

Minutes of Barningham Parish Council Meeting held on Wednesday 1st March 2023 at 7:00 pm in Barningham Village Hall.

Present: Cllrs: C Hammond, J Chalmers, L Hebert & R Baxter.

Sadly Sue Kenyon has decided to step down from her position as Parish Councillor.

1. Apologies for absence

T Steer, W Martineau, D Cllr C Bull & C. 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 Wednesday 1st February 2023 Parish Council meeting were agreed and approved as a correct record.

4. Meeting open to the public.

Some residents came to the meeting to discuss concerns they had about wreaths being removed from their grave spaces. It was explained that, as stated in our Cemetery Regulations, Christmas wreaths are removed from graves from the 1st February. The residents wanted to know why it was only some of the wreaths that had been removed. The Clerk has been in contact with the village caretaker and he had explained that he removes the wreaths a few at a time to avoid overfilling the wheelie bin. It was agreed that in future he would be asked to remove all the wreaths in one go to avoid causing future upset. The resident also enquired as to where her wreath had been disposed of. The Clerk will check with the Caretaker to confirm where he disposed of the wreaths and let the residents know.

Action Clerk

5. Report from County Councillor: J Spicer

To discuss cost of white entrance gates and speed and safety concerns on the Coney Weston Road. Cllr Spicer was unable to attend the meeting.

6. Report from WS Councillor: C Bull

Cllr Bull was unable to attend the meeting. Cllr Bull has sent through a couple of e-mails recently which are worth highlighting in relation to an energy bill support scheme covering those who did not qualify for the initial scheme and also "The Story So Far" which is a West Suffolk publication which is very informative. As always Cllr Bull would be happy to follow up on any issues raised at the meeting that we need any help with.

7. Chairman's reports

9 February

Online report with photos, as a resident, to relevant Council website reporting very deep potholes in Hopton Road. Their response showed the wrong road name. – Sandy Lane.

13 February

Reported the error as the PC Chairman,. Acknowledgement received. It is on their list.

15 February

Election Forms received from Vicki plus the leaflets due for distribution soon.

16 February

Put up the Poster regarding Photo ID for Elections

21-23 February

Went to Bury to confirm at Timpsons the details for Pearl Hart's Memorial Engraved Plaque.

Confirmed with local resident Robert Smith in Hepworth Road, who will make the post and attach the plaque.

8. Clerk's Report

8.1. Election information.

The Clerk provided information to help the Councillors complete their nomination papers. Once finalized the Clerk will take them into West Suffolk Council.

After the election, all candidates must submit a declaration and return of expenses, even for a nil return. This is regardless of if they are elected or not. The Clerk will make these documents available at the May meeting. The deadline for receipt of candidate's expenses is Thursday 1st June.

8.2. Rural Coffee caravan, visit to the village, to receive any update.

The Clerk has had a response from the Rural Coffee Caravan and they have offered to come to the village on the 24th April, for a morning visit, 10am until 12 noon. They are happy to set up on the wide grass verge, opposite the old mill, as they have done previously or at the Village Hall..

8.3 To review, update and agree the following documents: Standing and Financial orders, Risk Assessments, Code of Conduct, Asset Register, Bullying and Harassment statement, Clerks Contract.

The above documents were reviewed, updated where required and agreed.

Action Clerk

8.4 Update on Microsoft 365 training

The Clerk has been advised that it could be beneficial to sign up to a file sharing programme. This would be an added expense that, at present, was not thought necessary as the system we have at the moment works well enough. The next session, on Apps, should hopefully be more helpful.

9. Finance.

9.1 The following accounts were approved for payment:

Admin	Various	£1,913.89
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9.2 Bank reconciliation and budget report

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

9.3 Ongoing issues with HMRC

This matter is still in hand.

Action Clerk

9.4 To record completion of internal Audit review for year end 2022/23

Cllr Chalmers completed the internal audit review for the Parish Council.

9.5 To confirm appointment of external audit for YE 2023

It was confirmed that we will use Trevor Brown to carry out our audit for the year end 2023. The Clerk will take the accounts to the auditor on 12th April 2023.

Action Clerk

9.6 To note S137 amount for 2023/24

The Department of Levelling Up, Housing and Communities (DLUHC) has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town Councils in England for 2023/24 is £9.93. The act enables local Councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure.

10 Village matters.

10.1 To confirm Defibrillator status and training.

Dates for training have been suggested as 14/4 7pm 15/4 10.30am or anytime 22/4 10.30am or anytime. Once a date has been confirmed the Clerk will circulate the information so the session can be set up. The Clerk will confirm that the Community Heartbeat Trust are happy for us to use their material in our magazine.

Action Clerk

10.2 To receive update on revenue from Clothing bank.

It is not possible for the shop to split the money between food bank donations for the village and their chosen charity. It was suggested that the money be paid to the Parish Council and that half is paid into the shops preferred charity account, NSPCC and the other half is paid to Barningham Charities. Before a final decision was made regarding this it was agreed that more information, about the criteria for how the Barningham Charity allocates grants, is sought. The Clerk will look into this and also ask if the charity would like to provide an annual report for the Annual Parish Meeting in May.

Action Clerk

10.3 To discuss litter picking - Keep Barningham Beautiful event for 2023.

The time of the event was agreed as 10am to 12 noon on Monday 8th May. The Clerk will arrange some advertising and provide refreshments on the day.

Action Clerk

10.4 To discuss any plans to celebrate the Kings Coronation following any update from Village Hall.

The village Hall are planning on putting on an afternoon tea and have asked for a contribution towards costs from the Parish Council. It was agreed that a donation of £200 would be made towards costs. The Clerk will ask if the grass contractor can cut the grass ahead of the event.

Action Clerk

10.5 To discuss any update from report of issues with Oak tree in the churchyard.

West Suffolk Council will be removing the deadwood from the tree and will visit the tree again later in the year to look at the leaf colour/shape/distribution to make another prognosis. As we are aware West Suffolk believe this tree to have been poisoned but the tree is fairly resilient and they would like to give it every chance to remain.

10.6 To discuss replacement grit bin requirements.

The grit bins on the Coney Weston Road are very damaged but they have been like this for many years. The one by the concrete pad was hit by a car and the caretaker removed a lot of the debris leaving an open-topped bin which WSC still put grit in. The one on the corner has never been used and is normally inaccessible due to brambles, it has been damaged too. It was agreed that the very damaged bin should be removed.

Action Clerk/Caretaker

11. Aggies Piece

11.1 To confirm meeting date for potential wetland project.

A date to meet at Aggies to discuss a potential wetlands project was agreed for 9th March at 12 noon.

11.2 To discuss arrangements for plaques for memorial trees.

See under Chairman's report.

11.3 To discuss issues with fly-tipping at Aggies Piece.

There has been more fly tipping at Aggies Piece. This matter will be discussed with the adjacent landowner, at the meeting on the 9th March, to see if installing a gate is an option.

Action Clerk

12. Caretakers report Circulated.

To include update on broken glass removal on Hepworth /road

The most significant event of this period was the fly-tipping at Aggies Piece. I brought all the material home to deter further dumping and, after sorting it, I have started to dispose of it using the appropriate channels. The blue liquid remains unidentified but it has been added to the hazardous waste of a local garage. I have also collected safety wear from a supplier in Bury and spent time researching fixings for the Play Area signs.

I dropped my litter round for one week to concentrate on other work. I took the opportunity of the school holidays to sweep the layby opposite the pub and clear leaves from around the seat. At the Lychgate Cemetery I have raked leaves inside and swept leaves outside. In Sandy Lane I have swept the footpath and edged back the soil leading to the ramp into Bishops Croft.

13. Play area /Cricket Meadow to receive any update.

13.1 Update on zip-wire seat issue.

The seat is still functioning at the moment.

13.2 To note items on Play Area reports. To include damage to ground pegs on scramble net. The Clerk has asked the company who did the wet pour and other remedial jobs at the play area to have a look and offer some advice. **Action Clerk**

13.3 To receive update on Play area sign placement.

The play area signs have been put up today.

14. Churchyard/Cemetery

14.1 To confirm arrangements for memorial conditions.

As discussed under item 4, a complaint was received regarding wreaths being removed from a grave. It states in our regulations that wreaths will be removed from Christmas graves from the 1st February. These are done on rotation to save overfilling the wheelie bin. We will arrange for them all to be removed at the same time to avoid any upset going forward. It was agreed that a clear notice, highlighting these regulations needs to be displayed in a prominent position in the Cemetery and that we ensure that we are enforcing the guidelines. The Clerk will prepare a notice to this end. This will include an abridged version of the regulations below:

- Barningham is a lawn cemetery and as such all graves will be grassed, as soon as practical with no mounds or kerb sets. You may install a memorial of the dimensions indicated below, on the payment of the correct fee, at the head of the grave. You may not place any other memorial or other items in or around the grave space or on the grassed area in front of the grave with the exception of the first 12" of grass in front of the memorial. In a bid to help with the effects of climate change, we discourage use of artificial flowers in the Cemetery where possible. The Council reserves the right to remove any memorials it considers to be inappropriate or offensive.
- All floral tributes will be removed two weeks following the interment unless we are told in writing that the Family wish to arrange for their removal.
- The Council will remove Christmas wreaths from 1 February each year.
- Temporary wooden markers are required for all interments, subject to the Council's approval. If no permanent marker is erected within 2years the Council reserves the right to install a permanent marker.
- The Council reserves the right to remove (and dispose of) from any grave space, flowers, plants, floral tributes or wreaths, which have deteriorated or become unsightly.

Action Clerk

15. Neighbourhood Plan.

15.1 Update on grant funding.

Notification that the grant money has been sent has been received. The money is not yet in our account. The Clerk has contacted Ian Poole to push ahead with the works that need to be actioned. **Action Clerk**

16. Planning. to include any applications/decisions received since the agenda was posted.

16.1 Amended application DC/22/2154/HH Hawthorn Hose, Hepworth Road, Barningham. **No Objection**

16.2 to discuss request for funding from Walsham Parish Council re Shepherds Grove application. No further information to receive at this time.

17. Newsletter.

To discuss items for inclusion.

The following was discussed for inclusion: Defibrillator training, date to be confirmed ASAP, an update on the Neighbourhood Plan, Keep Barningham Beautiful event information, Voter ID information and information about the continued upkeep and maintenance of the Cemetery.

18. Church Clock service/repair

To include any update on progress.

The engineers did not arrive for their appointment. Cllr Baxter will continue to pursue this matter. Cllr Hebert has some details for another clock repairer, although it is unclear if they can deal with church clocks. He will provide Cllr Baxter with this information as a backup.

Action Cllrs Baxter/Hebert

19. Village Grass Cutting.

To confirm contract arrangements for 2023/24.

The Clerk met with Peter Kerry to confirm the areas that are included within the contract for the grass cutting in the village.

20. Councillors reports and items for future agenda

The village hall is looking for funding to replace the acoustic tiles and heating in the hall. It was suggested they contact Cllr Bull to see if any funding is available from West Suffolk Council. It was reported that there will be a bingo and chip supper on the 21st April in the Hall.

Action Cllr Chalmers

21. Correspondence for information

None received

22. Date of next meeting 5th April 2023 7pm Barningham Village Hall

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

23.1 Personnel Issues. None.

23.2 Legal Issues. None.