

Minutes of Barningham Annual Parish Council Meeting held on Wednesday 7th May 2025 at 7:30pm in Barningham Village Hall.

Respects were paid to the late William Martineau, who served on the Parish Council for many years. He will be greatly missed by many.

Present: Cllrs J Chalmers, C Hammond, N Martineau, R Baxter, S Baker & L Hebert, West Suffolk District Council (WSDC) Cllr Bull, Suffolk County Council (SCC) Cllr J Spicer.

1. Election of Chair

Cllr Baxter nominated Cllr Chalmers for the position of Chair, this was seconded by Cllr Martineau. Cllr Chalmers accepted the position.

2. Chair's Declaration of Acceptance of Office

Cllr Chalmers completed the declaration of acceptance of Office.

3. Election of Vice Chair

Cllr Martineau nominated Cllr Hammond for the position of Vice Chair, this was seconded by Cllr Baker. Cllr Hammond accepted the position.

4. Apologies for absence

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

5. To elect Council Officers and Representatives to outside bodies

Cllr Chalmers was re-elected at the Parish Council representative for the Village Hall Committee.

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.

7.3 To grant dispensations as appropriate under Section 33 of the Localism Act.

8. Minutes - The minutes of the Wednesday 9th April 2025 meeting were agreed and approved as a correct record.

9. Meeting open to the public

The resident present expressed disappointment that we did not have many members of the public attending the meeting. This is something that we often find, and Cllr Chalmers is keen to try and find ways to help promote community engagement.

10. Report from County Councillor: J Spicer

The Clerk confirmed that a formal request for a grant, of £2,000, towards the purchase of a new Speed Indicator Device (SID) has been submitted to Cllr Spicer. It was confirmed that we are unable to proceed with the installation of a SID post in Hepworth Road. This is because we have been unable to secure permission from landowners to site the post. It was agreed that we would ask Andrew Moore, SCC Highways Engineer, to look at possible options for traffic calming road markings, as an alternative. With regards to traffic calming in Coney Weston Road, it was noted that to facilitate a move of the speed restriction, that traffic count/speed monitoring would need to be undertaken and we were unsure if this evidence would trigger a requirement. This would cost in the region of £375, some of which would need to be paid for by the Parish Council. It was agreed that we would look at carrying out our own informal traffic speed monitoring before deciding if we would want to move forward with this option. A local resident had previously commented that they felt the previous works, adding new signage and painting slow on the road, had had a positive effect on slowing traffic down. It was suggested that we contact the farmer who farms the field

adjacent to Coney Weston Road to see if they would entertain the idea of re-opening the permissive footpath along the field edge. The Clerk will write to the farmer regarding this. The works to Bardwell Road, to address the flooding issue outside Barningham house, so far seem to have been successful. We will continue to monitor the area. Cllr Spicer will continue to pursue the option of a new grit bin for Bardwell Road.

Action Cllr Spicer

11. Report from WS Councillor: C Bull

The Clerk will ensure an official funding request is sent to Cllr Bull regarding a grant of £1000, agreed previously. Cllr Bull will chase the promised planning application, for works at Old Hall, if the application is not forthcoming by Friday. Cllr Bull offered a grant towards bird weed, if the Parish Council would like to receive it. Although very grateful for this offer, Cllr R Baxter is waiting to hear from Hillcrest Nurseries, who she has been in contact with about some funding. A decision will be made once a reply is received.

Action Cllr Bull/Clerk

12. Progress reports. For information, from:

12.1 Chair:

12.1.1 To receive any update from the recent 'Support Our Buses' meeting, to include looking at options for a bus shelter for the village.

The Clerk and the Chair attended a meeting of the Support our Buses group on 10 April. The 73 route has been generally well received with a few suggestions for improvement. A Saturday service would be appreciated. The costing for this service is quite high from the current provider so more research needs to be done before moving forward with this. SCC are starting to work with a consultant on the provision of public transport in rural areas and the Support our Buses group will be involved in this.

Concerns remain about the timing of the 73A but we are told it will not be possible to make the necessary changes to the timetable before September. This is not something we are happy about. The clerk and the Chair have begun some research collecting data by following the bus from Garboldisham to Thurston. This research will continue and be reported to the bus group at its next meeting on 21 May.

A discussion was had about possible funding for a bus shelter, at the bus stop outside The George, in the village. This option has been explored previously, but was unsuccessful as Greene King, who were at that time the landowners of part of the site we were considering, would not grant permission for a structure on their land. The area is now in new ownership and the Chair and Clerk will contact the landlord of The George, for their view on the matter.

Action Chair/Clerk

As mentioned under item 9, the Chair, and Clerk are keen to promote community engagement. To this end they will look at ways to provide supporting documents to residents in advance of the Parish Council meetings. Some work will be needed to address the logistics of this, and the Chair and Clerk will work together to produce a report, to present to the councillors at a future meeting.

Action Chair/Clerk

12.1.2 To note letter of support sent to Bardwell Parish Council.

The Chair has written to Bardwell Parish Council to say that we were all very upset to hear about the fire which did so much damage to part of their village this weekend. The immediate response to the incident by Bardwell Parish Council was well organised and we are sure much appreciated. It was heartening to see the way the wider community rallied around. We are sure that the events, which are being planned, will be successful. She asked that they let us know if there is anything we can do to help you.

12.2 Clerk: **12.2.1.** To receive update on potential defibrillator training.

The George is happy to host a first aid defibrillator event. The Clerk will see if the East Anglian Air Ambulance (EEAA). It was agreed to look at dates in September or October that the EAAA could accommodate before confirming with both the pub and Councillors. The training would be held at 10am, before the pub opens for business at 11am.

Action Clerk

12.2.2 To review, and update where required the following: (i) Asset Register. (ii) Clerks Contract. (iii) Environmental Policy. (iv) Risk Assessment. (v) Extended Risk Assessment. (vi) Councillor Code of Conduct. (vii) Bullying and Harassment policy. (viii) Financial Regulations. (ix) Standing Orders.

It was agreed to include this item as an agenda item for the next meeting, to allow enough time for the Councillors to consider the documents fully.

Action Clerk

13. Finance.

13.1 The following accounts were approved for payment

Caretaker	Play area paint	-£19.12
Caretaker	Maintenance	-£51.99
Clear Councils	Insurance	-£806.90
Various	Office	-£176.53
Morelock	VAS Speed watch	-£3,672.00
Various	Staff costs	-£2,364.14
CCTS	Church Cemeteries	-£330.00
CCTS	Aggies	-£120.00
CCTS	Grass Cutting	-£665.28

Cllr Hebert carried out the internal accounts check at the meeting, for both these payments and the payments made in April.

13.2 Bank reconciliation and budget report.

The Clerk was unable to produce a meaningful bank reconciliation and budget report in a timely manner for the meeting. The Clerk provided a schedule of payments for the Councillors. A full report will be provided at the June meeting.

13.3 Current banking arrangements, to receive update on current status and to discuss option to change bank account from Barclays to Unity Trust Bank.

We have agreed in principle to change from Barclays Bank to Unity Bank at the August 2024 meeting. To further support this decision the Chair has prepared the report below to compare the two accounts.

Current situation with Barclays

- Business account split into current account and savings account, no fees charged at present although savings account interest is low
- Account accessed online
- All correspondence sent out by post which can take a long time to arrive
- All payments need setting up by one person and authorised by another
- Payments authorised individually using a pin sentry system (can be time consuming when authorising a number of payments)
- Any issues need to be dealt with over the phone, it can take up to an hour on hold before speaking to someone. This is not an efficient use of time

Unity Trust

- A bank which has a specialist sector for local and parish councils, they understand the way local government operates
- An entirely online bank with ability to pay in cheques and cash at named high street banks
- All correspondence is online with no need to wait for the postal system
- A more efficient and streamlined system enables any changes to be made without difficulty
- Payments are authorised online with access using a verification code system

- Fee of £6 monthly
- A much more favourable interest rate

The proposal to change to Unity would enable the PC finances to be managed more efficiently. The Clerk has experience of using Unity for a period of time and found it to be easy to manage. The switch from Barclays to Unity was straightforward. Although the account has a fee attached this would be offset by the better interest rate (£400+ per year based on current figures). It was agreed to go ahead with the swap and that Cllrs Chalmers, Hammond, Martineau and Baker will be set up as signatories in the first instance.

Action Clerk

14. Village Matters

14.1 Emergency Plan. To review the Emergency Plan.

Cllrs Martineau and Hebert will make arrangements to meet to review the plan, in particular to ensure the contact details are up to date.

Action Cllrs Martineau/Hebert

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

We are currently in the process of purchasing the new device.

14.3 To discuss option for new VAS post Hepworth Road and alternative traffic calming measures. See under item 10, Cllr Spicers report.

14.4 To receive any update on request for grit bin for Bardwell Road.

See under item 10, Cllr Spicers report.

14.5 To options for traffic calming, Coney Weston Road.

See under item 10, Cllr Spicers report.

14.6 To receive request for additional bin, Sandy Lane north footpath or adjacent field edge.

We have received a request for an additional bin, from a local resident who has reported an increase in dog fouling. It was agreed that we could utilise an existing post, at the bottom of the Sandy Lane footpath. The Clerk will look at prices for a new bin and check that our village caretaker will be able to empty it.

Action Clerk

14.7 To receive any report from Barningham Primary School.

A full Annual Report is available in the Annual Parish Meeting minutes.

14.8 To receive any report from the Village Hall.

A full Annual Report is available in the Annual Parish Meeting minutes.

15. Disability Audit. To receive any update on progress.

We are arranging a meeting, with the Church, to discuss options.

16. Neighbourhood Plan 16.1 To receive any update.

The Clerk has completed the End of Grant Report for the last tranche of funding. We need to pay an outstanding invoice to our Planning Consultant, for the works covered in the grant. This will be included in the payments for next month.

Action Clerk

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

17.1 DC/25/0565/HH Householder planning application - a. single storey side extension b. single storey rear extension to existing garage c. garage conversion to habitable room d. single storey rear extension (following demolition of garden room) Orchard End Mill Road Barningham.

The Parish Council raised **No Objections** to this application.

17.2 DC/25/0381/HH | Householder planning application - a. single storey rear extension b. re-roofing of existing house | Carwood Hopton Road Barningham. To note West Suffolk district Council has **Granted** this application. The Parish Councils comments were noted.

18. Aggies Piece. 18.1To receive any update.

Cllr Baxter is engaging with Suffolk Wildlife Trust (SWT) regarding matters at Aggies Piece. Cllr Baxter is planning on undertaking some training with SWT. The Parish Council would be happy to pay for this training, from their training budget. This will be ratified at the next meeting.

Action Clerk

19.Caretaker's Report. To receive any update from the Caretaker including the purchase of equipment.

The caretaker provided the following report for works undertaken in April.

Small playpark - Cut hedging on far entrance footpath. Placed soil around Main entrance to cover concrete around the gate posts. Checked play equipment.

Sandy lane footpath - Cut back some hedging and brushed pathway. Emptied dog bin twice.

Removed dumped tyre. Cut away brambles covering Village hall sign on B1111.

Raised footpath leading to spar - Cut back hedging and brushed path emptied dog bin.

Cricket meadow - Removed broken wooden bench and will quote for repair. Repair to wheel on equipment. Checked all other equipment. Emptied bins.

Brushed footpath leading from The George to just beyond cemetery gates. Emptied lay-by and bus stop bins. Cleared greenery from around cemetery gates to make opening easier. Checked headstones.

Church - Cleared spoil from the gravedigger from church grounds. Checked headstones and any vandalism.

Walked village perimeter clearing rubbish and checking signage. Give way sign from Bardwell to school crossroads is partially covered by hedging. Clerk to report.

Purchased paint for small playpark fencing.

Removed algae from 3 metal fence panels revealing flaking paint so will need prep before painting

A request was made for the purchase of a cordless sander to prepare metal fencing and wooden benches for painting / treating. This was agreed and will be ratified at the next meeting.

Action Cllr Baxter

20. Play Area/Cricket Meadow. 20.1 To receive any update.

No report this meeting.

21. Churchyard/Cemetery. 21.1 To consider request for a memorial bench in the Cemetery.

Policy for recycled materials only to be included in Cemetery regs and environmental policy

A resident has approached the Council to ask for permission to instal a memorial bench in the

Cemetery. In principle the Councillors agreed that a further bench could be placed in the

Cemetery. It was felt that this may be the last bench that we could fit in the cemetery and that any further requests for memorial benches might have to be located at other locations in the village. It

was agreed, to support our environmental aspirations, and following on from our recent bench purchases, that we would only support the use of benches, made from recycled materials moving forward. Our Cemetery regulation and Environmental policies will be updated to reflect this

change. The Clerk will contact the resident to inform of this and ask them to provide the Council with details of a bench they would like to purchase and instal in the cemetery. This will need to be approved by the Council before the installation can go ahead.

Action Cllr Baxter/Clerk

22. Biodiversity and Environment. 22.1 To receive any update of the Biodiversity and Environment policy and any update from the group.

The Biodiversity and Environment group have had a further walk round the village and have identified a number of trees. Another resident would like to join the group, this was encouraged.

The group will meet to decide what the aims of the group might be and then will publicise and try to get more people involved. Cllr Baxter is still working on the logistics of applying for Tree

Preservation Orders (TPO's) to trees, including looking at any cost implications and will continue to communicate with West Suffolk District Council regarding this.

Action Cllr Baxter.

23.Councillors Reports and Items for Future Agenda

It was suggested that we set up a parish Council WhatsApp group to aid with Communication.

Action Clerk

24. Correspondence for Information

No additional correspondence.

25. Date of Next Meeting. 11th June 2025 7pm Barningham Village Hall.

26. 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:

26.1 Personnel Issues. None.

26.2 Legal Issues. None.

9.15pm Meeting close.

DRAFT