

# DRAFT

## Barnham Parish Council

Chair: Cllr Joahn Bauer Vice Chair Cllr Martin Belsham

### Minutes of the meeting of Barnham Parish Council, held on Monday 21<sup>st</sup> July 2025, commencing at 5.00pm Venue: Barnham Village Hall, Mill Lane, Barnham IP24 2NG

#### In attendance:

Cllr John Bauer (Chair), Cllr Helen Beck, Cllr Matthew Hawthorne, Cllr Susan Watson,  
Cllr Adrian Webb, Cllr Ed Wyre.

Clerk/RFO: Pauline Smith

Members of the Public: 0

1. **To receive apologies for absence.**  
Apologies were received and accepted from Cllr Martin Belsham
2. **To receive declarations of interest and to consider any requests for dispensations.**  
None
3. **To receive questions from members of the public in relation to items on this agenda.** No members of the public were present

#### Policy Documents for Review and Approval

##### 4. Standing Orders

One amendment: 21a inclusion of the work 'to' has been implemented.

No other comments or amendments were received.

**Resolution:** Councillors were satisfied with the standing orders as provided.

A final copy of the document will be provided for signing at the September meeting.

Action: Clerk

**Proposed: Cllr Beck Seconded: Cllr Hawthorne Unanimously approved.**

##### 5. Financial Regulations

One amendment: Appendix 1(5) reference to 'standing order 18c' has been included.

No other comments or amendments were received.

**Resolution:** Councillors were satisfied with the standing orders as provided.

A final copy of the document will be provided for signing at the September meeting.

Action: Clerk

**Proposed: Cllr Watson Seconded: Cllr Beck Unanimously approved**

##### 6. Financial Risk Assessment

The content was discussed: no immediate amendments were required.

**Resolved:** The document is considered satisfactory.

Grants policy to drafted.

Action Clerk

Detailed review to be carried out: particularly looking at mitigation of risk and frequency of review of specific areas.

Action Clerk/Cllr Beck

**Proposed: Cllr Web Seconded Cllr Wyer Unanimously approved**

##### 7. Assets Register

The assets register was approved.

**Proposed: Cllr Hawthorne Seconded Cllr Watson Unanimously approved**

**Finance: Annual Governance and Accountability Return 2025**

8. **To Approve the Certificate of Exemption 2024/25** (page 3)  
The Certificate of Exemption was approved by Barnham Parish Council and duly signed.  
**Proposed: Cllr Beck    Seconded: Cllr Hawthorne    Unanimously approved**  
**Note: Actioned 220725 - Certificate of Exemption submitted to PKF.**
9. **To Receive the Annual Internal Auditor's Report** (page 4)  
The Internal Auditor's report was received and accepted.  
**Proposed: Cllr Bauer    Seconded Cllr Webb    Unanimously approved**
10. **To Approve the Annual Governance Statement** (page 5)  
It was necessary to respond 'No' to assertion 1 (due to unforeseen circumstances, for which the Clerk/RFO apologises, resulting in the failure to meet the submission deadline of 30<sup>th</sup> June 2025. An extension of time has been granted by PKF.)

The Chair read through the statement and councillors agreed the responses.  
**Resolution: The Annual Governance Statement was approved and duly signed.**  
**Proposed: Cllr Watson                      Seconded Cllr Webb                      Unanimously approved**

11. **To Approve the Accounting Statements** (page 6)  
The Accounting Statements were approved By Barnham Parish Council and duly signed.  
**Proposed: Cllr Hawthorne    Seconded: Cllr Beck    Unanimously approved**

**Note: Actioned 220725 All signed documents have replaced the previous drafts on the parish council's website.**

**Planning Matters**

12. **Biodiversity Policy – Liaison with Resident in relation to the removal of a section of hedge on the boundary of their property – Yew Tree House, Barnham -, which is within the conservation area.**

Following contact from the owner of Yew Tree House, Barnham: Councillors are asked to consider and provide their opinion in relation to the removal of a section of a boundary hedge and replacement by panel fencing (the resident's preference) or privet hedge. Please see attached details.

The property is in the conservation area; the owner advises that she has contacted West Suffolk Council and been informed that in this instance planning permission is not required.

This request is consistent with the parish council's biodiversity policy which encourages liaison between residents and the parish council.

**Resolution:**  
The Parish Council expressed its appreciation for being consulted on this matter. However, as it (the parish council) does not have the authority to grant or refuse permission, it was agreed that the decision ultimately rests with the householder, who should proceed as they see fit. **Action: Householder to be advised - Clerk**

13. **Next meeting: Tuesday 9<sup>th</sup> September 2025, 7pm: Barnham Village Hall.**

**Meeting closed at 6.35pm**

Minutes Approved:    Date.....                      Signed .....

**Attachments: Re item 12  
Yew Tree House Barnham: Hedge**

Good afternoon Pauline,

Thank you for your email, and I note all you say.

The picture correctly shows the length of hedge in question.

With regard to the Council's biodiversity policy, it should be noted that the remainder of the hedge is staying. It is self supporting and made up of various trees as well as some privet, yew and other hedging species, and enables sustainable cutback along its length.

In considering its replacement we have taken into account the problems this has caused over many years, including with the previous owners, of the narrowing effect this has on the track owned by the estate, despite twice yearly cutting back. This has been made worse by its recent collapse

It would be infinitely cheaper to replace with privet hedging, but this would be planted on our boundary line (there is an original fence post still standing amongst the clipped conifer at the end), and overtime would end up causing a similar problem.

Therefore we propose, if at all possible, to replace with concrete post and panel as our first preference. This will ensure a fixed boundary for years to come. The current hedge when clipped stands at approx 6 foot. We propose using panels at 5ft, which when added to the concrete gravel boards, will give an approx height of 5ft 6in. As to the design of the panels, on the opposite fence we have the round top style of panels in a soft wood colour (not the horrid orange that is about), and these are being considered along with standard close panel style in the same softer colour.

I look forward to hearing from you

