

BARTON BENDISH PARISH COUNCIL

Ordinary Parish Council Meeting held on Wednesday 14th November 2018 commencing at 7.30pm in Barton Bendish Village Hall

Present: Cllr W Chapman Chairman
Cllr A Parker
Cllr J Richardson
Cllr R Simon

Miss S J Thorpe Parish Clerk

7 members of the public

1. Apologies

Apologies were accepted from Cllr AV McAlister and Cllr B Long (County Councillor).

2. Declarations of Interest

Cllr Richardson declared a non-pecuniary interest in item 5a; Cllrs Chapman and Simon declared a non-pecuniary interest in item 7a & 9b.

3. Minutes

The minutes of the Ordinary Meeting on 24th September 2018, having been circulated to all prior to the meeting, were agreed as correct and signed following a proposal from Cllr Simon, and seconded by Cllr Richardson.

4. Matters arising

All matters had been actioned and two replies had been received as follows:

- Church Road – hedge obstructing the footpath. A reply had been received from the resident advising that the hedge was due to be cut; this had now been completed.
- Eastmoor Road through Eastmoor – overhanging hedges at land belonging to Maurice Masons Ltd. A letter had been received advising that the trees would be cut in the early spring.
- Boughton Long Road – hedges protruding on to road at land belonging to Albanwise; this issue had been resolved.

5. Reports

- a. Poor's Charity Trustees Report and request for temporary resolution to the bank account issue: A report had been produced by the new Clerk to the Trustees, it advised that a meeting of the Trustees had taken place. Miss Thorpe had been appointed as the new Clerk to the Trustees. Mr Phillip Carter had resigned as a Trustee, which left the Charity with three Trustees; it had been agreed that this was sufficient. The Charity was no longer registered with the Charity Commission, as it had been deregistered in September 2017, following several reminders that the Charity had failed to submit its accounts for a number of years. The Poores Charity was not able to re-register, as it did not meet the requirements for current registration, due to income of less than £5K per annum; it would therefore continue to function as a small Charity, which was not required to register with the Charity Commission. A Constitution document was being drawn up for the Charity, as it did not appear to already have one. Enquires were also being made about whether the land owned by the Charity was registered with Land Registry. The next meeting of the Trustees was planned for January 2019 and it was hoped that at this stage the Trustees could agree payments to senior citizens for 2015-2018. A letter was read out from the Charity which asked for the PC to open an additional bank account, which could be used by the Charity, to deposit its receipts and make its payments, until the Charity could put documents in place which would enable it to open an account in its own name. The signatories for the account would be the same as the PC account so there would be no risk involved for the PC. A discussion took place on this report and letter and following a proposal by Cllr Chapman, seconded by Cllr Simon, it was agreed by all that the PC

Chairman's signature.....Date.....

would assist the Charity by opening an additional bank account, for it to use on a temporary basis until a permanent solution could be found.

- b. Projects Committee: Cllr McAlister was not present, and no report had been provided.

6. Highways issues

New issues to be reported and outstanding issues to be followed up:

- “slow” sign had still not been painted on the road surface on Boughton Long Road; Clerk to chase up.
- Church Road – hedges overhanging footpath at one property. Clerk to issue letter.
- Beachamwell Road/Narborough Hill junction – visibility obstructed when turning left due to overgrown grass verge around crossroads sign on White Road; still not done, Clerk to chase up.

7. Finance

- a. Contribution towards the Village Hall improvement scheme – A request had been received from the Village Hall Committee asking for the PC to show its support of the scheme by making a donation. The matter was discussed, following a proposal by Cllr Richardson, seconded by Cllr Simon, it was agreed by all that £500 should be donated.
- b. Contribution to St Andrew’s Church for maintenance of the churchyard – It was agreed by all to authorise the usual donation of £250 following a proposal by Cllr Chapman and seconded by Cllr Parker.

- c. Payments for authorisation: the following payments were due by cheque:

Miss S Thorpe	expenses/admin	£63.07
Mrs H M Habbin	WW1 Commemoration event	£150.00
Minuteman Press Ltd	WW1 Commemoration booklet	£289.00
SLCC Enterprises Ltd	Clerk’s training	£96.00
St Andrew’s PCC	Contribution to churchyard maint.	£250.00
Barton Bendish Village Hall	Donation to improvement fund	£500.00
Payments made by standing order:		
HMRC	PAYE for September	£38.00
Miss S Thorpe	October salary	£151.82
HMRC	PAYE for October	£38.00
Miss S Thorpe	November salary	<u>£151.82</u>
		£1727.71

It was agreed to authorise the cheque payments and the standing orders, proposed by Cllr Richardson, seconded by Cllr Parker.

- d. Balance at bank and Cash Book reconciliation: The Cash Book had been reconciled to 31st October 2018 and the balance of the bank account was £7768.99, which was confirmed by sight of the bank statement to the Chairman. There were no unrepresented cheques, so this agreed to the balance in the Cash Book.
- e. Draft budget for 2019/20: The Clerk circulated a draft budget to all Councillors. The draft budget was briefly discussed, and the Clerk requested that Councillors provide details, before the next PC meeting, if they had other items to include in the budget. A decision would be made on setting the precept at the next PC meeting

8. Internal Council matters

- a. Casual Vacancy for Parish Councillor: There were two nominees for the role, Mr Paul Swallow and Mr Andrew Stephen. The Clerk explained the procedure for co-option and advised that Cllr Phillip Carter had informed her he would be standing down and this would create another casual vacancy for the PC to consider at the next meeting, if there was no call for an election. Following a proposal by Cllr Richardson, seconded by Cllr Parker, it was agreed by all to fill the vacancy from the nominees. A vote took place and Mr Paul Swallow received the most votes, he was co-opted to fill the vacancy. The Chairman invited him to join the other Councillors and sign the declaration of acceptance of office. The Chairman thanked Mr Stephen for his interest in joining the PC and hoped he would still be interested in joining when the next vacancy was considered.
- b. Update the bank mandate for authorised signatories: The mandate needed to be updated to include Cllr Richardson, as he had previously been a signatory, but the bank

Chairman’s signature.....Date.....

needed his current details to confirm his status. Following a proposal by Cllr Chapman, seconded by Cllr Simon, it was agreed by all that a new mandate form should be signed to complete the inclusion of Cllr Richardson as a signatory, and remove two previous signatories, who were no longer members of the PC.

9. Parish Affairs

- a. Report on Anglian Water meeting about sewerage odour: Residents were still going to keep a log but there had been no incidents of odour in recent weeks.
- b. Village Hall matters: Cllr Simon advised that the planning application for extension and renovation of the Hall had been permitted by the Borough Council. The next task was to try to secure funding for the project.
- c. Nominations for attendance at the RAF Marham Senior Citizens Christmas Lunch: Cllr McAlister had completed the list of nominees and it had been submitted to RAF Marham.

10. Correspondence

The Clerk updated the Council with items of correspondence which had been received:

- Invitation to Police Engagement meeting on 26th November in Downham Market. Cllr Richardson to attend.
- October Parish Newsletter from Norfolk Constabulary.
- Further information from NCC on the Norwich Western Links consultation.
- Polling District and Places Review consultation from the Borough Council.
- Budget 2019/20 Consultation from NCC.
- Clerks and Councils Direct Newsletter.

11. Planning

- a. Applications received since last meeting: None.
- b. Decisions received from the Borough Council:
 - i **18/01471/F Regularisation application for change of use of land for the stationing of caravans to be occupied in summer months by migrant workers at Lilac Farm, Stoke Ferry Road, Eastmoor.** Application permitted.
 - ii **18/01537/F Proposed alterations and extension to Village Hall at Village Hall, Church Road.** Application permitted.
 - iii **18/00981/O Outline application for Proposed residential development at Victory Lodge, Eastmoor Road.** The BC Planning department had responded to the letter from the PC expressing disappointment at the decision to refuse the application. She had advised that her report outlined the reason for refusal. It advised that Eastmoor was considered to be within the wider countryside where development was restricted to:
 - essential in relation to a rural enterprise or;
 - represents optimal viable use of a heritage asset;
 - re-uses a redundant or disused building and would lead to an enhancement of the immediate setting or;
 - is of exceptional quality or innovative design.

The report stated that no evidence had been submitted to suggest the development accorded with the above criteria. The PC felt that it did fit with the third criteria. The Planning Officer advised that the agent was very experienced, and they would appeal if they felt it appropriate.

12. Public questions and comments

- Booklets to Commemorate the fallen of WW1 were given out by Mr Stephen.
- Anglian Water had not carried out the repairs to the verges on Hatherley Gardens.
- It was commented that the trod on Boughton Long Road did not appear to be very good value for money. The Clerk advised that trods were always very expensive.

13. Confirm the date of the next meeting

The date of the next meeting was confirmed as Wednesday 9th January 2019 at 7.30pm.

The Chairman declared the Parish Council Meeting closed at 8.20pm