

# **BARTON BENDISH PARISH COUNCIL**

## **Annual Parish Council Meeting held on Wednesday 8<sup>th</sup> May 2019 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 P Stow	
Cllr P Swallow	
Cllr A Wells	
Miss S J Thorpe	Parish Clerk
Cllr C Sampson (Borough Councillor)	
4 members of the public	

**1. Election of Officers and declarations of acceptance of office**

**Chairman:** Cllr Richardson proposed Cllr Chapman as Chairman, seconded by Cllr Simon; there were no further nominations. It was agreed by all to elect Cllr Chapman as Chairman.

**Vice-Chairman:** Cllr Richardson proposed Cllr McAlister as Vice-Chairman, seconded by Cllr Simon; there were no further nominations. It was agreed by all to elect Cllr McAlister as Vice-Chairman

A Declaration of Acceptance of Office was signed by Cllr Chapman and Cllr McAlister and then witnessed by the Clerk.

**2. Apologies**

No apologies had been received.

**3. Declarations of Interest**

Cllrs Chapman and Simon declared a non-pecuniary interest in item 7d and 10a. Cllr Richardson declared a non-pecuniary interest in item 7c.

**4. Minutes**

The minutes of the Ordinary Meeting on 13<sup>th</sup> March 2019, having been circulated to all prior to the meeting, were agreed as correct and signed following a proposal from Cllr Richardson, and seconded by Cllr Simon.

**5. Matters arising**

A reply had been received from Albanwise to thank the PC for their positive comments in relation to the layering of the hedge on Buttlands Lane.

**6. Appointments**

- a. **Projects:** Cllr McAlister advised that she felt it was time for someone else to take over as she did not have any current ideas for new projects. A discussion took place on the need for a Projects Committee and it was agreed, following a proposal by Cllr Chapman and seconded by Cllr Swallow, that a Projects Committee was not currently needed and that if a project came forward appropriate councillors could become involved.
- b. **PC Representative for Village Hall Committee:** Following a proposal by Cllr Chapman, seconded by Cllr Richardson, it was agreed that Cllr Simon should continue as the PC representative for the Village Hall Committee.

**7. Reports**

- a. **Projects Committee:** No longer in operation.
- b. **Parish Council Report:** Copies of the report were given out to all councillors and it was read out by the Clerk.

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

- c. Poor's Charity Trustees Report: Copies of the report were given out to all councillors and it was read out by the Clerk.
- d. Village Hall Trustees Report: Item carried forward to next meeting at the request of Mrs Mason, the Chairman of the Village Hall Committee.

**8. Highways issues**

Cllr Simon reported that he and Cllr Richardson had a meeting with the Highways Engineer, Andy Wallace who had agreed to contact the Clerk with details of the meeting, but this had not yet happened. Cllr Simon advised the following was discussed and agreed at the meeting:

- Hatherley Gardens – damaged kerbing to be repaired.
- Church Road & Hatherley Gardens – 30mph signs could be removed if the PC felt they were not necessary.
- Boughton Long Road – damage to trod to be repaired; wooden posts to be installed to prevent further damage; road to be widened; and further “slow” signs installed on road surface.
- Boughton Long Road – extension of 30mph speed limit. Mr Wallace had advised that a 30mph speed limit was not appropriate for this road but a 40mph could be, however funding was difficult to obtain, but he would try.
- Beachamwell Road – Mr Wallace agreed to look at possibility of installing passing places and repair infill on sides of the road where there were pot holes.
- White Road – Mr Wallace agreed to look at repairing pot holes.

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

- Stoke Ferry Road – pot holes opposite Hill House and near Boughton Fen Bridge.
- Eastmoor Road – pot holes near the Manor and Murgot's Lane junction.
- Fincham Road – chase up damage to sides of the road by farmer.
- Eastmoor Road through Eastmoor – overhanging trees not cut back by farmer.

**9. Finance/End of Year Accounts for 2018/19**

- a. Annual accounts for year ending 31<sup>st</sup> March 2019: All documents associated with the end of year accounts, which had been produced by the Clerk, were issued to councillors prior to the meeting. The figures were briefly discussed and following a proposal by Cllr Chapman, seconded by Cllr McAlister, and agreed by all, the accounts were accepted.
- b. Review of Asset Register: Copies of the register had been issued to councillors prior to the meeting. The matter was discussed and following a proposal by Cllr Richardson, seconded by Cllr Simon, it was agreed by all to approve the register.
- c. Internal Auditors Report: The report from the auditor was read out to the meeting. It confirmed that accounting records had been properly kept and the auditor was satisfied that the PC had conducted its affairs appropriately. Following a proposal by Cllr Chapman, seconded by Cllr Swallow, it was agreed by all to approve the report.
- d. Statement of Internal Control: A Statement on Internal Control had been produced by the Clerk and given to all prior to the meeting. Following a proposal by Cllr Richardson, seconded by Cllr Wells, it was agreed to approve this Statement which was then duly signed by the Chairman and the Clerk.
- e. Certify as exempt from limited assurance review: The Clerk advised that under the current regulations the PC was able to certify itself as exempt as income and expenditure were below £25K for the year. Following a proposal by Cllr Chapman, seconded by Cllr McAlister, it was agreed by all that the PC should certify itself as exempt. The relevant certificate on page 3 of the Annual Governance and Accountability Return (AGAR) was signed by the Clerk and Chairman.
- f. Completion of Annual Governance Statement for 2018/19: The Clerk ran through page 5 of the AGAR, there were no comments or queries. Cllr Richardson therefore proposed that the PC should answer “yes” to statements 1-8 on page 5 of the AGAR, seconded by Cllr Simon. This was agreed, and the document was duly signed by the Chairman and the Clerk.
- g. Approval of Accounting Statements for 2018/19: The Clerk explained the figures on page 6 of the AGAR. Cllr Swallow proposed approval of these Accounting Statements,

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

seconded by Cllr Stow. This was agreed, and the document was duly signed by the Chairman; this page had been signed previously by the Clerk.

The Clerk advised that the exercise of electors' rights would run from 17th June to 26th July 2018. All relevant documents would be displayed on the PC website.

- h. Insurance Policy for 2019/20: The Clerk advised that she had been unable to obtain three quotations as the price quoted by Came & Company for a policy with Ecclesiastical of £218.00 could not be beaten by other insurance companies. Following a proposal by Cllr Richardson, seconded by Cllr McAlister, it was agreed by all that this policy was appropriate and should be accepted.
- i. Payments for authorisation: the following payments were due by cheque:
- |   |                           |         |
|---|---------------------------|---------|
| Norfolk Assoc. of Local Cncls.                | Annual membership subs    | £129.85 |
| Miss S Thorpe                                 | expenses April/May        | £77.85  |
| Mrs C M Hurley                                | internal Auditors Fee     | £50.00  |
| Came & Company                                | PC insurance for 2019/20  | £218.00 |
| Starboard Systems Ltd                         | Accounts software license | £115.50 |
| Payments made by standing order/direct debit: |                           |         |
| HMRC  | PAYE for Mar              | £38.00  |
| Miss S Thorpe                                 | April salary              | £155.66 |
| HMRC  | PAYE for April            | £38.80  |
| Miss S Thorpe                                 | May salary                | £155.66 |
|   |                           | £979.32 |

It was agreed to authorise the cheque payments and the standing orders/direct debits, proposed by Cllr Chapman, seconded by Cllr Richardson.

- j. Balance at bank and Cash Book reconciliation: The Clerk confirmed the balance at the bank for the start of the new financial year was £5071.13 by showing the bank statement to the Chairman. The Cash Book had been reconciled to 30<sup>th</sup> April 2019 and the balance of the bank account was £9623.47 which was confirmed by sight of the bank statement to the Chairman. There were no unrepresented cheques therefore this agreed to the balance in the Cash Book.
- k. Bank signatories update: The Clerk advised that the bank required an additional document to be signed by Cllr Chapman and Cllr McAlister to confirm their signatories had changed over time, before they would authorise the change to the mandate. It was agreed that the document should be signed, to be completed at the end of the meeting.

## 10. Parish Affairs

- a. Village Hall matters – Cllr Simon advised that funding had been promised of £25K and that more decisions were expected. Voting was currently open for a grant from the Calor Community Fund; West Norfolk Wins was continuing to provide some funding each month. A few village events were being planned over the next few months to raise funds for the project. Mrs Tasker had resigned from the role of taking bookings and Mr Stephen had taken on this role; Mr Parsons had taken on the role of Secretary and Mr Simon was now the Treasurer. Mr & Mrs Mason were continuing to offer help with caretaking, and this was very much appreciated. The AGM would be taking place on 19<sup>th</sup> June and all were welcome to attend.

## 11. Correspondence

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

- A letter from Help for Heroes thanking the PC for the donation.
- An email from Norfolk ALC inviting councillors to apply to join their Executive.
- Information from Growing Communities Project about recruiting volunteer Master Gardeners.
- Information from Norfolk Accident Rescue Service and request for donation.
- Information from the BC on the newly extended Lily service.
- Clerks and Councils Direct Newsletter

## 12. Planning

- a. Applications received since last meeting – none

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

- b. Decisions received from the Borough Council  
19/00428/LDE A Certificate of Lawfulness had been approved, that the property has been occupied for more than ten years without complying with condition 2 of previous planning permission, at Victory Lodge, Eastmoor Road, Eastmoor.

**13. Public questions and comments**

- a. A query was raised about the condition of the churchyard. This was a matter for the Parochial Church Council.
- b. A resident reported that he had heard that there was a proposal for a housing development in Beachamwell and that this had been discussed at their parish meeting. It had been mentioned that this did not affect Barton Bendish as sewerage for Beachamwell did not get pumped to Barton Bendish but this was incorrect. It was agreed that the Clerk should contact Beachamwell PC for details of the application and respond to Breckland DC to advise them that the PC objected to any additional development in Beachamwell if the sewerage was to be connected to the main sewerage system as the did get pumped to Barton Bendish and the system was already overloaded.
- c. A resident asked for signs to install advising that not cleaning up after you dog was an offence. It was agreed that the Clerk would send some of the signs to the resident. Cllr Sampson advised that the BC were currently looking into this issue and it would be helpful if a note could be kept of any areas where it was a regular problem. It was hoped that a member of staff would be appointed to help tackle this matter and he would provide more information when it was available.
- d. A resident advised that a proposal had been submitted to Norfolk County Council (NCC) for the formal restitution of Green Drove as a Restricted Byway. The drove was currently blocked by substantial banks which had been installed to prevent inappropriate and illegal use by motor vehicles. It was agreed that a copy of the proposal would be passed to the Clerk who would contact NCC to express the concerns of the PC that if the banks were removed the drove would again be used inappropriately by motor vehicles.

**14. Meetings Programme 2019/20**

It was agreed that meetings should continue to be held on the second Wednesday (with the exception of September which would be the fourth Monday) of every alternate month, starting on 10<sup>th</sup> July 2019 and then 23<sup>rd</sup> September, 13<sup>th</sup> November, 8<sup>th</sup> January 2020, 11<sup>th</sup> March (Annual Parish Meeting), and 13<sup>th</sup> May (Annual Parish Council Meeting).

The Chairman declared the Annual Parish Council Meeting closed at 8.50pm