

# BARTON BENDISH PARISH COUNCIL

## Ordinary Parish Council Meeting held on Monday 23<sup>rd</sup> September 2019 commencing at 7.30pm in Barton Bendish Village Hall

<b><u>Present:</u></b>	Cllr W Chapman	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)	
	3 members of the public	

**1. Apologies**

Apologies had been received from Cllr AV McAlister (Vice-Chairman).

**2. Declarations of Interest**

Cllrs Chapman and Simon declared a non-pecuniary interest in item 8a. Cllrs Richardson and Wells declared a pecuniary interest in item 10a.

**3. Minutes**

The minutes of the Ordinary Meeting on 10<sup>th</sup> July 2019, 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 Swallow.

**4. Matters arising**

The Highways Rangers had filled in potholes on Eastmoor Road/Stoke Ferry Road. The damaged to the road/verge edges on Fincham Road had been passed to the Area Technician to programme any necessary work.

**5. Highways issues**

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

- Boughton Long Road – road to be widened opposite the trod; a further “slow” sign to be installed on road surface; trod overgrown at the edge and seal to the top and sides needed; possibility of a 40mph speed limit.
- Eastmoor Road through Eastmoor – overhanging trees not cut back by farmer to be referred to NCC.
- Beachamwell Road – side of the road damaged.

**6. Finance**

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

Miss S Thorpe	Clerks expenses Aug/Sept	£30.15
BCKLWN	Election recharge	£538.38
LCPAS	DPO service	£100.00
Barton Bendish Village Hall	Hire of hall for meetings	£30.00
Payments made by standing order/direct debit:		
HMRC	PAYE for July	£38.80
Miss S Thorpe	August salary	£155.66
HMRC	PAYE for August	£38.80
Miss S Thorpe	September salary	<u>£155.66</u>
		<u>£1087.45</u>

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

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

- b. Cash Book reconciliation: The Cash Book had been reconciled to 31<sup>st</sup> August 2019 and the balance of the bank account was £7956.56 which was confirmed by sight of the bank statement to the Chairman. There were no unpresented cheques therefore this agreed to the balance in the Cash Book.

**7. Internal Council Matters**

- a. Bid to the Parish Partnership Scheme for 2020/21 – a discussion took place on possible options for a bid to the scheme, but it was decided that no bid would be submitted.
- b. Review of Members' Handbook – The Clerk had carried out a review of the documents within the Handbook and had completed an update of the Financial Regulations, which was in line with new model Financial Regulations 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.

**8. Parish Affairs**

- a. Village Hall matters – Cllr Simon advised that the Arts & Craft Exhibition had been very successful with nearly £2.5K raised. Several other events were planned over the next few weeks. A grant had recently been approved which meant that the committee had now managed to secure more than half of the funds required for the project with £150K secured towards the total cost of £260K.
- b. Update on problems with dog fouling – Cllr Sampson advised the position of Borough Council Dog Warden had been advertised and he was awaiting confirmation of an appointment.
- c. Maintenance of the Lime tree near the phone box on Church Road – The canopy needed lifting. It was agreed that the details of a local tree surgeon would be passed to the Clerk by Cllr Simon so that his opinion could be obtained on what was required.
- d. Norfolk ALC initiative on Community, well-being and environment – Information on the initiative had been passed to members. Cllr Wells had expressed an interest in being involved in the “green” issues. It was agreed that his name would be put forward.
- e. Parish Council regional forum with other local Parish Councils – the Clerk advised that she had been approached by the Chairman of a local PC at a conference, to see if the PC would be interested in taking part in quarterly meetings with other local PCs to discuss issues which affected other parishes. A discussion took place and it was agreed that the Clerk should respond to say that the PC would consider sending a representative if an issue came up which affected everyone but would need to see the agenda ahead of the meeting and then attend if appropriate.
- f. RAF Marham Senior Citizens Christmas Lunch – Cllr McAlister had advised that she did not feel able to take on any duties but could provide details of who liked to attend and how recently they had been. Clerk to obtain information from Cllr McAlister and place item in next Group 4 notice asking for residents to contact the Clerk if they wanted to attend. Cllr Swallow agreed to help on this item if needed.

**9. Correspondence**

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

- Breakdown of refund of partial cost for the trod on Boughton Long Road
- Breakdown of election recharge cost
- Invitation to Parish Paths Seminar from Norfolk Local Access Forum
- Posters from RAF Marham to advise of “No Drone Zone” covering 2.5km from the airfield and 5km from each end of the runways
- Norfolk Minerals and Waste Local Plan – Preferred Options Consultation
- Community Connector service from RAF Benevolent Fund
- Info on services and request for donation from Norfolk Age UK
- Info on services and request for donation from Norfolk Citizens Advice
- Clerks and Councils Direct Newsletter

**10. Planning**

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

- a. Applications received since last meeting –
  - i. **19/01572/F Construction of new dwelling for essential rural worker (gamekeeper) at land at Hall Farm, Boughton Long Road.** The previous application (reference 19/00432/F) had been withdrawn as the planning officer had advised the agent that the sifting committee had decided that the application was to be determined by the officer, who was recommending refusal. An exact duplicate of the application had been resubmitted and the Borough Councillor had agreed to call the application in so that it could be determined by the Planning Committee. The application was discussed by members. Cllr Richardson and Cllr Wells had declared an interest and did not take part in the discussion or decision. Members agreed to SUPPORT the application by three votes in favour and one abstention.
- b. Decisions received from the Borough Council – none.

**11. Public questions and comments**

- a. A resident spoke about the poor condition of the trod on Boughton Long Road – it contained weeds, mole hills, and brambles; the edge of the other side of the road needed to be sided out as had been agreed. Clerk to refer and request urgent action.
- b. An enquiry was made about the progress of scanning of the old minutes books and the Clerk advised that most of this had now been done.

**12. Date of next meeting**

It was confirmed that the date of the next meeting would be Wednesday 13<sup>th</sup> November.

The Chairman declared the Meeting closed at 8.30pm