

Barnham Parish Council

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

**Minutes of the Meeting of Barnham Parish Council held on
Tuesday 12th November 2024, commencing at 7.00pm
Venue: Barnham Village Hall, Mill Lane, Barnham IP24 2NG**

In attendance: Cllr John Bauer (Chair), Cllr Ed Wyr (Vice Chair), Cllr Helen Beck, Cllr Martin Belsham, Cllr Adrian Webb.
Suffolk County Cllr Joanna Spicer MBE, West Suffolk Cllr Andrew Smith
Clerk/RFO: Pauline Smith

1. **To receive apologies for absence** and requests for approval for absence.
Apologies for absence received from Cllrs Helen Beck and Matthew Hawthorne were accepted and approved.
2. **To receive declarations of interests** and to consider requests, not already received and determined, for dispensations relating to matters on this agenda: Non received.
3. **To approve minutes** of the meeting held on Tuesday 10th September 2024
Amendment 5.3 Gerda: The current designation is class B8 which refers to storage or distribution.
Proposed: Cllr Wyr Seconded: Cllr Belsham Unanimously approved
The Minutes were duly signed as an accurate record by the Chair.

4. **Public Forum:** There were no members of the public present.

5. **Reports**

5.1 **West Suffolk District Councillor, Andrew Smith**

Simpler Recycling due to be implemented in 2026: West Suffolk Council has agreed:

Plastics/Glass to be collected every 3 weeks

Cardboard/Paper to be collected every 3 weeks

General waste to be collected every 2 weeks (as at present)

There will be an additional small food-waste bin to be collected weekly

(Garden waste collections – which residents pay for individually - will continue).

Glyphosate: West Suffolk Council has agreed to the limited use of glyphosate as a weedkiller.

NRG: Appeal to Planning Inspectorate: Awaiting decision.

Gerda: No updates available at the time of this meeting

5.2 **Suffolk County Councillor Joanna Spicer, MBE**

ANPR cameras: The ANPR cameras does not collect data of all vehicles, only those travelling within/over prescribed limits.

However, the result is that thousands of letters are being sent to motorists across the county, for driving in excess of the speed limit.

Barnham's speed indicator sign records the speed of all passing vehicles.

It does not record images or registration numbers.

Joanna will obtain ANPR data for comparative purposes.

Cllr Belsham noted that there had been a police presence monitoring speeding on the day of the meeting.

6. **North Farm Quarry Restoration:** To review outcome of enquiries to Suffolk County Council:
Cllrs continue to be dissatisfied with the SCC response to its enquiries and agreed that a further request for clarification of the queries raised.

DRAFT

(copy of email submitted 25 November 2024 attached)

Concerns remain regarding the future potential of the land to be used for quarrying. Barnham Parish Council would like this location to be excluded from the next Minerals and Waste Plan.

Cllr Spicer highlighted the government's requirement for the county council to provide evidence of sufficient sand and gravel for 10 years on designated sites.

It was agreed that the parish council wishes to have a good working relationship with the Elveden Estate going forward. Cllr Spicer will arrange a meeting with the Managing Director of Elveden Farms, Andrew Blenkiron, to discuss concerns, with the aim of establishing a positive future 'working' relationship. *Actioned Cllr Spicer*

7. Highways Matters: None

8. To receive reports from Parish Councillors:

8.1 **Chair's report** All matters dealt with elsewhere

8.2 Police Liaison

Cllr Belsham has provided several dates to the police for consideration for a popup surgery: no response to date.

8.3 Barnham Play Park

To note initial quotations for safety surfacing and repairs to climbing wall and slide (within attached clerk's report).

Resolution: It was agreed to submit a request for £1000 to Cllr Smith (locality budget funding). *Actioned Clerk*

8.4 **Barnham Primary School** No report

8.5 Community Engagement

Volunteers were requested for the "Parish Council Engagement" stand at Barnham Village Hall Christmas Fair: Sunday 24th November 2024 11am – 3pm

Cllrs Bauer and Watson provisionally said they may be able to assist: *to be confirmed*.

A suggestion for inclusion in the display: Advertise for a village historian who may be interested in researching the St Thomas Charity In Need and other 'areas' of interest.

8.6 **RAF Liaison** No report

8.7 **Barnham Village Hall Liaison** No report

9. Planning Matters: Consultation documents received from West Suffolk Parish Council for response:

DC/24/1548/TCA | Trees in Conservation Area Notification - one Ash (marked T1 on plan) fell | The Old Parsonage Church Lane Barnham Suffolk IP24 2NB

Resolution: No comments for submission

10. Planning application decisions by West Suffolk Council since 10th September 2024

See clerk's report attached

11. Clerk's Report: See attached

12. Gov.uk domain: To establish whether or not Barnham Parish Council is willing to proceed to change from existing arrangement of barnham.onesuffolk.net domain to gov.uk domain with associated dedicated email addresses for councillors. (See details within attached draft Budget notes)

Parish Councillors are not currently 100% convinced of the benefits/necessity v cost implications of changing the current arrangements.

DRAFT

Currently: 5 councillors have arranged addresses specifically for parish council correspondence (via gmail or bt); 1 parish councillor uses his work address and 1 parish councillor uses a personal address.

The clerk uses a generic parish council barnhampc@btinternet.com webmail account/address set up many years ago.

It is considered likely that there will be a requirement for parish councils to move to gov.uk domains in the future. **Decision: Deferred.**

13. Finance

- 18.i **Financial Report:** The financial details had previously been circulated. The summary report was agreed and signed by the Chair (attached)
- 18.ii **Invoices for payment:** 1 invoice was presented for payment: £ 242.00 (Clerk/RFO salary September/October)
Proposed Cllr Watson. Seconded : Cllr Webb Unanimously approved
Clerk's salary schedule of payments: Councillors were asked to consider paying the clerk monthly rather than bi-monthly (will require an amendment to contract).
Unanimously agreed. Clerk to provide amendment to contract for approval
- 18.iii **To consider donations for payment under S137**
Two donations were unanimously agreed:
- | | | |
|----------------------------------|------|------------------|
| Suffolk Accident Rescue Service: | £100 | Action Clerk/RFO |
| Citizens Advice (Thetford) | £100 | Action Clerk |
- 18.iv **Draft budget proposals for consideration** – budget 2025/26 (see attached)
Opportunities to reduce costs are being sought for example.
1. Scribe accounts package could be replaced by EasyPC accounts £tbc
2. Clerk/RFO could use BASIC PAYE tools to for salary payments (potential saving of £45.00)
Work to continue for discussion and decision at January meeting.

Action Clerk

14. Consultation: Allowing councils to use virtual attendance at council meetings.

A [consultation paper](#) has been published with a closing date of 19 December 2024. Whilst recognising the value in potential increased public engagement, councillors are concerned at the increased burden of costs on small parish councils if grant money was not made available, and if hybrid meetings were made mandatory (in which case objections would be raised). Examples of additional costs include: wi-fi provision in village hall (none at present), requirement for appropriate equipment for hybrid meetings audio and camera equipment. *Actioned: Clerk has responded*

15. Correspondence of note not otherwise dealt with on this agenda requiring a response: None

16. Diary dates: 24 November 2024: Community Engagement (see item8.5)

17. Requests for items for inclusion on the next agenda.

Trees: Church yard overhanging footpath – impeding VAS when in leaf
Mill Lane – tree on verge close proximity to play area

18. Date of next meeting: Tuesday 14th January 2025

Meeting closed at 9.15pm

Barnham Parish Council Draft Budget Notes

I am very aware of the need to keep finances under tight control.
The attached 2 proposals for consideration: both show a minimal increase.

Larger projects will need funding from external sources.

Budget/Precept 2025/26 for consideration

Looking at this budget I am very conscious that a very high proportion of the budget is allocated towards salary costs, administration, insurance etc. All statutory requirements and impossible to avoid, and because Barnham is a very small parish council the percentage looks particularly high compared to funds going into actual community activities.

What additional costs should be considered/may be incurred?

Gov.uk domain and email addresses

After what appears to have been a slow start, it seems that parish councils are now getting onboard with this requirement and the benefits of websites and email addresses being aligned.

Whilst I have costed for the OneSuffolk offering, there are other suppliers. Once you have the gov.uk domain this can be moved to another host/supplier – although this isn't ideal.

I strongly recommend considering going down the route of gov.uk for all the reasons previously provided and because it helps to promote the parish council as a serious and professional body and creates trust in its web presence.

Village Hall Wifi, and other technical equipment eg owl – If virtual/hybrid meetings become legal in England (already legal in Wales): Whilst significant expenditure and an ongoing cost – there could be significant benefits for the community who would have easier access to parish council meetings and for the village hall who would have an additional benefit for hirers.

Whilst the provision to return to virtual meetings as we had during lockdown is not currently available to parish councils, there is nothing to prevent meetings being live streamed. Many councils already do this very successfully.

To consider: Play area repairs and costs of improvements/safety surface – majority of cost likely to be sought from grants. 2nd quote received: to be circulated.

To be paid for from current year's existing budget:

Clock refurbishment project: The general fund is sufficiently robust to enable a sum to be transferred to the clock project fund.

Village maintenance gate to rear of bus shelter – in current 2024/25 budget – under village maintenance, together with Repair to handle on phone box (I have replacement handle plus paint)

Trees: Church – earmarked in reserve fund

Tree Mill Lane – if appropriate when ownership is established.

Footpath siding from church to Barnham Heath – earmarked contribution in reserve fund.

2024/25 budget update: Currently, the parish council's budget for year ending 31st March is on track to show an underspend of c.£1,087-00. Together with several slightly lower than anticipated underspends such as auditor charged £100 instead of agreed £150.00: see spreadsheet which highlights where under and overspends have occurred to date or are expected by the end of the financial year.

The majority of underspend is attributable to

1. lower than anticipated salary costs (less hours worked than anticipated and accordingly work from home claim/costs also reduced.
2. potential salary increase included within budget for 2024/25 has not been implemented
3. Training budget: 50% of the CILCA qualification element is £225.00. The training budget currently shows £400.00.

Note:

4. Grass cutting: We have only been invoiced for 4 visits since May (@£100 per visit). I was expecting 7 possibly 8 visits. I am waiting for a call back to check on the schedule/invoices. In the meanwhile I have left the anticipated sum for the year in at £1000.

Draft Proposals for 2025/26

For information As you will see on the attached spreadsheet, the **2024/25 budget/precept was £9,944**

Band D £41.74

If the precept request were to remain the same for 2025/26 Band D will rise slightly to £42.31. This is because Barnham's tax base has reduced from 238.25 to 235. I have attached a precept form which you can amend to see how the different figures will impact the Band D. I have not provided a proposal to remain the same.

I have provided 2 proposals for your consideration:

Proposal 1. £9,956

Band D £42.37

Proposal 2 £10,157

Band D £43.22

Proposal 1

Salaries: The national agreement on salaries is not normally reached until at the earliest October. But I have included an estimated percentage.

(Currently paid at £13.50ph – 2% increase would take to £13.77pm – also in payment is the work from home allowance at £26 per month -£312 per year - this does not increase)

SALC Payroll: £48.00 I previously included £18.00 for SALC to run the payroll but seems this was too low (albeit they haven't invoiced at all this year). I think this may be in the region of £45.00 per year invoiced quarterly – so have adjusted to £48.00 to be on the safe side.

Suggestion: I may propose to take running the payroll on myself with effect the new financial year. It isn't difficult.

Request: Would councillors be willing to consider paying my clerk's salary monthly rather than bi-monthly as at present? This does seem to cause some confusion from time to time with the payroll run.

Audit: Internal and External Audit: £410.00

I am hopeful that Tony Stokes will again be willing to carry out the end of year audit, however, I have included a higher figure should it be necessary to make alternative arrangements. Plus there may be the need for external audit. If it is necessary to seek an alternative internal auditor then £200 is likely to be on the low side (I have made a few enquiries) but I will carry forward the unspent sum from the current budget for this purpose.

Website hosting – Onesuffolk have not increased their hosting charges for many years. This becomes due on 1st November each year. This year remained at £50 +vat but I have allowed for an increase albeit probably higher than necessary. I can adjust this if required.

Contingency/Computer: £200 Appropriate to continue to build up a fund for future purposes.

Insurance: Likely to increase again next year. Next year will be year 3 of 3 year agreement.

Scribe Accounts: Current charge £228 – increased to £240 for budget planning purposes – but waiting to hear whether there is likely to be an increase for 2025/26.

However: I have a 3 month trial of easy pc accounts which, if successful, will be c.£150. Whilst this package does not have all the functionality of scribe, such as being able to upload the invoices and any other associated docs (for example I have uploaded 17 insurance docs to Scribe against the clear councils invoice on the Barnham account – which is ideal because it allows the auditor to check the information as well as being immediately accessible if ever the need arises. But I have to be realistic: whilst it is great to have – is it really necessary?

Meeting room hire: I have had a conversation with Judy about the cost of hire and now written to the treasurer asking for the current year’s invoice. The indications are that we are paying less than we should be – hence I have increased the relevant sum. I have also built in extra hires for (hopefully) the village work parties when we will use the village hall as a base and to return for refreshments.

Training: I have reduced to £300 – training courses are becoming increasingly expensive (although currently I am fortunate to have access to Scribe Training at no additional cost – which often cover not just accounting matters but other relevant parish council issues too.

Playpark maintenance: I will move funds from the general fund at the end of the year into the playpark reserve.

Speed Gun: No longer applicable

Proposal 2	£10,157
Band D	£43.22

Most of the figures included in this proposal are similar to proposal 1, except for:

The Link suggested proposal to increase donation to £70 (currently £60)

The Wreath for the Barnham Remembrance Sunday Service - suggested increase of donation to £50 (currently £30).

Website: Suggested move to gov.uk domain with associated email addresses for clerk and councillors.

Based on costs provided by existing provider, because there is a one-off grant of £100 towards the domain name change and then the domain charge is every 2 years – my proposal is based on a four year cycle – that the entire costs are divided equally and in the years that the cost is lower the excess is carried forward to the next year. This will ensure that the budget is consistent – albeit there may be a necessity to increase the sum by a small percentage each year to keep up with other costs such as increased hosting charges.

To accommodate this suggestion my proposal is therefore a figure of £331.

Scribe accounting package: This proposal also assumes the reduced cost of moving from Scribe to Easy PC accounts at £150.00

Mole Control: I've assumed a 5% increase. With hikes in NI, insurance etc for business I think it is necessary to acknowledge that many businesses will potentially need to increase their charges more than they would ordinarily do.

Glassbank income: New arrangements come into force April 2026. We cannot, at this stage, guarantee whether compensatory arrangements will be in place and if so what this might amount to.

I have included £360 against the budget, this is lower than previously but not guaranteed.

P Smith, Clerk/RFO
Barnham Parish Council
Draft proposals for 2025/26 Budget/precept
Meeting Tuesday 12th November 2024

Barnham Parish Council

Clerk's report part 1:

Additional information relating to agenda for meeting Tuesday 12th November 2024
Barnham Parish Council

Ref: Agenda item 6: September minutes

Church Lane: concern about tree branches report sent to Suffolk County Council

Tree at the top of Church Lane overhanging the road from verge nr Old parsonage to Grassed triangle.

SCC Response: No action at this time

However, we will continue to monitor on a regular basis as part of the statutory safety inspections undertaken on the highway.

CHURCH LANE, BARNHAM

Date reported: 22/09/2024 – full response

We inspect highway trees to ensure they are not a safety risk to the public or causing structural damage to adjacent properties. Tree pruning works are only undertaken where an inspection has identified an immediate need to do so for these reasons.

Where trees growing naturally within the environment are blocking light into a property there is no legal "right to light". Tree owners are not by law obliged or required to carry out work to trees for the benefit of level of light to a third party. Suffolk Highways resists felling or severe pruning of its own or protected trees which are causing minor or seasonal nuisances such as pollen, falling fruit or leaf fall. In respect of the latter, it is the responsibility of the local [district/borough council](#) (in its "local cleansing authority" capacity) to clear such debris from the highway.

We will not be undertaking work at this time. However, we will continue to monitor on a regular basis as part of the statutory safety inspections undertaken on the highway.

Information about how our services are organised and managed can be found on our website at the link below:
www.suffolk.gov.uk/roads-and-transport/.

Ref: Agenda item 16 September minutes

Village Maintenance: Village workforce suggestion

2 responses received via The Link – Will provide details at the Community Engagement table on 24th November, but most likely promote more heavily in early spring.

Planning Application Updates:

Decision: No objection/approved

DC/24/1227/TCA | Trees in a conservation area notification - a. one Silver Birch (T1) and one Horse chestnut (T6) fell b. two Lime (T3 and T4) remove epicormic growth c. one Silver birch (T2) overall crown reduction by two metres d. one Sycamore (T5) reduce branch growing into liquidambar by up to 2.5 metres e. one Silver birch (T7) overall crown reduction by up to three metres f. one Hazel (T8) overall crown reduction by up to 1.5 metres g. one Ash (T9) target pruning of over extended long limbs by up to four metres h. Group of shrubs (T10) reduce by up to two metres | **The Old Parsonage Church Lane Barnham Suffolk IP24 2NB**

Decision: No objection/approved

DC/24/1048/TCA | Trees in a conservation area notification - four Silver birch (indicated on plans) fell | **Bellapais Blacksmith Lane Barnham Suffolk IP24 2NE**

NRG Awaiting Appeal Update: Decision date not yet known (Sept minutes 5.3 refers)

Gerda Anticipated planning application – awaiting update (Sept minutes 5.3 refers)

DC/24/0481/FUL Honeysuckle Farm Thetford Rd, Barnham: awaiting decision

The following are for information only: The Parish Council has not been consulted on these applications. However, the details appear on the planning website.

Pending consideration:

DC/24/1418/CLP | Application for lawful development certificate for proposed use or development - replacement of existing boundary treatment around the curtilage of the dwelling house in accordance with Schedule 2 Class A Permitted Development | Oakland House Euston Road Barnham Suffolk IP24 2NJ

Approved 11 Oct 24:

DC/24/1287/CLP | Application for lawful development certificate for proposed use or development - swimming pool with associated outbuilding and solar panels on the south elevation | Oakland House Euston Road Barnham Suffolk IP24 2NJ

7.3 Nov agenda (ref 7.4 Sept agenda) – Play Park

Quotation for repairs to slide, connectors on Nexus unit, safety surfacing under Nexus unit

From: [REDACTED] Sent: Wednesday, October 16th 2024, 08:54

QUOTATIONS

[REDACTED]

November Agenda item 12

Gov.uk Domain Names & Email Packages

Existing supplier: Community Action Suffolk

Domain name is paid every 2 years: following costs assume no changes to hosting or email costs. CAS Hosting has remained at £50 for a number of years so expect this to rise sometime in the future. There are other suppliers, but as an initial starting point CAS costs are reasonable and avoids the one-off costs of moving to a completely different supplier who would set up a new website.

Summary of costs:

Annual hosting of site:	£. 50.00
Email addresses 8@£24 each	£192.00
Domain name Yr 1& 2	£ 18.00
Total year 1	£260.00
Total year 2	£242.00
Total year 3	
2 yr domain cost £138.00	£380.00
Total year 4	£242.00

Matthew Morling from CAS says:

I'm sure you will have seen previous emails from myself about this, but since October of last year we have been able to offer .gov.uk domain names and email packages to any Parish or Town Council who wants them.

.gov.uk domain names & associated email addresses are a great way to add security to your emails, give validity to your Parish or Town council and provide reassurance to the general public. More and more these are becoming a necessity in the operations of a Parish Council.

We are part of the Parish Helper Scheme so can currently offer Parish Councils a £120 discount on the first 2 years of the domain name. With the discount, the cost of the domain name is £18 for the first 2 years and then £138 every 2 years after that, and email addresses cost £24 per email address per year. This discount is not likely to be available forever, and we are hearing from the Cabinet Office that come early next year the limited number of these may end, so if you are interested, get in fast to get your discount!

We handle the entire registration process for you so simply tell us what you need and we'll sort the rest out for you.

Accessibility Scans

As i'm sure you are aware, it is a mandatory requirement that all local government organisation websites meet a certain "accessibility" standard to allow people with visual impairment to easily access your website. This standard is the international WCAG 2.2 AA accessibility standard.

Here at One Suffolk we have done a lot of work over the last couple of years to ensure that our core templates meet the minimum standard, and in fact we continue to perform updates to the sites in the background to ensure they meet the ever changing landscape. Despite our own efforts to meet the requirements this does not necessarily mean your own website meets the standard. There is a lot that you can do, as a website administrator, to leave you uncompliant.

We are now offering a limited number of accessibility review and fix services to One Suffolk customers where we review every page of your site, fix any issues that we see and then provide you a short report based on what we find. The end result of this will be that we will ensure that your website is meeting the current accessibility standard.

What you get as part of this service

- A scan of every page on your site.
- We will fix any "red class" issues that we find on the site and where possible we will try and fix "yellow class" issues where we can.
- We will publish an up to date accessibility statement on your website to ensure compliance.
- We will send you a short report with our findings and any further advice.

This service costs from £108 inc VAT but may cost slightly more depending on the size of your site.

If you would like to book or order any of the services listed above then please contact me using the contact details below and we can get this sorted for you.

Thanks, Matthew Morling

IT Manager. t: 01473 345360

e: onesuffolk@communityactionsuffolk.org.uk

W: www.onesuffolk.net

Item 14. Nov agenda

Consultation: Allowing councils to use virtual attendance at council meetings

Councillors are asked to consider this opportunity carefully and to respond via the link which has previously been provided.

There are 2 very important elements in this consultation

1. Participation in meetings virtually
2. Proxy voting

Note: Enabling virtual access to meetings will require wifi in the village hall and the necessary technology – ie screen/camera.

The arrangements work very well in Wales (apparently).

Many parish councils in England already live stream their meetings which increases community engagement.

[Correspondence received between meetings requiring a response](#)

West Suffolk Council: Local Council Tax Reduction Scheme Consultation

Email circulated 11th October 2024 Deadline 6th November 2024

There were insufficient responses to formulate a specific parish council response.

However, councillors may have submitted responses personally.