

Barrow cum Denham Parish Council

Parish Clerk: Antonia King

Cocks Head House, Wickhambrook Road, Hargrave, Suffolk, IP29 5JB

Email: clerk@barrowcumdenham-pc.gov.uk

Website: <https://barrowcumdenham-pc.gov.uk/>

Minutes of the meeting of the Parish Council held on Monday June 1st 2026.

Councillors present: John Pearson (Chair), Jane Steer (Vice Chair), Trevor Bragg, David Holmes, Luke O'Brien and Robert Welbourn.

Also present: Antonia King (Clerk), District Councillor Ian Holder, County Councillor Rebecca Hopfensperger and 3 members of the public.

6933	1.	Chair's welcome and opening statement: The meeting was opened at 7.15pm.
6934	2.	Apologies – To receive and accept apologies and reason for absence: Cllr Wesley and Ford gave their apologies, these were duly accepted. Cllr Cousins was not present.
6935	3.	• Declarations of disclosable pecuniary and local non-pecuniary interests: Cllr Bragg declared an interest in item 10d. • To note the determination of requests for dispensations for the agenda under discussion: None received. • To receive declarations of gifts of hospitality exceeding £50: None received
6936	4.	PUBLIC FORUM – • To receive questions and matters of concern from members of the public in attendance on the agenda: None received. • To receive comments or questions relating to Barrow in general: Concerns were raised over the lack of remedial work to the drainage issues on the main street. Cllr Pearson advised that Highways had carried out the works. The clerk advised that any further concerns should be reported to her with accompanying pictures and exact location.
6937	5.	To receive and approve the minutes of the last meeting held on 11/05/2026 (<i>Paper copies to be signed off by the Chairman for the file</i>): Approval was given by all present, the Chair signed the paper copy of the minutes for the meeting held.
6938	6.	REPORTS FOR INFORMATION – • Report from County Councillor: For a copy of the written report go to: AGM Report 2026.pdf Cllr Hopfensperger also reported that: ○ Pigeon Development had contacted her for a discussion regarding the Barrow Hill development. All information will be passed on after that discussion. ○ It was agreed the clerk will pass on the reporting references for the drainage works, Cllr Hopfensperger will follow up. ○ A charity raising concerns over online security for primary aged children is approaching schools to help raise awareness, Barrow Primary School have expressed their interest. ○ Cllr Welbourn raised concerns over the disrepair of a number of signs in the village. Cllr Hopfensperger requested that an inventory listing the damaged/rusted/broken/faded signs be drawn up, and where possible she will help. Cllr Welbourn and the Clerk are to action.

So signed by the Chair at the meeting on July 6th 2026

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Draft until signed.

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		• Report from District Councillor: No written report was submitted. Cllr Holder reported that the Bury St Edmunds Leisure Centre refurbishment was progressing well. There were no questions raised by members of the public or the council for Cllr Holder.
6939	7.	Police Matters – • To receive reports of interest to Barrow: None received • To receive any reports from the community police team: None received. It was further agreed that the Clerk would take over responsibility as the main point of contact for the Police, Cllr Pearson is to advise Mr Rawlings who is the current liaison point for Barrow.
6940	8.	Matters arising from Minutes of the meeting – This covers any updates of actions agreed at the last meeting which are not an agenda item. • To receive an update regarding the potential for the Clock Tower to be part of the Repair Shop Roadshow: Cllr Steer confirmed that the BBC would like to consider the Clock Tower project. More information and photographs have been requested. Cllr Steer is liaising with the BBC. • To receive an update regarding the need for planning permission for the large sign opposite Barrow Hall Stables: More information is required regarding the size and exact location. The clerk is to follow up with the planning department. • To receive an update regarding the Fete and Flower Show: All is progressing as planned. • To note the Parish Council is registered with SALC and all relevant e-mails will now be forwarded to the Council by the Clerk: Duly noted.
6941	9.	To receive and consider all financial matters coming forth from the RFO – For a copy of the financial reports please go to: Finance a) To approve items for payment – future and retrospective: Approved b) To note the accounts paid since the last meeting: Noted c) To consider and receive the Bank Reconciliations for period ending 30.05.26: Duly noted and approved. d) To appoint an internal control officer for the council finances: Cllr Bragg as the newly appointed Internal Control Officer duly signed the internal control check list and verified the bank reconciliations and schedule of payments. As part of new internal control implementation, it was agreed that Cllr Steer would join Cllr Pearson and Cllr Cousins as an authorised signatory for the bank accounts. The clerk is to advise the accountant who will action the change with Lloyds Bank. e) To note and approve costs for the Cemetery Management training course in October and November that the Clerk is booked onto: Duly noted and costs approved. f) To receive an update regarding the outstanding invoices for the allotments: The clerk advised that 3 of the outstanding invoices had now been paid. The remaining will be chased with a letter. A further update will be given at the next meeting. g) To review cemetery fees: It was agreed that the clerk will review the cemetery fees in surrounding parishes and bring those figures back to the council to allow a more informed discussion at the next meeting.

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6942	10.	To receive and consider matters relating to the following: a) To consider nominations for co-option onto the parish council to fill 2 casual vacancy: Cllr Pearson advised that he was speaking to 2 possible candidates. b) To receive an update regarding the Community Facility works: Cllr Pearson reported that the works were on track. An access survey is to be carried out within the week to establish what site preparation work is required before the building can be lowered onto the site. c) To receive an update and note the request for further information required by the Church of England regarding the proposed pergola: The clerk confirmed that she had spoken to Diocesan Advisory Committee who had requested further information – size, design, etc. Cllr Welbourn is to forward the relevant information to the clerk for her to forward to the DAC. d) To consider the minor charities donation request for £250.00, and ongoing annual donation of £150.00: Cllr Bragg left the meeting for this item. It was agreed that the request for donation would be approved, however the grant application for an annual donation would be declined. e) To approve and adopt the following new policies and procedures for the council: <table><tr><td>• Standing Orders</td><td>• Protocol for Public Participation</td><td>• Data Retention Policy</td></tr><tr><td>• Model Code of Conduct</td><td>• Complaints Procedure</td><td>• Disaster Recovery Policy</td></tr><tr><td>• Financial Regulations</td><td>• Communication Policy</td><td>• Internet Banking Policy</td></tr><tr><td>• Co-Option Policy</td><td>• Subject Access Request Policy</td><td>• Contact Privacy Policy</td></tr><tr><td>• Media Policy</td><td>• Scheme of Delegation</td><td>• Pre Planning Policy</td></tr><tr><td>• Environmental Policy</td><td>• Protocol for Dealing with Correspondence</td><td>• Contact Privacy Notice</td></tr><tr><td>• Lawful Processing Policy</td><td>• General Privacy Policy</td><td>• Equal opportunities Policy</td></tr><tr><td>• Data Security Breach Policy</td><td>• Persistent and Vexatious Complaints and Correspondence Policy</td><td>• Lawful processing Policy</td></tr><tr><td>• IT Policy</td><td>• FOI Publication Scheme</td><td>• Equality and Diversity Policy</td></tr><tr><td>• Grant Awarding Policy</td><td>• Cemetery Policy</td><td>• Financial Regulations</td></tr></table>	• Standing Orders	• Protocol for Public Participation	• Data Retention Policy	• Model Code of Conduct	• Complaints Procedure	• Disaster Recovery Policy	• Financial Regulations	• Communication Policy	• Internet Banking Policy	• Co-Option Policy	• Subject Access Request Policy	• Contact Privacy Policy	• Media Policy	• Scheme of Delegation	• Pre Planning Policy	• Environmental Policy	• Protocol for Dealing with Correspondence	• Contact Privacy Notice	• Lawful Processing Policy	• General Privacy Policy	• Equal opportunities Policy	• Data Security Breach Policy	• Persistent and Vexatious Complaints and Correspondence Policy	• Lawful processing Policy	• IT Policy	• FOI Publication Scheme	• Equality and Diversity Policy	• Grant Awarding Policy	• Cemetery Policy	• Financial Regulations
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		All policies were approved and adopted. The next review is in 12months.																														

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		The clerk requested that as per the Media Policy all communication from the Parish Council onto Social Media sites should only come from her. No councillor is to reply to any comments involving the Parish Council from their personal accounts.
6943	11.	Planning applications to be considered: a) DC/26/0675/HH Proposal: Householder planning application - a. single storey front, side and rear extensions (following demolition of existing garage) b. detached outbuilding Location: 2 Foundry Close Colethorpe Lane Barrow Suffolk IP29 5BG The council noted that the details provided on the application were incorrect – the boundary lines and the view from the road. It was agreed that in its current form the application could not be supported. b) DC/26/0722/LB Application for listed building consent - replacement window panes to sash windows, re-rendering of external walls and removal of plinth banding to all walls Location: White House 20 The Green Barrow Suffolk IP29 5AA The council fully supported this application.
6944	12.	To receive any items of correspondence not previously circulated: None received.
6945	13.	Items for discussion at the next meeting: • Cemetery fees • Pergola update • Sign inventory • Community awards • Newslink magazine
6946	14.	a) Next meetings – Monday 06th July 2026, Committee Room of Barrow Village Hall.
6947	15.	There being no further business to discuss, the meeting closed at 8.29pm

Signed(Chair)

Dated

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