

## **BARHAM PARISH COUNCIL**

### **MINUTES OF THE COUNCIL MEETING HELD AT THE CLAYDON & BARHAM VILLAGE HALL ON MONDAY 6<sup>th</sup> NOVEMBER 2017**

**PRESENT:** S. Carr, W. Allan, J. Lea, A. Deveney, District Councillor J. Whitehead and County Councillor J. Field

#### **1.11 QUESTIONS FROM THE PUBLIC**

There was three members of the public present who raised the following concerns:-

- a. They would like to know the Parish Council's intention of a response to the Joint Local Plan from MSDC. The Chair informed them that the Council was intending to object to plots proposed due to the current planning applications the village is already facing. The Chair also explained that Barham Parish Council would be working with Claydon and Great Blakenham PC to develop a Joint Neighbourhood Plan.
- b. The Webmaster updated the council regarding the ongoing issues surrounding MSDC's planning portal problems. He has left it with MSDC that he wants the problem resolved not for them to just keep acknowledging his correspondence but resolving nothing.
- c. The Webmaster explained to the council that Scott Properties had approached the village hall to display a poster for their exhibition in November and let them know they would be doing a leaflet drop around the 10.11.17. The council thanked him for this information, as this had not been communicated back to the Parish Council.
- d. They highlighted that the Joint Local Plan proposed plots appear to all be adjacent to public footpaths, which would impact on the amenity when walking around the area and the views it will then give.
- e. A resident brought the issue of regular dog fouling at Coopers Way, which is being caused by the same member of the public. The Parish Council have advised them to try to obtain photographic evidence of this and report to the environmental health at MSDC. The Parish will place a gentle reminder to dog owners in the next issue of the In Touch Magazine.

#### **2.11 REPORTS OF THE COUNTY AND DISTRICT COUNCILLORS**

Councillor Field's report was presented at the meeting (see file)

Councillor J. Whitehead's report was presented at the meeting (see file)

**3.11 APOLOGIES:** G. Musson, N. Cooper, D. Milward and District Councillor J. Caston

**4.11 DECLARATIONS OF INTEREST APPROPRIATE TO ANY ITEM ON THE AGENDA** There were no declarations.

**5.11 MINUTES** of the meeting of 2<sup>nd</sup> October 2017 were approved and signed.

#### **6.11 WORKPLAN**

Councillors received an update on the outstanding matters:

There has been no update from Mid Suffolk & Babergh regarding the issues surrounding Shrubland Park.

Following their respective Parish Meetings, Great Blakenham and Claydon and Whitton Rural Parish Councils have both agreed to move forward with a joint neighbourhood plan with Barham. The Parishes have agreed to organise a meeting with a potential consultancy firm to be able to gain advice on costs and timescales for this.

#### **7.11 REPORTS**

The Chair reported that the Recreation Ground Committee will be holding a meeting at the end of November to discuss their budget for the next year, which will then give the Parish Council a clear idea of the financial support required.

#### **8.11 FINANCE**

- a. Monthly payments – It was agreed to sign cheques to the value of £999.67.
- b. The Parish Council agreed the draft budget for 18/19 pending any changes that are needed for the Neighbourhood Plan and Data Protection Officer.

- c. The Parish Council have agreed to instruct Suffolk Association of Local Councils (SALC) to be Barham Parish Council's internal auditor for next year.
- d. The Parish Council have agreed to consolidate some of the council's bank accounts. There will now be 2 accounts instead of 3. The Clerk will draft a letter to Santander for the Councillors G. Musson & J. Lea to sign instructing them to close the account. These funds will then be moved to the Barclays Bank account.

**9.11 PLANNING**

There have been no further developments on any of the large planning applications currently outstanding in Barham.

**10.11 CONTINUATION OF OUTCOMES FROM CLERKS TRAINING COURSE**

The Parish Council have agreed to use the HP Instant Ink facility for the parishes printing requirements. This will give the parish 100 pages and ink cartridge refills for £3.49 a month or 300 pages for £7.99. The Clerk will regularly review this and choose the most appropriate package.

The Parish have agreed to budget a new laptop for the Clerk position and have asked the Clerk to get quotes for some capable specification laptops between £400-700. The Clerk explained that the options and prices available change from month to month even week to week making the information collected potentially incorrect by the time the council meets to approve.

Councillors agreed that the clerk should approach SALC to become the Parishes payroll supplier.

**11.11 REVIEW STANDING ORDERS DOCUMENT**

The Parish Council have received and approved the revised version of Barham's Standing Orders document. This will now be reviewed on a yearly basis.

**12.11 REVIEW EMPLOYMENT DOCUMENTS & CLERKS HOURS**

The Parish Council have reviewed the Contract of Employment that the current clerk received and acknowledge this was signed and dated. The council have agreed that SALC will be instructed to undertake Payroll for Barham Parish Council, as soon as is practicable. The Council have approved and agreed to pay the extra hours undertaken by the Clerk, which were carried out to meet the internal and external Audit deadlines, as well as the Public Meeting for Barham Church Lane and training needs, as new to the role. Going forward any extra hours need to be approved beforehand.

**13.11 CLAYDON FOOTBALL CLUB/PICNIC SITE**

The Parish Council received the signed copies of the Tenancy Agreement between the Football Club and Parish Council. They discussed the next steps for getting the picnic site used again. The Clerk will seek further advice and report back at the January meeting.

**14.11 BT PHONE BOX AT KIRBY RISE**

The parish had been approached by local residents to ask if the unused BT Phone Box on Bacon Road could be removed, as it was regularly having glass smashed which poses a danger to residents. The Parish Council agreed that this is a liability and a health and safety issue and therefore the Clerk will write to BT to ask them to remove the Phone Box.

Chairman .....

Date .....