

BARHAM PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD AT THE CLAYDON & BARHAM VILLAGE HALL ON MONDAY 14th MAY 2018

PRESENT: G. Musson, A. Deveney, W. Allan, N. Cooper, D. Milward, District Councillor J. Caston and County Councillor J. Field

1.5 ELECTION OF CHAIRMAN

Due to Mr S Carr's absence from the meeting he did express his happiness to continue as Chairman in writing (see file). Mr S Carr was nominated as Chairman for 2018/19. There being no other nominations Mr Carr was duly elected to serve as Chairman for the forth coming year. The declaration of acceptance form will be signed on his return and witnessed by the proper officer to the Parish Council.

2.5 ELECTION OF VICE CHAIRMAN

Mr G Musson was nominated as Vice Chairman for 2018/19. There being no other nominations Mr Musson was duly elected to serve as Vice Chairman for the forth coming year. The declaration of acceptance form was signed by Mr G Musson and witnessed by the proper officer to the Parish Council.

3.5 QUESTIONS FROM THE PUBLIC

There were 3 members of the public present.

A member of the public asked for an update on the picnic site. The Council confirmed that as this was in the hands the Parish Councils solicitors they were unable to comment. Councillor Field offered to follow up with the tenants.

4.5 REPORTS OF THE COUNTY AND DISTRICT COUNCILLORS

Councillor Field's report was presented at the meeting (see file)

Councillor J. Caston presented the Annual District Councillor's Report at the meeting (see file)

5.5 APOLOGIES: S. Carr, J. Lea and District Councillor J. Whitehead

6.5 DECLARATIONS OF INTEREST APPROPRIATE TO ANY ITEM ON THE AGENDA

There were no declarations given.

7.5 MINUTES of the meeting of 9th April were approved and signed.

8.5 WORKPLAN & PLANNING LIST

- a. Workplan
 - Following the joint neighbourhood plan meeting in April the members are planning to organise two consultation stalls for the public, one at the Gala Day in July and one at a Table Top Sale in Great Blakenham. Councillor W. Allan will be seeking advice from SALC regarding creating plans and Councillor J. Caston has agreed to speak with Councillor G. Cornish from Claydon & Whitton Rural Parish Council with regards to organising a MSDC Community Led Meeting for help and advice.
 - Councillor J. Caston will speak with Councillor J. Whitehead regarding an update as to when the villages will receive the new speed sign and associated software.
 - Councillor J. Field will be checking with highways again regarding a timeframe for the road markings on Norwich Road.

- Councillor J. Caston spoke to MSDC regarding the timescales for the enforcement issues at Shrubland Park and was assured that although no specific dates could be given, the infringement concerned is being taken very seriously and will be enforced.

b. Applications: -

0085/17 – outline planning permission has been re-advertised with MSDC for re-consultation on the 3rd of May. It has an amended site plan, which is for the erection of 20 dwellings between Norwich Road and Pesthouse Lane. As this is now open for further comments by 24th of May the councillors have been asked to provide their comments to the clerk by the 22nd May to ensure submission to MSDC.

1856/17 – proposed development of 300 houses off Barham Church Lane. The Clerk was able to confirm that the application had been re-advertised at MSDC for re-consultation on the 4th of May. The landscape masterplan has been changed. The Council agreed that there is a need to call an extraordinary meeting purely to discuss this application. The Clerk will be contacting MSDC for an extension to the deadline date for comments. The Clerk will also be checking the availability of councillors and a venue to see if this is possible in the timeframe.

DC/18/00861 – erection of 74 dwellings off Ely Road. There has been no further information regarding this development at this time.

c.

DC/18/01910 - The Sorrel Horse, Norwich Road, Barham, IP6 0PG - Outline Planning Application (some matters reserved) - Erection of 1 No. detached dwelling and access – the council had no objections to this application.

9.5 REPORTS

Councillor W. Allan attended a Community Trust meeting. The Community Centre is working towards finding alternative options to open another café but at this time have no confirmed options.

Councillor G. Musson has asked that when a Parish Councillor attends a meeting that in future it would be best practice that they provide a written report to the clerk for the parish records.

10.5 CORRESPONDENCE

The clerk informed the council of the vacancy notice. This notice is published on the website, noticeboards and the clerk as Claydon and Great Blakenham to add it to their social media outlets.

The clerk informed the council that there has been delays in Anglian Water's completion date of April 2018 due to complications with ground conditions leading to a change of techniques needed. Anglian Water are now giving an end date of June 2018.

The clerk reminded the council of her annual leave starting week commencing 28th May 2018 and asked for volunteers to be forwarded the emails and phone calls. The council members present have asked the clerk to speak to the chairman on his return and come back to them if necessary.

11.5 FINANCE

- a. The clerk presented the council with the end of year accounts, which had been through internal audit and signed off at the Annual Parish Meeting on the 23rd April. The council agreed that these were a true and accurate record of the parishes accounts.
- b. Monthly payments – It was agreed to sign cheques to the value of £1916.02 – for the full list of payments (see payment schedule document on file)
- c. The clerk was able to seek advice from other councils that have created a contract for street cleaners. The Council agreed that this would be an item that would need to be discussed as part of the reinstating of a Finance Committee.
- d. The Council were in favour of reinstating the Finance Committee. It was agreed that the finer details of how many meetings and the councillors who will sit on the committee will be discussed and decided at the next meeting.

- e. The clerk presented the council with the option of setting up online banking for read only purposes, in the first instance, in order to help the Clerk/RFO with a more timely and effective way to produce the council's bank reconciliations, quarterly finances and in general all council finance queries. This was accepted.
- f. The Clerk informed the council that although the Parish Council is not VAT registered, it is entitled to reclaim VAT. Therefore, the Clerk completed and returned the VAT refund claim form for the last 2 years it has not been done (01.04.2016 to 31.03.2018), which totalled £1466.57. This was noted and approved.
- g. The Council reviewed the 2017/18 internal audit report but has some questions to raise with the internal auditor before approval can be given.

12.5 TO APPOINT PARISH COUNCIL REPRESENTATIVES TO OTHER BODIES

The following appointments were agreed: -

- Suffolk Association of Local Councils (SALC) – Mr A Deveney
- Recreation Ground Committee – Mr S Carr and Mr W Allan
- Barham Green Resident's Group – Mr A Deveney
- Parish Liaison/MSDC Meetings – Mr S Carr and Mr G Musson
- Claydon and Barham Village Hall Committee – Mr G Musson
- Community Trust – Mr W Allan
- Babergh East, Police & Parish Forum – Mr J Lea
- Planning Sub Committee – Mr S Carr, Mr G Musson and Mr N Cooper (reserve Mr D Milward).

13.5 GDPR

The Council have read the GDPR documents completed thus far and have agreed that these could be made even more specific to Barham Parish Council. Councillor A. Deveney has agreed to help in the final versions of the documents. It was agreed that the important documents to be completed first in time for the 25th May would be the Privacy Policy and Subject Access Policy.

14.5 PICNIC SITE UPDATE

The clerk was able to update the councillors on the latest communications regarding the picnic site and Claydon Football Club (see confidential document).

Chairman

Date