

# **BARTON BENDISH PARISH COUNCIL**

## **Ordinary Parish Council Meeting held on Wednesday 13<sup>th</sup> March 2019 commencing at 7.30pm in Barton Bendish Village Hall**

**Present:** Cllr AV McAlister Vice-Chairman  
Cllr J Richardson  
Cllr R Simon  
Cllr A Stephen  
Cllr P Swallow  
Miss S J Thorpe Parish Clerk

4 members of the public

**1. Apologies**

Apologies had been received from Cllr W Chapman (Chair).

**2. Declarations of Interest**

Cllrs Simon and Stephen declared a non-pecuniary interest in item 9a.

**3. Minutes**

The minutes of the Ordinary Meeting on 9<sup>th</sup> January 2019, having been circulated to all prior to the meeting, were agreed as correct and signed following a proposal from Cllr Stephen, and seconded by Cllr Simon.

**4. Matters arising**

The BC had advised that they had made a small increase of £2 to the Precept figure claimed in order to maintain a 0% increase to parishioners.

A copy of the WW1 Commemorative Booklet had been deposited with the Norfolk Records Office.

**5. Reports**

a. Projects Committee: Cllr Stephen advised that it was hoped that a litter pick would be taking place as part of the Keep Britain Tidy spring campaign. There were already 6 volunteers and it was hoped that advertising would result in more coming forward once a date and time had been set.

Cllr Stephen also mentioned an autobiographical book by Brian Reynolds which was being launched at the Village Hall in June, with proceeds from sales of the book going to research into Parkinson's Disease.

b. Poor's Charity: It was reported that the trustees of the Charity had met in January and agreed, that due to the General Data Protection Regulations, it would be necessary for all residents, who were eligible to receive a winter fuel grant, to complete an application form, to confirm their eligibility and giving the Charity permission to hold their personal details. Blank application forms were available at the meeting, but many had already been given out, following a notice appearing in Group 4 News. The next meeting of the trustees would be taking place on 10<sup>th</sup> April.

**6. Highways issues**

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

- "slow" signs had been painted on the road surface on Boughton Long Road but more were needed, especially near the corner; Clerk to report.
- Eastmoor Road (from Eastmoor towards Beachemwell) – request for passing places. No response had been received from Highways; Clerk to chase up.
- White Road – pot holes on the side of the road; Clerk to report.

It was agreed that the Clerk would speak to the Highways Engineer and arrange for a meeting with Cllr Richardson and Simon that that all of the Highways issues in the village could be discussed, including another request for an extension of the 30mph speed limit.

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

**7. Finance**

a. <u>Payments for authorisation:</u> the following payments were due by cheque:		
Miss S Thorpe	expenses/admin	£76.54
SLCC Enterprises Ltd	Clerk's Practitioner conference	£88.00
Barton Bendish Village Hall	Hire of hall for meetings	£30.00
Help for Heroes	Donation from event	£101.00
Payments made by standing order/direct debit:		
Information Commissioner	Data Protection Registration	£35.00
HMRC	PAYE for January	£38.00
Miss S Thorpe	February salary	£151.82
HMRC	PAYE for February	£38.00
Miss S Thorpe	March salary	<u>£151.82</u>
		<u>£710.18</u>

It was agreed to authorise the first four cheque payments and the standing orders/direct debit, proposed by Cllr Richardson, seconded by Cllr Swallow.

- b. Balance at bank and Cash Book reconciliation: The Cash Book had been reconciled to 28 February 2019 and the balance of the bank account was £5591.49, 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.
- c. Surplus money from the WW1 Grant fund: The end of project forms had been completed and the grant provider had advised that they were happy for the surplus of £101, from the grant to produce the booklet, to be used on the event which had taken place on 11<sup>th</sup> November. The cost of the event had been more than the grant for the event and the balance had been covered by donations. The residents who had provided the donations had advised that they would be happy for the surplus grant to be donated to Help for Heroes, as proceeds raised on the evening of the event had already been donated to this charity. Following a proposal by Cllr Stephen, seconded by Cllr Simon, it was agreed by all to donate the £101 to Help for Heroes.
- d. Bank signatories update: The Clerk advised that the bank had returned the mandate change form as they were not happy that the signatures of the Chair and Vice-Chair matched those held by them. Vice-Chair to provide another signature at the end of the meeting and the Clerk would contact the Chair to get him to sign the additional form.
- e. Clerk's National Pay Award for 2019: The Clerk's contract employed her on a national pay scale of SCP22. A 2% pay rise had been agreed from 1<sup>st</sup> April 2019 and had been included in the budget. Following a proposal by Cllr McAlister, seconded by Cllr Simon, it was agreed by all to approve the increase.

**8. Internal Council matters**

- a. License with Scribe for accounts software: The Clerk provided information on accounts software which was available and how this would significantly decrease the time she needed to spend doing the PC accounts. The Clerk advised that it was generally recognised that work for Parish Clerks was continuing to increase and this software would help to reduce the workload. Scribe had offered a 25% discount on the cost of the license to the Clerk, as she had multiple PCs, and this would mean the cost was £96.75 plus VAT for 12 months; other providers had previously quoted much higher figures than this amount. Following a proposal by Cllr Stephen, seconded by Cllr McAlister, it was agreed by all that the PC should enter into a 12-month license with Scribe.
- b. Appointment of Internal Auditor for 2018/19: Mrs Christine Hurley from Fincham had advised that she was willing to continue in the role for the current year. Following a proposal by Cllr Richardson, seconded by Cllr Simon, it was agreed by all to appoint Mrs Hurley as the Internal Auditor for 2018/19.
- c. Resignation of Parish Councillor: A letter of resignation had been received from Cllr Anne Parker. It would not be possible to fill the vacancy before the PC Elections on 2<sup>nd</sup> May, due to the timescale involved, therefore the vacancy would either be filled at the elections or the PC could co-opt after the elections.
- d. Parish Council Elections: The Clerk provided information on the forthcoming PC Elections on 2<sup>nd</sup> May 2019. Nomination packs were available and handed out at the meeting.

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

**9. Parish Affairs**

- a. Village Hall Matters: Cllr Simon advised that Mr Mel Parker had resigned as a trustee, but Dr Tim Webster and Mr Chris Parsons had been appointed as new trustees. Cllr Stephen advised that the fund to refurbish/extend the Village Hall already had £20K in the bank and had applied for funding of £144K at the moment. An application had not yet been made to the BC but this would be submitted in future. It was hoped that a Treasury Fund would cover the cost of VAT for the project which was likely to be about £40K.
- b. Update on sewerage odour on Buttlands Lane: The resident from Buttlands Lane advised that there had not been any problems with odour since the last PC meeting.
- c. Damage to verges/kerbing on Hatherley Gardens: Cllr Stephen had reported that the damage to the verges on Hatherley Gardens had now been repaired by Anglian Water but that damage to kerbing remained. The Clerk advised that she had reported this to Highways.
- d. Consultation on the Breckland Local Plan & Policies Maps: The PC had been consulted on the Local Plan. It was agreed that no comments would be submitted.

**10. Correspondence**

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

- Local Plan Review consultation from the BC – there was no proposed changes for Barton Bendish.
- Norwich Western Link – consultation analysis update
- Information on changes to CIL rates from 1<sup>st</sup> April 2019.
- Information from Carers Matter Norfolk
- Information from Barclays Bank on closure of the Downham Market and Hardwick, King's Lynn branches.
- Clerks and Councils Direct Newsletter.

**11. Planning**

- a. Applications received since last meeting: None.
- b. Decisions received from the Borough Council: Applications which had been permitted –
  - i **18/02238/F To form a self-contained annexe within existing domestic space for occupation at Rowan House, Church Road.**

**12. Public questions and comments**

- A parishioner reported damage to the sides of the trod on the corner of Boughton Long Road by HGVs mounting the verge and driving across the trod. This was a health and safety issue as residents would be in danger if this occurred when they were using the trod. Clerk to advise Highways of the situation and ask for posts to be installed to prevent vehicles driving on the trod around the corner.
- It was reported that Albanwise had done a very good job of layering the hedge on Buttlands Lane. Clerk to send letter to them thanking them for this work.
- Fincham Road – there had been an issue with lots of mud left on the road during the beet season harvest this year. The landowner had kept the road swept in previous years, but this had not occurred this year. Clerk to send letter asking for landowner to sweep the road in future.

**13. Confirm the date of the next meeting**

The date of the next meeting was confirmed as Wednesday 8<sup>th</sup> May 2019 at 7.30pm for the Annual Parish Council meeting.

The Chairman declared the Parish Council Meeting closed at 8.26pm