

# DRAFT

## BARNHAM PARISH COUNCIL

Chair: Cllr John Bauer. Vice Chair: Cllr Ed Wyer

**Minutes of the Annual Meeting of Barnham Parish Council  
held on Tuesday, 14<sup>th</sup> May 2024 commencing at 7.00pm  
Venue: Barnham Village Hall, Mill Lane, Barnham IP24 2NG**

**In attendance: Cllr John Bauer (Chair), Cllr Ed Wyer (Vice Chair), Cllr Martin Belsham, Cllr Matthew Hawthorne, Cllr Susan Watson, Cllr Adrian Webb, Suffolk County Cllr Joanna Spicer MBE.  
Clerk/RFO Pauline Smith  
Members of the public: 0**

- 1. Election of Chair for 2024/25** and signing of Declaration of Office  
Cllr Wyer nominated Cllr John Bower as Chair.  
Proposed: Cllr Wyer; Seconded: Cllr Belsham  
No other nominations were received. Cllr Bauer was unanimously elected as Chair.  
Cllr Bauer signed the Declaration of Office which was countersigned by the Clerk.
- 2. Election of Vice Chair for 2024/25**  
Cllr Bauer nominated Cllr Wyer as Vice Chair.  
Proposed: Cllr Bauer; Seconded: Cllr Watson  
No other nominations were received.  
Cllr Wyer was unanimously elected as Vice Chair
- 3. Apologies for Absence** received from Cllr Beck and approval granted.  
Apologies were also received from West Suffolk District Cllr Andrew Smith.
- 4. To receive declarations of disclosable pecuniary interests**, other registrable interests and non-registrable interests as detailed in Appendix B of the LGA Model Code of Conduct:  
None received  
To consider requests, not already received and determined, for dispensations relating to matters on this agenda: None received.
- 5. Procedural Matters**
  - 5.1** To approve the minutes of the meeting held on 19<sup>th</sup> March 2024:  
The Minutes were duly approved as an accurate record and signed by the Chair.
  - Re 5.2, 5.3, 5.4:** New financial regulations have been received too late for consideration at this meeting. Clerk/RFO will review with appropriate amendments considered and circulate to Cllrs. It is thought likely that these new FR's will also impact sections of the Standing orders and the Risk Register. Therefore, these three items are deferred to the next meeting and existing policies remain 'current' until the new or reviewed policies are in place.
  - 5.2 To review Financial Regulations: Deferred.**  
Current FR's remain unchanged until new regulations have been considered.
  - 5.3 To review Standing Orders: Deferred**
  - 5.4 To review Risk Register: Deferred**
  - 5.5 To review Asset Register:** Provided with financial details to be reviewed at extra Finance meeting held 28<sup>th</sup> May.
  - 5.6 To confirm meeting dates 2024/25**  
Scheduled meeting dates remain unchanged: 2<sup>nd</sup> Tuesday of each month unless changes or additional meetings are considered necessary. All changes to meeting dates will be publicised accordingly.

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#### 6. Allocation of responsibilities and representation to/liaison with other organisations

Resolution: The following roles were confirmed:

##### Representatives

6.1	Village Hall Committee – liaison	Cllr Hawthorne
6.2	Play Park	Cllr Watson
6.3	Suffolk Association of Local Councils	Cllr Beck
6.4	Police Liaison	Cllr Belsham
6.5	D Day Commemoration Events 2024	Cllr Beck
6.6	Community Emergency Planning Group	Cllr Bauer -Lead; Cllr Wyer -Deputy Lead
	Community Emergency Response Group	Cllr Bauer -Lead; Cllr Wyer -Coordinator
	Community Emergency Response Group	Cllr Beck: Volunteers Coordinator
6.7	RAF Liaison	Cllr Wyer
	Enquiries to be made regarding if/when it is likely that there will be a replacement RAF Liaison person in post at RAF Honington. <a href="#">Action Clerk</a>	
6.8	Barnham Primary School Liaison	Cllr Hawthorne

7. **Public Forum:** No members of the public were present.

#### 8. To Receive Reports from

##### 8.1 Suffolk County Councillor, Joanna Spicer MBE

**Councillor Spicer provided an overview of the Devolution Deal for Suffolk.**

Extract from SCC website: “Suffolk County Council and the Government have signed a proposed, in principle, devolution deal which would transfer certain powers and funding from the Government to Suffolk. It would mean more decisions about Suffolk’s future being made in Suffolk, rather than nationally.

If the proposed deal is finalised, Suffolk would receive new decision-making powers and greater local control of funding in areas including adult education, regeneration and transport, as well as control of a new investment fund worth £480 million over the next thirty years.” **For more information visit:**

<https://www.suffolk.gov.uk/council-and-democracy/devolution>

Whilst one of the requirements for the ‘Deal’ to progress is an elected mayor, this would bring with it additional cost. An elected mayor would take on the responsibilities of the current police and crime commissioner.

An alternative, and less expensive option, is an Elected Leader, which Cllr Spicer believes would be preferred by Suffolk County Council.

Councillors were encouraged to respond to the consultation which ends on 26<sup>th</sup> May:

[Devolution Deal for Suffolk](#)

##### 8.2 West Suffolk District Councillor, Andrew Smith.

No report: Cllr Smith had submitted a report to the Annual Parish Meeting but had nothing in addition to report to this meeting.

Concerns were raised by councillors regarding:

##### **Honeysuckle Farm, Conditions**

WSC reference: *DC/23/0445/FUL*. SCC Reference: *SCC/CON/3213/23*

The parish council had objected to this application on the grounds of highways safety. Concerns were raised regarding the highways visibility conditions, required to be implemented prior to the site becoming operational, but which do not appear to have been carried out.

Concern was also raised that whilst this is designated as agricultural land it appears that the

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purpose for which it is to be used may have changed, without the requisite permission.

**Resolution:** Cllr Smith be asked to follow up with WSC. Action: Clerk

Gerda: Cllr Smith to be asked for an update regarding the current situation regarding planning approval for the use of the site and/or enforcement action.

It was stated that Planning permission for manufacturing is required: which would enable conditions re noise/operating hours to be implemented. Action Clerk

#### 9. To Receive Reports from Councillors

##### 9.1 Cllr Belsham: Police liaison: To include Police Pop up Surgery

Venue: Police require a venue at no charge.

Cllr Hawthorne to enquire with Committee whether the Village Hall could be made available at no charge.

The parish council is willing to cover the cost if necessary.

##### 9.2 Cllr Hawthorne: Barnham Village Hall: No report

##### 9.3 Cllr Watson: Play Park:

*To Include: 9<sup>th</sup> May - Meeting with Sovereign Playgrounds re safety matting*

A quotation has been received to install safety matting underneath the climbing frame: £8,206.21 (see attached).

Councillors were surprised at the cost and extent to which the safety matting is required to extend beyond the equipment.

Safety matting does exist below the equipment: this would not be removed - the proposed new surface would be installed over it.

Cllr Watson provided a detailed review and comparison with the areas of safety matting installed beneath the other items of equipment, which are in a good state of repair.

Alternative quotations will be sought.

Action: Clerk

##### 9.4 Cllr Beck: 6<sup>th</sup> June 2024 D Day Commemoration Events

**To include: Review and confirmation of event budget – currently £150.00**

Cllr Beck had provided a report which the Chair summarised (attached)

Cllr Hawthorn confirmed that the school has a PA system which can be used for the reading of the International Tribute by the Chair.

Cllr Hawthorne will be responsible for the Beacon.

The parish council has been asked to pay towards the cost of the knitted armed forces figures, which will be displayed in the church. Actual cost is currently unknown.

**Budget: It was proposed, and unanimously agreed that to allow for any unforeseen costs, that the available budget should be increased to £250.00.**

**Insurance:** The arrangements for this event satisfy the parish council's insurance provider's requirements (Clear Councils).

#### 10. Highways Matters for Consideration

Details of A134 road closures into Thetford were noted

A1088 Stowlangtoft Bridge will be closed from July for 3 months resulting in diversions to A14 via Compiegne Way.

This information is to be disseminated to ensure that Barnham residents who use this route to A14 are aware Action Clerk

#### 11. Planning Consultation Documents received from West Suffolk Council for consideration

Ref. No: DC/24/0540/TCA Harefield Euston Road Barnham Suffolk IP24 2NJ

Trees in a conservation area notification - one Ash (indicated on plan) fell.

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**Response:** Councillors had no objection to this application, on the basis that the tree is apparently dead.

In accordance with the parish council's biodiversity plan, it would be appreciated if consideration would be given for a replacement tree in an appropriate location.

**12. To Note: Planning applications determined (approved) by West Suffolk Council as the Planning Authority, since last meeting**

DC/24/0325/TCA Cranford The Street Barnham Suffolk IP24 2NF

Trees in a conservation area notification - one Fir (on plan) fell

**13. Biodiversity Policy:**

**The Biodiversity Policy** unanimously agreed at meeting 190324 item 12, was signed as approved by the Chair.

**14. Village Clock Dial Refurbishment: Progress report**

Generous donations and pledges to date total c.£7,000

Grant applications are in progress.

Clerk

It was agreed that a Crowdfunding page should be set up (Just Giving or similar).

Clerk

The Clerk is concerned that an alternative quotation is significantly lower than that which was submitted with the Faculty application. Necessary enquiries are being made to identify why this should be the case. It has been suggested that if a change of contractor is made that a new Faculty application will be required.

The Clerk is awaiting a response from the Diocese about the situation.

**15. Finance**

**15.1 Financial report and invoices for approval:** Details of bank balances/bank reconciliation and invoices for approval were provided to councillors.

The bank reconciliation was signed by the Chair.

Invoices for payment totalling £ 4,619.20 were unanimously approved.

**15.2 Draft Accounts 2023/24:** Deferred to Finance Meeting to be held on 28<sup>th</sup> May 2024.

**15.3 To confirm bank signatories for 2024/25**

No changes were made to the bank mandate.

Cllr Bauer, Cllr Wyer and Cllr Belsham remain as signatories.

Due to the requirements of Barclays Bank the Clerk/RFO is also a signatory with full access to accounts in order to maintain the records, discuss relevant matters with Barclays when necessary, set up payments, carry out internal transfers and monitor the financial records.

**Note:** The Clerk/RFO **does not** authorise payments on the banking screen – this is carried out by one of the three Councillors following approval of payments by the parish council.

Whilst online banking is the parish council's preferred method of payment, should it be necessary to return to using a cheque at any time, the Clerk/RFO will prepare the cheque payment for approval, but this will be signed by two of the three councillors named as signatories.

**16. Clerk's Report:**

Report on Village Litter-pick 6<sup>th</sup> April 2024;

13 volunteers collected a significant amount of rubbish being collected from the verges.

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Thank you to all who helped.

There is concern at the large quantity of rubbish dumped in the woodland area in the vicinity of the property fence line at Barnham Heath.

Further work will be required to clear this completely.

It was suggested this area should be brought to the attention of Steve Telfer and Rob Williams. [Action Clerk](#)

Grass cutting update: The first cut of the grass by Vertas has taken place. However, in line with requests, the daffodils have not been cut back.

Havebury Garages, St Martin's Lane: Cllr Webb raised concern that the Herris fencing, due to be removed 26 April 2024, remains in situ.

[Clerk to follow up prior to next meeting.](#)

17. **Correspondence** requiring consideration not dealt with elsewhere  
Star Platforms: Complaint about the visual impact/intrusion caused by platforms being left in elevated position. [Clerk to contact Star Platforms](#)
18. **Future Dates:** SALC AGM 1<sup>st</sup> July, 7pm via Zoom – Prebooking via Clerk required  
Councillors to inform Clerk if they wish to attend.
19. **Requests for items to be included on next agenda:** None
20. **Next meetings**  
Tuesday 28<sup>th</sup> May, at 7pm Barnham Village Hall – Finance Meeting  
Tuesday 9<sup>th</sup> July 2024, at 7pm, Barnham Village Hall

**Meeting closed at 8.55pm**

*This meeting was immediately followed by the Annual Parish (Village Meeting)*

**Minutes signed as an accurate record by:**

.....  
**Cllr John Bauer, Chair**

**Date: 9<sup>th</sup> July 2024**

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## **Barnham Parish Council D-Day 80 Report**

**Prepared By Councillor Beck for Information at the Council Meeting on Tuesday 14<sup>th</sup> May  
2024**

On Thursday 6<sup>th</sup> June 2024. The village will hold an event to commemorate the 80<sup>th</sup> anniversary of the D Day landings. In line with many towns and villages across this country and France we will light the beacon which is located behind the school field. Thanks to Matthew for organising this.

The school gates will be open from 18:30 and the school kitchen will kindly be providing approximately 100 cones of fish and chips. This will be a small token portion and not a full meal. They will be served from inside the school dining hall. FOBS will be selling hot and cold drinks to anyone who wishes to purchase them.

The first beacon at the British Normandy Memorial overlooking Gold Beach, will be lit at 20:15 (BST) and will be followed by beacons across Normandy at 20:30. Beacons across the UK will be lit between 20:30 and 21:15. We will aim to light our beacon at **20:30**, recognising that this is a school night and we are relying on the school to kindly cater for this event.

Following the lighting of the beacon, John as Chair of the Parish Council, will read **The International Tribute**. John, I have sent you the detailed guide to the event. The International Tribute is on page 19. We do not have a PA system so if anyone can help with this that would be appreciated.

Pauline I believe you were investigating public liability insurance so please could you provide the update on this.

During this term the school children will also be preparing an exhibition relating to the D Day landings. I have sent the guide to the headteacher so that they have all of the information including suitable children's prayers and readings.

On Saturday 8<sup>th</sup> June there will be a farmers' market in the church. The children's work will be on display as well as approximately 60 knitted soldiers which have been produced by ladies in the village. And for those who served in other armed forces I am led to believe they will also be represented!