

BARHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING THAT WAS HELD ON ZOOM, ON MONDAY 1st MARCH 2021, 7.00PM

PRESENT: Chairman Darren Milward, Cllr Frances Milward, Cllr Jeremy Lea, Cllr Neil Cooper, Cllr Andrew Akhurst & Cllr Wayne Allan

Also present: BMSDC Tim Passmore and the Clerk.

OPEN FORUM – BMSDC Cllr Tim Passmore, had attended the recent BMSDC Planning Committee Meeting, the 1856/17 Land Off Norwich Road, Barham, application was considered and approved. He advised that there is nothing further the Parish Council can do to object to the application, he is also aware of the concerns in the Parish, but the District Councillors have no power in what they can do in this instance. However, when it comes to the Reserved Matters he encourages the PC to discuss what is needed as a Parish, it will be really important to work on this together, he will help and support in this. He also informed that a PCSO for Barham & Claydon is not going to happen for at least a year. However, an extra 70 police officers will be present in Suffolk this year. The Chairman asked if Cllr Passmore might consider giving some funding towards DK9 Security for Barham? He said that it would be possible to do so from his Locality Budget. He is hopeful that Claydon will also employ DK9 Security for their village and therefore perhaps the 2 Parish Councils could work together in this. Cllr Passmore left the meeting to attend the Claydon Parish Council Meeting.

1.3 APOLOGIES

- a. Apologies for absence. Cllr Brenda Mitchell, Cllr Cassey Woollorton as they are unable to get internet connection also BMSDC Cllr John Whitehead as he is attending the Claydon Parish Council Meeting.
- b. Consent/non consent to absence. Consent was granted to the above councillors.

2.3 DECLARATIONS OF INTEREST APPROPRIATE TO ANY ITEM ON THE AGENDA

There were no declarations given.

3.3 FINANCE

a Monthly Payments – to agree the payments for December, January & February.

December payments £2800.15, no receipts. January payments £3973.40, receipts £3205.00. February £3725.07 receipts £3115.09. The Parish Council approved the receipts and payment schedules, proposed Cllr Lea seconded Cllr Cooper.

b Monthly reconciliation – to approve December, January & February bank reconciliations.

The Council approved the 3 months bank reconciliations. Bank balances at 28th February 2021, Business Premium Account £34,649.77. Current Account £26,649.04. Proposed Cllr Lea seconded Cllr Milward.

c Expenditure against Budget.

Following on from the Clerks end of year finance training, she has prepared a spend against budget spreadsheet, this will be presented to the PC on a quarterly basis. Cllr Lea explained that despite the PC expenditure being over what it had budgeted for, this is mainly due to the cost of the DK9 Security and the planning advice. The PC has received in more money than expected which compensates the overspend. He is happy with the expenditure to date.

d Consider Annual Donation Payments.

The Clerk advised that the PC still has £520 left in the budget for donations. A request has been received from Barham Church to help support maintaining the graveyard. Unfortunately, illness has struck many of the volunteers who usually help with the grass cutting so Realise Futures have been paid to carry out its services at a cost. The Chairman proposed a donation of £50, seconded Cllr Lea, approved by all.

Chairman's initials.....

e To Approve the list of regular payments which have to be paid outside Parish Council meetings.

The Clerk has prepared the list of regular payment for the forth coming financial year which was approved by all, proposed Cllr Milward seconded Cllr Cooper.

f Thank You Letter.

This has been received from the volunteer litter pickers – The Wombles, thanking the PC for the generous gift of hampers. New members have recently joined the team which means they will be able to hopefully cover Sandy Hill towards Hemingstone. Hope to be able to resume picking in groups again soon. Several areas in the village have been bad and fly tipping has been reported to the district council.

g Street Cleaners – Invoice to be paid.

The Chairman informed that he has looked at the invoice and covering hours received from the street cleaners for the past 3 months work, total 91 hours. However, the hours and work has still not been itemised as per the PC request at the September meeting. The Street Cleaners have carried out the cleaning for 20 years but have never been seen doing so, the PC would like proof of the work carried out. They do not cover Barham Green or up to the Sorrell Horse, what is the way forward? Cllr Cooper can see no reason why they do not itemise the invoice, but it would be a good idea for them to do so. Cllr Lea advised that the Auditors may well question why this has not been done. The Clerk recommends that she prepares a template time/work sheet for the street cleaners to complete each week to include all the information the PC needs to see the work carried out. The Clerk will advise the Street Cleaners that this will be reviewed again after 3 months and will also advise of the new hourly rate of pay from April 2021, £8.91. Invoice, £566.80 Mrs G Sillett and £226.72 Mr M Sillett was approved for payment, proposed Cllr Allan, seconded Cllr Milward.

h Invoice for Verge Cutting.

The Chairman informed that he had instructed Hills Farm Maintenance to cut back brambles & bushes along Pesthouse Lane and by the entrance of the Picnic Site. They have made a good job using a tractor hedge trimmer, may be able to make more use of this facility in the future. He proposed the payment of £50 seconded Cllr Milward.

4.3 TO CARRY OUT THE ANNUAL APPROVAL OF STATUTORY ITEMS

a Internal Auditor to carry out the audit of the end of year accounts - April 2020 to March 2021

The Clerk is aware that the last internal audit was carried out by SALC, however she would like the Parish Council to consider using Heelis & Lodge for this years end of year accounts. They are local to the Clerk and she has used them many times before satisfactorily. The fee is dependent on turnover, so the PC could expect to pay approx. £195 for their services compared to £244 for SALC. Cllr Lea advised that the PC has used the Internal Audit services of Heelis & Lodge in the past and could see no reason why the PC should not use them again, agreed by all, proposed Cllr Cooper seconded Cllr Milward.

b Asset Register

The Clerk advised that she will include on the asset register the new PC monitor which has recently been purchased for her use. The asset register was reviewed and approved by all.

c To Approve All Risk Assessments – Property & GDPR

The Chairman suggests that the Picnic Site should be included on the property risk assessment, Clerk to do this. Both the Property Risk Assessment & the GDPR document were reviewed and approved by all.

d Financial Orders & Standing Orders

The Parish Council has reviewed both documents, no changes have been made, approved by all.

e Adopt & Approve the new Internal Control Statement

The Clerk reported that following on from recent financial training with SALC, she has prepared a new Internal Control Statement for the PC to adopt and approve. Cllr Lea had helped the Clerk to complete the statement and he is happy the in internal controls of the PC, proposed Cllr Lea seconded Cllr Milward.

Chairman's initials.....

5.3 DK9 – TO CONSIDER RENEWING THE CONTRACT

The Chairman reported that the contract with DK9 Security comes to an end on 13th March 2021. If the PC requires to continue the services of DK9 with similar amount of hours, the rate will increase to approx. £2436 per month. The PC currently gets some funding from a local business man. The Chairman has had very good feedback from the village regarding the security patrols, DK9 has provided a very good security service over the past 3 months. In some cases, the security tracking dogs have been seen to carry out a better job than the police dogs. Police have not always attended when needed in the village. DK9 have done a lot of positive work, they are a deterrent on its own to be seen driving/patrolling the village. Gives residents peace of mind when asleep at night. What does the Parish Council think going forward?

Cllr Lea agrees that the services of DK9 have been very good. It would be good going forward to also cover Barham Green in the patrols. Could the PC consider a few less hours to help keep the cost down? Ask local businesses to help contribute towards the service? Then if more funding is received the hours could be reinstated.

The Clerk advised that the PC has budgeted £5,000 toward security for the forthcoming year. The PC could expect to received £7,200 from the current local businessman. Total cost of DK9 for the year could expect to be £30,000 approx.

The Chairman proposed that a new 3-month contract is drawn up, to instruct DK9 Security to carry out its services 5 nights a week, staggered to include the weekends. This was agreed by all.

6.3 Barebuck Woods – Planning Enforcement.

Cllr Cooper reported that despite the felling and clearing activities at Barebuck Woods, the enforcement officer Paul Scarff BMSDC has taken no further action and an Article 4 has still not been issued to the owner. Both members of Barham and the Clerk has requested assistance from the enforcement officer but had no response. BMSDC Cllrs Passmore & Whitehead will be attending a meeting with the enforcement officer to get some action and move forward.

7.3 DATE OF NEXT MEETING

The Clerk advised that SALC has reported that face to face meetings will not be allowed to take place until 7th May 2021. Therefore the Chairman has decided to cancel the Zoom meeting in 12th April and will go ahead with a face meeting on 24th May when the restrictions have been lifted. The meeting will start at 7pm with the Annual Parish Meeting followed by the Annual General Meeting, in Barham Church Hall.

The Clerk will try to ensure that future PC meetings do not clash with Claydon, Henley or Gt Blakenham meetings so that the District and County Councillors can attend.

The meeting ended at 8.28pm

Chairman

Date