

## BARHAM PARISH COUNCIL

### DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 7<sup>TH</sup> MARCH 2022, 7.00pm, AT BARHAM CHURCH HALL.

**PRESENT:** Chairman Darren Milward, Cllr Frances Milward, Cllr Jeremy Lea, Cllr Neil Cooper, Cllr Oliver Westhall, Cllr Wayne Allan, Cllr Brenda Mitchell & Cllr Casey Wooltorton.

**Also present:** BMSDC Cllrs Tim Passmore and John Whitehead, SCC Cllr Chris Chambers the Clerk and 7 members of the public.

#### OPEN FORUM

Member of the public addressed the PC on behalf of a village resident, who was disappointed to find that the agenda had not been posted on the website to advertise the meeting, but thanked the Clerk for emailing him a copy after his request. The Clerk apologised for the error and added that agendas are also advertised on the village noticeboards. He was also unclear on where to find matters relating to finance & planning and other links to papers relating to the PC meeting.

Member of the public asked for an update on the lease for the Picnic Site, the Chairman informed that there is currently nothing to report, it is now with the solicitor who is dealing with it, he has been on holiday until last week. Clerk will chase.

**BMSDC Cllr John White** reported on the Thurston Bye Election and the BMSDC budget 2022/23. Mid Suffolk DC welcomes a new "County Deal". There is to be a new bigger and better local library in Needham Market. Additional funding to support the districts rough sleepers.

**BMSDC Cllr Tim Passmore** gave a brief policing update. He also reported on his concern at the Barham Health Centre now that it has ceased, he had been promised an update from the NHS at Christmas but has still received nothing. He is very disappointed at the lack of information. Needham Market is struggling to accommodate the over flow. The Chairman suggests that NHS England are not interested in the old site. It is unlikely that a new doctors surgery will be in place before any new housing developments in the village take place, this needs to be sorted beforehand. Cllr Passmore is doing what he can and has got the local MP involved. He will pass on the contact details of NHS England to the Clerk and encouraged all to lobby, the PC will also respond.

The Chairman asked how many Special Constables there are in the district, Cllr Passmore informed that there is 115/120 and he is on hand if anyone wants to apply or needs help with the lengthy application form.

**SCC Cllr Chris Chambers** reported that the annual budget for 2022/23 has been approved. SCC are to invest £10 million in drainage, footpaths and SEND. The "Warmer Homes" initiative has been launched and funding is available. £6.4 million has been set aside to tackle flooding and sustainable water projects. The "Festival of Suffolk" has been launched for the Queens Platinum Jubilee this year.

He can report the following which he has received back from Highways regarding the Barham Traffic Calming Measure, following on from the report written by SCC Highways Paul Gant after his site meeting with the parish council last year;

- It would be beneficial to have measured speed data, probably at 2 locations as agreed with the parish council. If they or you can fund these at £510 we can then commission our survey team.
- I've looked at the reported injury road accidents between Church Lane and north of the built-up area on Norwich Road and there were none in the last 5 years, which is our normal assessment period. The last was the fatal in 2015 at the junction with Sandy Lane.
- We believe there are 2 street lights north of the pub in which case there isn't "a system of streetlighting" which needs 3 lamps. This means its legal for the 40mph to be in place.
- With new speed data we can carry out a desktop assessment as to whether a 30mph limit would comply with SCC's Cabinet approved speed limit policy.
- Legally we are no longer required to provide speed limits repeater signs within speed limits however SCC will continue to do so but a longer spacings. Would the parish council be able to mark up a plan of where they are at the moment?

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- July 21 Street view shows the gateway markings at the north end as being in good order.
- New roundels can be provided if there is no system of street lighting. However, they do fade over time and wouldn't then be a priority for SCC to refresh. They would need a local funding source replacement with yellow backed repeater signs is an option, if the data justifies this (speed and accidents). Otherwise, they increase SCC's maintenance costs.
- Sandy Lane junction - we will look at options for improvement but can only find 1 fatal collision at this location.
- We will check the location of the start of the 30mph limit near Barham Church Lane but Street view shows they were in the current position since at least 2009.

The Chairman informed that when he had attended the site meeting with Highways, they had agreed that more signs/roundels were needed. The Parish Council is prepared to pay for the signs, but it is not acceptable to pay £7500 for a design! He would like another site meeting with Highways, Cllr Chambers will set one up which he will attend along with the Chairman and Highways. He may be able to offer funding from his Locality Budget for a speed survey. This could be carried out by the pub as this fits the criteria for a 30mph speed limit. Cllr Lea informed that there has been more than one fatality at Sandy Lane, there has been 3 in the last 20 years.

The Chairman informed that the VAS records every vehicle and can provide the data to support this. Most vehicles are travelling 50/60 mph and some up to 75mph.

### 1.3 APOLOGIES

- a. Apologies for absence. Cllr Andrew Akhurst due to work commitments.
- b. Consent/non consent to absence. Consent was granted for absence.

### 2.3 DECLARATIONS OF INTEREST APPROPRIATE TO ANY ITEM ON THE AGENDA

There were no declarations given.

### 3.3 TO APPROVE THE MINUTES OF THE MEETING HELD ON 13th DECEMBER 2021

These were approved correct and signed by the Chairman, proposed Cllr Allan, seconded Cllr Westall.

### 4.3 TO APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 15th FEBRUARY 2022.

These were approved correct and signed by the Chairman, proposed Cllr Westall seconded Cllr Millward.

### 5.3 WORKPLAN AND PLANNING LIST

#### a. Review of Workplan

**Kirby Rise Play Area.** The new play equipment has now all been installed. The Clerk informed that all of the funding which she had applied for on behalf of the PC has now been received. Thanks will be passed on to BMSDC, SUEZ Communities Trust and to Cllrs Whitehead and Passmore in the form of a press release and all will be invited to attend the new play area for a photograph. The Chairman thanked the Clerk for her success in gaining enough funding to pay for the new play equipment.

The Chairman informed that Highways Assurance are installing a secure fence around the new play area (FOC). There will be an access gate which will be locked at night.

A member of the public has reported to the PC, concerns about the number of vehicles that continue to park on the green, with some driving across the whole length of the green to park. Not only is this a safety issue when children are playing but it is causing the grass and kerbs to deteriorate.

The Chairman has met with Highways Assurance to give a quote to carry out installing small wooden post and rail around the perimeter of the green. This is likely to cost approx. £6000. To install a small parking area and to drop the kerbs, for up to 20 cars could cost approx. £20/24,000. 2 further quotes will be needed. The PC will need to conduct a survey of the Kirby Rise residents to assess if they are happy for new parking measures to be put in place.

Cllr Chambers may be able to help with some of his budget from this financial year and the next financial year (approx. £12,000) towards the cost. This would be greatly appreciated by the PC. Clerk to see if funding from SUEZ or Virador may also be applied for.

In the meantime "No Parking" signs could be purchase and installed. 4 x "No Parking" signs, £68.00, agreed by all proposed Cllr Allan, seconded Cllr Woollorton.

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The Chairman advised that the PC will need to purchase a Litter bin and Dog bin for the area, agreed by all. Proposed Cllr Allan seconded Cllr Westall.

**Traffic Calming Measures**, in addition to the discussion in the Open Forum, The Chairman would like the PC to consider purchasing 30mph and 40mph, 400mm adhesive signs for residents to put onto their wheelie bins along Norwich Road, Sandy Lane & Church Lane. 150 would be needed, cost £513.00. After a show of hands 6 – 2 were in favour to purchase, proposed Cllr Westall seconded Cllr Lea.

At 810pm BMSDC Cllr Tim Passmore left the meeting.

**b. Review of Planning List & To Discuss any new Planning Applications Received.**

Cllr Cooper reported on the one planning application which has recently been received, DC/22/00577 - Land Rear Of 1 Hall Farm Cottages, Norwich Road, Barham, Suffolk IP6 0PA. Erection of 2 dwellings (following demolition of outbuilding). No objection from the Parish Council.

**6.3 FINANCE**

**a Monthly Payments – to agree the payments for December, January & February.**

December, January & February payments & receipts schedules were approved by all, proposed Cllr Lea seconded Cllr Westall. Signed by Cllr Lea.

**b Monthly reconciliation – to approve December, January & February bank reconciliations.**

Bank balances at 28<sup>th</sup> February 2022, Business Premium Account £34,653.21. Current Account £16,124.07. Proposed Cllr Lea seconded, Cllr Milward, the Bank Reconciliations were signed by Cllr Lea. It had been reported at the February Extra Ordinary PC meeting that the PC had made the donation of £6500 to the Claydon & Barham Recreation Ground Committee towards the improvement works. A recent meeting with BMSDC had proved unsuccessful in a bid for CIL 123 grant money. Bids can only be made in May & October each year.

**c Q4 Expenditure against Budget.**

The Clerk explained the expenditure to date, 7<sup>th</sup> March 2022.

**d To Approve the list of regular payments which have to be paid outside Parish Council meetings.**

The Clerk has prepared the list of regular payment for the forthcoming financial year which was approved by all, proposed Cllr Allan seconded Cllr Westall. However, once the picnic site lease has been finalised then the British Gas payment for electricity will no longer be paid by the Parish Council.

**e. To Consider a pay increase to the Street Cleaners.**

A request has been received from the street cleaners to increase their hourly pay from £8.91 in line with the national living wage. It was agreed by all to increase the hourly rate to £9.90 per hour as from 1<sup>st</sup> April 2022. This will also be reflected in the grant which is received from BMSDC to pay the street cleaners. Proposed Cllr Allan seconded Cllr Westall.

**f Thank You Letter.** These have been received from the volunteer litter pickers – The Wombles, thanking the PC for the generous gift of hampers. Also from Headway for the recent donation.

**7.3 TO CARRY OUT THE ANNUAL APPROVAL OF STATUTORY ITEMS**

**a Internal Auditor to carry out the audit of the end of year accounts - April 2021 to March 2022.**

Having had a successful internal audit carried out on the last year end of year accounts by Heelis & Lodge, it was agreed by all to instruct them again for this financial year. Agreed by all, proposed Cllr Lea seconded Cllr Westall.

**b To Review the Asset Register.** The Clerk advised that the asset register has been updated with the new play equipment, noticeboard and SID. The asset register was reviewed and approved by all, Proposed Cllr Westall seconded Cllr Cooper.

Cllr Woollorton reported that there has recently been damage caused to the buildings at the picnic site, making them open to intruders. The Chairman & Cllr Westall will make secure.

**c To Approve All Risk Assessments – Property, GDPR & General.** The Property Risk Assessment was reviewed and approved by all, proposed Cllr Westall seconded Cllr Allan.

The GDPR Assessment was reviewed and approved by all, proposed Cllr Allan seconded Cllr Westall.

The Clerk informed that she has created a new General Risk Assessment for the PC as they did not have

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one. This will be adopted by the PC, approved by all, proposed Cllr Allan seconded Cllr Westall.

**d Financial Orders & Standing Orders.** The Parish Council has reviewed both documents, no changes have been made, approved by all, proposed Cllr Lea seconded Cllr Allan.

**e To Approve the Internal Control Statement.** Cllr Lea has carried out an annual review of the document and approves that the internal controls are up to date. Proposed Cllr Lea seconded Cllr Allan.

Thanks were expressed to the Clerk for her work on all of the above documents.

**8.3 REPORTS – Councillors to report on any meetings that they have attended since the last meeting.**

**Councillor Training - No report received by Cllr Andrew Akhurst.** The Clerk informed that SALC is no longer able to offer onsite Parish Council training in Barham. Claydon PC did not wish to join with Barham PC to share the cost. However, SALC is offering training via Zoom which will be a cheaper option.

Barham PC also invited Claydon PC to share the cost of a new portable SID device and were advised that they would formally discuss this at their PC meeting on 24th January. As no response was received Barham PC has now purchased its own SID and paid out of its CIL funding.

**Village Hall – Cllr Brenda Mitchell,** informed that the committee would like to pass on its thanks for the recent donation that the PC made to help with the roof repairs.

**9.3 CORRESPONDENCE – to report to councillors on any correspondence recently received**

**a. Litter Notices at the Request of The Wombles.** The wombles have reported that the worst area for litter is currently Pesthouse Lane. It would appear to be made worse by the Tarmac lorries parking up and leaving rubbish. She has made up some “No Litter “ signs to install at the area. The lorries are also leaving a lot of mud and debris and the state of the road is bad. The Clerk will contact the company and report this.

**10.3 DATE OF NEXT MEETING.**

The Chairman advised that now more members of the public are interested and attend the PC meetings, the Parish Council will hold an Annual Parish Meeting. This will take place in Barham Church Hall at 7.00pm on Monday 23<sup>rd</sup> May followed by the Annual General Meeting at 7.30pm. The meeting ended at 8.50pm.

**Chairman** .....

**Date** .....