

BARHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING THAT WAS HELD VIA ZOOM LINK ON MONDAY 11th MAY 2020

PRESENT: S. Carr, J. Lea, A. Deveney, W. Allan, N. Cooper, D. Milward, County Councillor J. Field and District Councillors J. Whitehead & T. Passmore (left early).

Also present: Clerk, Mrs J Culley

1.5 QUESTIONS FROM THE PUBLIC

There were two members of the public present.

A member of the public asked if the parish council would consider proposing a cycle way route where a circuit stops at the slade. This was in light of the Covid-19 initiative for people to be walking or biking more. Councillor Field asked the member of the public if he could send the proposal directly to him for him to liaise with Suffolk County Council.

2.5 APOLOGIES:

- a. There were no apologies. To note that Councillor Musson gave immediate resignation from the parish council as of 4th May 2020. To note that the clerk also gave her notice as of 1st May 2020.
- b. No consent to absences required.

3.5 DECLARATIONS OF INTEREST APPROPRIATE TO ANY ITEM ON THE AGENDA

There were no declarations given.

4.5 MINUTES of the parish council meeting on the 2nd March and the Finance Committee meeting on the 13th January were both approved and signed.

5.5 WORKPLAN & PLANNING LIST

a. Workplan: -

Following March's meeting Councillor Carr received an update from S.C.C regarding the missing Barham sign near Boathouse Cottages. It is on the job list but it not a priority. Councillors discussed the possibility of funding this to be done sooner. The clerk has been asked to contact highways to see if the parish can locate their own contractor or that they have to go through Suffolk Highways.

The clerk had received an email the day of the meeting from the Safety Team at S.C.C regarding the installation of the posts for the mobile speed sign. Apologising for the delay and that this would be looked in to this week and reported back. Councillors asked the clerk to chase this the week before she leaves if they have not reported back by then.

b. Planning List: -

Councillor Carr informed the council that there was no timescale given for a committee referrals slot for the following applications: -

1856/17 – proposed development of 270 houses off Barham Church Lane

DC/18/00861 – erection of 74 dwellings off Ely Road

c. Applications: -

The clerk informed councillors of the following new planning application consultation requests: -

DC/20/01614 – erection of a two storey front extension and associated works to drive and parking

The council objects to this application.

DC/20/01662 – replacement of tower doors with part glazed doors and installation of windows and bird mesh to first floor window openings on tower

The council have no objections to this application

DC/20/01655 – erection of single storey extension and associated external works

The council have no objections to this application.

In light of Councillor Musson's resignation from the parish council, the chair asked for one of the remaining councillors not already on the planning committee to step forward to replace Councillor

Musson. Councillor Deveney nominated himself temporarily during this time but this will be reviewed when the current situation with Covid-19 changes.

6.5 REPORTS

There were no reports from councillors. The District and County Councillors provided emailed reports on the day of the meeting.

7.5 FINANCE

a. Monthly payments – It was agreed to raise E-payments to the value of £1802.66 – for the full list of payments (see payment schedule document on file). The clerk also informed councillors that the MSDC Q4 cleansing grant of £533.65 and the 1st instalment of the 2020/2021 precept of £14,054.35 had been received in the parish account. These were noted and approved.

Councillors also agreed the regular payments for June. The E-payments will be raised on the 1st June totalling £1319.00. Any other invoices received between now and the next virtual meeting will have to be subsequently raised and payment agreed, as per the financial regulations' addendum agreed in 7.5 i.

- b. The Clerk provided the Council with February and March's bank reconciliations and online statements for the community and business savings accounts. These were noted and approved by the Council.
- c. The Clerk provided the Council with the fourth and final quarterly summary report for 2019/2020 financial year. This was noted and approved by the Council.
- d. The clerk provided the Council with the end of year accounts for 2019/2020. These are currently subject to audit and with the internal auditors. The Council agreed that these were a true and accurate record of the parish's accounts.
- e. The Clerk provided the Council with the variances and reserves document that would be submitted to PKF Littlejohn (external auditors). Due to the amount of reserves the parish council hold they need to provide PKF Littlejohn with an explanation. The Council noted and approved the reserves and the explanation.
- f. The clerk informed the council that they still need to approve the Annual Governance & Accountability form (AGAR) and set the exercise of public rights dates before they are able to submit the external paperwork to PKF Littlejohn. The council would need to sign these to be signed off and submitted before the 31st of July's deadline date. Councillors ask the Clerk to clarify with SALC how to do this with the clerk not in post after the 31st of May.
- g. The clerk informed councillors of the agreed national living wage increase as of the 1st April 2020 sent from MSDC for street cleaners. The council agreed to increase the contracted hourly rate to £8.72 for the parish street cleaners from April 2020.
- h. The Clerk received donation requests from EACH and SARS. Councillors discussed the importance of supporting these great causes especially at this difficult time and they agreed for the clerk to raise payments of £50.00 to both organisations.
- i. Due to the current unprecedented times with Covid-19 the chair proposed an addendum to the parish councils Financial Regulations to ensure the parish can fulfil its financial obligations at this time. Councillors agreed that payments could be given to the finance committee by email and require 2 councillors to reply by email to authorise the payments. The clerk will retain these emails as evidence.
- j. The chair informed councillors that the clerks pay increase for 2020-2021 has not been agreed at this time and will need reviewing when unions have agreed the percentage raise.

- k. The chair proposed a document of the parish council's regular payment schedule for the 2020-2021 financial year. Councillors noted and approved this.

8.5 PARISH COUNCIL EMAILS FOR COUNCILLORS

The chair has been trialling a new email system for the parish to switch to in order to be in line with best practice and GDPR requirements.

The chair asked for councillors preferred formation for their new email addresses. After discussion the councillors were all in favour of the format of their first name.surname@barham-suffolk.org.uk.

9.5 PICNIC SITE UPDATE

The chair asked Councillor Lea to explain his email regarding vandalism at the picnic site. The councillors agreed for the clerk to contact the gentleman that was used last time to ask if he could take a look and let the clerk know if he could repair the building and the costs for this. The clerk would then get email agreement from 2 members of the finance committee, as per agreement from minute 7.5i. If the gentleman was not working due to Covid-19 the clerk was asked to find an alternative.

The clerk informed councillors that MSDC had sent business rates for the picnic site for 1.4.20-31.03.21 and these had been set to zero again.

The chair informed the council that there had still been no reply from S.C.C regarding a meeting to discuss how to move forward with the use for the picnic site, despite the chair and Councillor Field corresponding with them. Councillor Field has agreed to take this higher for the parish.

10.5 ELY ROAD & BARHAM CHURCH LANE DEVELOPMENTS

Councillor Lea proposed that the council should instruct a professional to provide a report regarding the Church Lane development. After discussion about what they would want out of the report and timescales for getting this completed and submitted to MSDC before they call a committee meeting for this development, the councillors agreed for Councillor Lea to go away to research a professional and the costs associated to get a report produced.

11.5 PCSO

PCC Passmore provided councillors with an update. He confirms the scheme is still available and open for discussion. He has a meeting scheduled this week where he will ask if there is the capacity to sponsor a PC. He did say that a PC would not be available 24/7. He also stated that criteria would need to be considered i.e. fits operationally, the areas they would cover and what they could and could not do. PCC Passmore has said he will provide a report with the options and costs associated.

Councillor informed PCC Passmore that Barham have had commercial interest to help sponsor.

The chair felt that flexibility of hours would have to be part of the discussions, as the core hours provided by a constabulary PCSO doesn't meet resident and business needs in the area.

At this time PCC Passmore took the opportunity to say that despite any frustrations they have residents need to report anything suspicious and any causes for concern either using 101, the constabulary website and even 999 if it is currently taking place. Lockdown has been used as an opportunity for criminal behaviour to still continue.

12.5 SHRUBLAND

Councillor Lea emailed the chair with a leaflet advertising Shrubland as a higher education establishment. Councillors noted that the parish council was unaware of this and the clerk had not received any planning notifications for a change of use for the premises. Councillors have asked the clerk to write to the owner to ask about this and then to write to Tom Barker and Phil Isbell at MSDC Planning Enforcement with the parishes concerns that the correct process is not being followed.

13.5 COMMUNITY SUPPORT COVID

Councillor Lea felt that the parish council needed to advertise in the InTouch magazine about the help available during this time for our community. The chair explained that we have used our quota of words for June’s In Touch report with advertising the resignation of Councillor Musson and the clerk and inviting interested parties to apply for the clerk position.

The clerk than also highlighted to Councillor Lea that if he had of read Barham’s In Touch report from last month, he would realise that the whole article was about community support during Covid-19. The clerk and Councillor Deveney also reminder councillors that Barham had paid for the local help groups leaflets and that she had also helped deliver these leaflets to residents’ doors. The clerk then asked if the Barham Parish Council would consider paying for the local groups phone contract costing £12 a month, as an individual resident was currently paying this. Councillors agreed to pay £60 upfront to cover the next 5 months of the phone for the local group, and the council will then review the situation thereafter.

Chairman

Date