

## BARHAM PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE CLAYDON & BARHAM VILLAGE HALL ON MONDAY 1<sup>st</sup> April 2019

**PRESENT:** S. Carr, G. Musson, D. Milward, W. Allan, A. Deveney, County Councillor J. Field and District Councillor J. Whitehead. **In Attendance:** Clerk, Mrs J Culley

#### 1.4 QUESTIONS FROM THE PUBLIC

There were three members of the public present who asked questions relating to council meetings, publication information on the website and updates on planning applications.

#### 2.4 REPORTS OF THE COUNTY AND DISTRICT COUNCILLORS

Councillor J. Field gave a verbal report at the meeting. He mentioned recent planning applications in Bramford and Sproughton, LEP in Suffolk and Suffolk's ambition to be the greenest county.

Councillor J. Whitehead gave a verbal report at the meeting. Further details in planning section below.

**3.4 APOLOGIES:** Apologies were sent by J. Lea, N. Cooper and District Councillor J. Caston

#### **4.4 DECLARATIONS OF INTEREST APPROPRIATE TO ANY ITEM ON THE AGENDA**

Councillor Cooper declared by email an interest in planning application DC/19/01623 as this was a piece of woodland adjacent to his property.

**5.4 MINUTES** of the meeting of 4<sup>th</sup> March were approved and signed.

#### 6.4 WORKPLAN & PLANNING LIST

a. Workplan: -

- District Councillor Whitehead informed the council that MSDC enforcement were still scheduled to visit Shrubland during April or May.
- The Joint neighbourhood plan working group's next meeting is 23.4.19.
- Councillors Carr & Musson located the posts but not the sign itself for the missing Barham sign near shrubland. Councillor Carr reported this on the Suffolk Highways reporting tool and received acknowledgement that this was on their list.

b. Planning List: -

There was no update available for the following applications: -

- DC/18/02758** – application under Section 73 of the Town and Country Planning Act to vary or remove Condition 2 (Approved Plans and Documents) and Condition 3 (Highways - Access Layout) **relating to 0928/17** – erection of 10 dwellings with associated landscaping. Land Off Norwich Road, Barham.
- 1856/17** – proposed development of 270 houses off Barham Church Lane
- DC/18/00861** – erection of 74 dwellings off Ely Road -

The District Councillor present was able to provide an update for the following application: -

**0085/17** - erection of 20 dwellings including 7 affordable homes (with appearance, landscaping layout and scale forming Reserved Matters) (resubmission of application 2113/16). Land Between Norwich Road and Pesthouse Lane Barham – *Councillor Whitehead informed the council that this application was heard by MSDC referrals committee on 13.03.19 and had been passed. The Parish Council did not receive any formal notification of this from MSDC.*

A member of the public present gave an update on their planning application: -

**DC/18/05523** – Erection of 1no. dwelling with detached garage and creation of vehicular access and parking (revised scheme to approval 1844/17) - Land North of, 3 Lower Farm Cottages, Norwich Road, Barham – *The member of the public informed the council that he had submitted plans for the kennels attached to this land. The clerk reported that she had not received a consultation request at this time. The Chairman proposed that this application would be reviewed by the planning committee when the consultation request was received by the clerk.*

c. Applications: -

**DC/19/00865** – Notification of 5 dwellings to be built on land off Thornleigh, The Crescent, Barham – *The council planning committee will complete a site visit to review this application.*

**DC/19/01623** – improvements and regrading of existing unsurfaced track at Barham Wood, Sandy Lane, Barham – *The council have no objections to this application.*

## **7.4 REPORTS**

No reports were provided since the last meeting.

Councillor Allan informed the council that the next Community Centre meeting was on 5.4.19.

## **8.4 CORRESPONDENCE**

The clerk sent the councillors and email from MSDC with regard to MSDC Housing Land Supply Position review 2019. This was noted.

The clerk informed the council of the BMSDC Joint Area Parking Plan. The consultation period is open until 3.5.19 and the clerk will provide councillors with the email which has a link to the policy and the survey attached. This was noted.

The clerk informed the council that the Annual Parish Meeting would be taking place on Monday 29<sup>th</sup> April at 7.30pm in the Claydon and Barham Village Hall.

## **9.4 FINANCE**

- a. Monthly payments – It was agreed to sign cheques to the value of £2988.75 – for the full list of payments (see payment schedule document on file).
- b. The Clerk provided the council with March's bank reconciliation and online statement. This was noted and approved by the council.
- c. The clerk provided the council with the fourth quarter summary report. This was noted and approved by the council.
- d. The clerk presented the council with the end of year accounts for 2018/2019, which still need to go before internal and external audit. The council agreed that these were a true and accurate record of the parish's accounts.
- e. The clerk informed the council that the internal audit is booked with SALC for the 14<sup>th</sup> May 2019, which is later than last year due to them being fully booked until then.
- f. The clerk informed the council that PKF Littlejohn (external auditors) had provided the AGAR form and relevant proformas for completion this year. The council would need to sign these off at June's meeting to ensure they are submitted to the auditors by 1<sup>st</sup> July's deadline date.
- g. The clerk informed the council that the VAT refund claim form had been completed for 01.04.2018 to 25.03.2019, which totalled £2328.24. This was noted and approved.

## **10.4 VILLAGE SIGN & BENCH MAINTENANCE**

Councillors agreed to Councillor Musson collecting quotes for the village bench to be fixed as a matter of priority due to an area being broken and unsafe. The councillors also agreed for Councillor Musson to obtain quotes for repainting the village sign and bench once fixed.

## **11.4 POLICY APPROVAL**

- a. The councillors agreed to follow the NALC guidance for storage of parish council records. The clerk will contact the records office to see if they will take the councils historical minute book.

- b. The councillors approved the publication scheme & schedule document, and asked the clerk to add this to the website with the council's other documents already published.
- c. Councillors made minor amendments to the wording of the policy. The document was then approved by the councillors and following the update the clerk was asked to add this to the website with the council's other documents already published.

**12.4 PICNIC SITE UPDATE**

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

Chairman .....

Date .....