

BARTON BENDISH PARISH COUNCIL

Ordinary Parish Council Meeting held on Monday 24th September 2018 commencing at 7.30pm in Barton Bendish Village Hall

Present:

Cllr W Chapman Chairman
Cllr AV McAlister Vice-Chairman
Cllr J Richardson
Cllr R Simon

Cllr S Squire (Borough Councillor)

Miss S J Thorpe Parish Clerk

5 members of the public

The Chairman announced that he had been sad to hear of the loss of Cllr Bill Tasker; he had done a lot for the village, especially the Village Hall and he knew that he would be very much missed.

1. Apologies

Apologies were accepted from Cllr PAJ Carter and Cllr A Parker.

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 9c.

3. Minutes

The minutes of the Ordinary Meeting on 11th July 2018, having been circulated to all prior to the meeting, were agreed as correct and signed following a proposal from Cllr McAlister, and seconded by Cllr Richardson.

4. Matters arising

All matters had been actioned and items requiring further discussion or update were already on the agenda elsewhere.

5. Reports

- a. Poor's Charity Trustees Report: Cllr Richardson (Chairman of the Trustees) had provided a letter and report from the Clerk to the Trustees; the information updated the PC on the action which had been taken to try to sort out the issue with the bank account, and it provided approximate figures for the accounts for 2016, 2017 and 2018. The letter also advised that the Clerk was giving her resignation as instructed by the PC. Cllr Richardson read out the letter sent to the Clerk to the Trustees from the PC Clerk to confirm that the letter had suggested that the Clerk to the Trustees might like to resign if she found herself unable to carry out the duties of role, so that someone else could be appointed. Cllr Richardson advised that a previous PC Clerk had also carried out the duties of the Clerk to the Trustees and asked the PC Clerk if she would be willing to do this. The PC Clerk advised that she would take on the role to get the current situation with the bank account sorted out, but would then be happy to pass it on to someone else, if a volunteer could be found. PC Clerk to contact Clerk to the Trustees to obtain all paperwork for the charity.
- b. Projects Committee: Cllr McAlister reported that plans were progressing for the event on 11th November to commemorate the end of WW1. She suggested that the PC might like to consider purchase of a beacon. so that the PC could take part in the Beacons of Light celebration. The matter was discussed, and concern was raised about the proximity to two thatched cottages, as well as the Chairman of the Village Hall Trustees advised that the insurance for the Village Hall did not allow beacons on the premises. As there was no other suitable location for the beacon it was agreed that this should not be considered further.

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

6. Highways issues

Trod had now been installed on Boughton Long Road.

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

- “slow” sign had still not been painted on the road surface on Boughton Long Road - Highways had advised that it had been ordered and they would chase up action.
- Boughton Long Road – hedges protruding on to road at land belonging to Albanwise.
- Eastmoor Road through Eastmoor – overhanging hedges at land belonging to Maurice Masons Ltd.
- Church Road – hedges overhanging footpath at two properties.
- Beachamwell Road/Narborough Hill junction – visibility obstructed when turning left due to overgrown grass verge around crossroads sign on White Road.

7. Finance

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

Miss S Thorpe	expenses/admin	£33.95
Barton Bendish Village Hall	refund of cost of planning application	£234.00
Barton Bendish Village Hall	hire of hall for PC meetings	£30.00

Payments made by standing order:

HMRC	PAYE for July	£66.40
Miss S Thorpe	August salary	£151.82
HMRC	PAYE for August	£38.00
Miss S Thorpe	September salary	<u>£151.82</u>
		£705.99

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

b. Balance at bank and Cash Book reconciliation: The Cash Book had been reconciled to 31st August 2018 and the balance of the bank account was £8446.58, 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.

8. Internal Council matters

- a. Casual Vacancy for Parish Councillor: Notices had been displayed regarding the vacancy created by the loss of Cllr Tasker. The date for electors to call for an election to fill the vacancy ended on 25th September. It was agreed that the usual notice, to advertise the vacancy, would be put in G4 news, if there was no call for an election.
- b. Bid to the Parish Partnership Scheme for 2019/20: A discussion took place on submitting a bid for funding, but no suitable project was identified for the coming year, so it was agreed that no bid would be submitted.
- c. Review of Members' Handbook: The Clerk had carried out a review of the documents within the Handbook and had completed a substantial update of the Standing Orders, which was in line with new model Standing Orders provided by National Association of Local Councils (NALC). The updated document had been forwarded to all members prior to the meeting. Following a proposal by Cllr Chapman, seconded by Cllr Richardson, it was agreed by all to adopt the amended Handbook.

9. Parish Affairs

- a. Report on Anglian Water meeting about sewerage odour: Cllr Simon and Cllr Richardson had attended a meeting with representatives from Anglian Water where a discussion had taken place on the work Anglian Water had done to try to resolve the problem. Sheets had been provided for residents to complete, which would keep a log of when the odour was present; these reports would enable Anglian Water to investigate what actions taken by them were most effective. Cllr Simon would collect the sheets and return them.
- b. Damage to War Memorial: The Clerk advised that it had been reported to her that some of the lettering on the War Memorial had become dislodged; however, thanks to a resident this had been swiftly repaired.
- c. Village Hall matters: Cllr Simon advised that the planning application for extension and renovation of the Hall had been submitted to the Borough Council and that they were

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awaiting the decision. Following the loss of Cllr Tasker there was a vacancy for a Caretaker however, arrangements had been put in place for a few residents to assist with these duties and it had been agreed to see how this went before taking any action on advertising the vacancy. Mrs Tasker would be carrying on as Treasurer and taking bookings, which would need to be made by telephone in future.

- d. Update on World War 1 grant fund application: The application had been successful, and the £150 grant had been received.
- e. Nominations for attendance at the RAF Marham Senior Citizens Christmas Lunch: Cllr McAlister had been working on a list of nominees for submission to RAF Marham. It was looking like there were now enough residents wanting to attend that it would be on a three-year rota. Notice to be placed in the next G4 News asking for anyone else who had not attended since 2015 and was eligible to come forward, if they wished to attend a future event. Clerk to liaise with Cllr McAlister for completed list of nominees when confirmation of date received.

10. Correspondence

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

- Information from Kickstart Norfolk on alternative transport provision for residents in rural communities across Norfolk.
- Information from NALC on a Café Cluster event near to Downham Market.
- July, August and September Parish Newsletter from Norfolk Constabulary along with frequently asked questions on Parish Newsletters and Crime Statistics.
- Information from NCC on the Norwich Western Links consultation.
- Information and poster from Royal Mail regarding scam mail.
- Information from the BC on Love West Norfolk campaign.
- Clerks and Councils Direct Newsletter.

11. Planning

- a. Applications received since last meeting
 - 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.** The application had been received since the last PC meeting. It had been considered by all members, except Cllr Chapman, and a decision had been made to SUPPORT the application.
 - ii **18/01537/F Proposed alterations and extension to Village Hall at Village Hall, Church Road.** The application had been received since the last PC meeting. It had been considered by all members and a decision had been made to SUPPORT the application.
- b. Decisions received from the Borough Council – the following application had been refused:
 - i **18/00981/O Outline application for Proposed residential development at Victory Lodge, Eastmoor Road.** The decision notice was read out. It was agreed that the Clerk should send a reply to the BC Planning department expressing disappointed at the decision as the current building on the site was an eyesore in the village and the proposed dwellings would have been an improvement.

12. Public questions and comments

None

13. Confirm the date of the next meeting

The date of the next meeting was confirmed as Wednesday 14th November at 7.30pm. Cllr McAlister gave apologies in advance for this meeting.

The Chairman declared the Parish Council Meeting closed at 8.53pm