replacement has been purchased.

### **15. Caretaker's Report**

15.1 To receive any update from the Caretaker.

The Caretaker provided a comprehensive report for July 2025 and the Councillors again were pleased with all that he had accomplished. The Caretaker has searched and sourced a battery operated pressure washer to be able to clean various equipment around the village. The cost of this piece of equipment is £160. The Councillor unanimously agreed to this purchase. The Clerk has been looking at options to open trade accounts. We would need a debit card, associated with our bank account to facilitate this. This is something we will explore when making the switch to Unity Bank.

**Action Caretaker/Clerk**

### **16. Play Area/Cricket Meadow**

16.1 To receive any update.

As discussed above the Clerk will look at some signage, warning against the use of barbeques and fires on the Cricket Meadow.

16.2 To discuss options for repairs to play equipment in Children's play area.

The Clerk is arranging for contractors to visit the site and provide quotes, for the swing post and wet pour repairs. It is anticipated that the works will not take place before next spring.

The Caretaker reported that a piece of play equipment in the play area was very wobbly, with the post rotting. The piece of damaged play equipment has been dismantled and is currently being stored at the Chairs house. We are seeking a quote for the post repair. Once agreed the equipment will be reinstated.

**Action Clerk**

## **17. Churchyard/Cemetery**

17.2 To further agree arrangements for newly installed bench.

The new memorial bench, for the late Cynthia Patel, has been installed in the Cemetery. Although not the design originally agreed, the Councillors were happy that the bench matches our criteria and agreed that it looked very nice.

**Action Clerk**

There have been some concerns raised about memorials being left on grave spaces in the Cemetery. The Chair and the Clerk will work together to write to the families involved to ask that they adhere to the Cemetery regulations and only have memorials within the first twelve inches as permitted.

**Action Chair/Clerk**

Some holly branches have been cut and left behind the bench, on the Church Cottage side of the cemetery. We are not sure who has done this. The Chair and the Clerk will investigate this matter further.

**Action Chair/Clerk**

## **18. Councillors Reports and Items for Future Agenda**

Cllr Hammond reported a pothole, adjacent to a maintenance hole cover in Church Road. This has been marked up for repair.

It was agreed that the Clerk could attend 'The complete volunteer leadership course' hosted by Community Action Suffolk. Advice from this could be helpful in the creation of an Events/Health and Safety Policy as discussed under item 8.4. The fee for this will be split between the Clerks other Councils and will be ratified at the September meeting.

**Action Clerk**

A request from Jonathan Lodge was received, after the agenda was posted, to use Parish Councils maps in his book, that is due to be published soon. A formal request will be included on the agenda for the September meeting.

**Action Clerk**

The Chair will prepare some posters to advertise the defibrillator/first aid training session, we are holding with the East Anglian Air ambulance, at the end of September.

**Action Chair**

## **19. Correspondence for Information**

19.1 WSDC Thriving Communities and Go For It grants correspondence. Circulated.

19.2 Suffolk Police and Crime Panel 2024/25 Annual Report. Circulated.

**20.Date of Next Meeting.** Wednesday 3<sup>rd</sup> September 2025, 7.00pm Barningham Village Hall

**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.

8.37pm meeting closed.