

# **BARTON BENDISH PARISH COUNCIL**

**Annual Parish Council Meeting held on Wednesday 19<sup>th</sup> May 2021  
commencing at 7.35pm in Barton Bendish Village Hall**

**Present:**

Cllr W Chapman                      Chairman  
Cllr P Swallow                      Vice-Chairman  
Cllr R Simon  
Cllr S Tilburn  
Cllr A Wells  
Cllr D Wells

Miss S J Thorpe                      Parish Clerk

Cllr C Sampson (Borough Councillor)

No members of the public

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

Chairman: Cllr D Wells 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 Simon proposed Cllr Swallow as Vice-Chairman, seconded by Cllr A Wells; there were no further nominations. It was agreed by all to elect Cllr Swallow as Vice-Chairman

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

**2. Apologies**

Apologies had been received from Cllr Webster.

**3. Declarations of Interest**

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

**4. Minutes**

The minutes of the Ordinary Meeting on 10<sup>th</sup> March 2021, having been circulated to all prior to the meeting, were agreed as correct and signed following a proposal from Cllr Swallow, and seconded by Cllr Simon.

**5. Matters arising**

None.

**6. Public forum for residents to comment on agenda items**

No members of the public were present.

**7. Appointments and Reports**

a. PC Representative for Village Hall Committee: Following a proposal by Cllr Swallow, seconded by Cllr Chapman, it was agreed that Cllr Simon should continue as the PC representative for the Village Hall Committee.

b. Parish Council Chairman's Report: Copies of the report were given out to all councillors.

c. Poor's Charity Report: Copies of the report were given out to all councillors.

**8. Highways issues**

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

- Eastmoor Road – overhanging trees, some work had been done but not much.
- Boughton Long Road – “slow” sign on road surface still needs repainting.
- Eastmoor Road/Beachamwell Road junction – stop sign not yet repaired.
- Eastmoor Road/Oxborough Road (near Lime Trees) – pot holes.

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

**9. Finance/End of Year Accounts**

- a. Annual accounts for year ending 31<sup>st</sup> March 2021: 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 D Wells, 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 Swallow, seconded by Cllr Simon, it was agreed by all to approve the register. Old Eastmoor notice board to be removed from the register for this year.
- c. Internal Auditors Report: The report 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 A Wells, seconded by Cllr D Wells, 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 D Wells, seconded by Cllr Swallow, 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 Swallow, seconded by Cllr Simon, 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 2020/21: The Clerk ran through page 5 of the AGAR, there were no comments or queries. Cllr Simon therefore proposed that the PC should answer "yes" to statements 1-8 on page 5 of the AGAR, seconded by Cllr Tilburn. This was agreed, and the document was duly signed by the Chairman and the Clerk.
- g. Approval of Accounting Statements for 2020/21: The Clerk explained the figures on page 6 of the AGAR. Cllr Swallow proposed approval of these Accounting Statements, seconded by Cllr D Wells. 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 14th June to 23rd July 2021. All relevant documents would be displayed on the PC website.
- h. Insurance Policy for 2021/22: The Clerk advised that she had obtained a quotation of £375.86 from BHIB, as a comparison with the quote from Came & Company for a policy with Ecclesiastical at £218.00. Other companies had previously advised that the quote of £218 could not be beaten. Following a proposal by Cllr Chapman, seconded by Cllr Swallow, it was agreed by all that this policy with Came & Company was appropriate and should be accepted. Cllr Sampson asked if the policy included cover for the PC to instigate legal proceedings against anyone, he was aware that another PC did not have cover for this when they had assumed they did. Clerk agreed to check with the broker.
- i. Payments for authorisation: the following payments were due by cheque:
- |   |                                      |         |
|---|--------------------------------------|---------|
| Norfolk Assoc. of Local Cncls.                | Annual membership subs/cllr training | £202.53 |
| Miss S Thorpe                                 | Expenses April/May                   | £55.65  |
| Mrs C M Hurley                                | Internal Auditors Fee                | £50.00  |
| Came & Company                                | PC insurance for 2021/22             | £218.00 |
| Payments made by standing order/direct debit: |                                      |         |
| HMRC  | PAYE for Mar                         | £45.80  |
| Miss S Thorpe                                 | April salary                         | £183.13 |
| HMRC  | PAYE for April                       | £45.80  |
| Miss S Thorpe                                 | May salary                           | £183.13 |
|   |                                      | £984.04 |
- It was agreed to authorise the cheque payments and the standing orders/direct debits, proposed by Cllr Swallow, seconded by Cllr Simon.
- j. Cash Book reconciliation: The Cash Book had been reconciled to 30<sup>th</sup> April 2021 and the balance of the bank account was £9561.56 which was confirmed by sight of the bank

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

statement to the Chairman. There were no unrepresented cheques therefore this agreed to the balance in the Cash Book.

- k. Purchase of replacement laptop for Clerk: The Clerk advised that the current laptop needed replacing as it was getting old and becoming faulty. Quotations had been obtained for a new laptop and the options were discussed. Following a proposal by Cllr D Wells, seconded by Cllr Simon, it was agreed by all that the Clerk should purchase an Acer laptop for £299.99 from Argos.

**10. Parish Affairs**

- a. Village Hall matters – Cllr Simon advised that an opening event was planned for 26<sup>th</sup> June, invitations had already been issued and all were welcome. The committee had agreed that all bookings up until 25<sup>th</sup> December 2021 would be free of charge. The WIFI had been installed in the hall. All present at the meeting agreed that the new Hall was very impressive. Item to be removed from the agenda of future PC meetings.
- b. Eastmoor Phone Box – Cllr Chapman had spoken to the man from Oxborough, and he had agreed to repaint the box once the weather improved.
- c. Broadband service in the parish – Cllr Webster was not present at the meeting, item to be carried forward to the next PC meeting.
- d. Contacting the Borough Council about Temporary Event Notices – the PC had been approached by another PC asking them to give support to a request to amend the BCs policy so that PCs were informed when a Temporary Event Notice application was received. The matter was discussed, and Cllr Sampson provided some information. It was agreed that the PC would contact the BC to give its support for the request.

**11. Correspondence**

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

- The PC was to receive £2356.65 as a parish payment of Community Infrastructure Levy (CIL). Clerk to provide details to members on how the money could be spent.
- Notice advising of closure of Gooderstone Road from 21<sup>st</sup> to 23<sup>rd</sup> May 2021.
- Email from Hall Committee member thanking the PC for the donation to pay for the WIFI service.

**12. Planning**

- a. Applications received since last meeting – none.
- b. Decisions received from the Borough Council – the following applications had been approved:  
21/00034/TPO Removal of Yew tree at Four Hill Wood, Church Road.  
21/00017/TPO removal of various trees at Avenue House, Church Road.  
20/01941/F Two storey extension to dwelling at 74 Stoke Ferry Road, Eastmoor.

**13. Matters of concern and items for the next agenda**

- a. Cllr Sampson had brought along the two swift boxes which he had agreed to donation to the parish. Clerk to contact the Village Hall Committee to see if they wished to put the boxes up on the Hall.
- b. Cllr Swallow asked Cllr Sampson for an update on a BC Dog Warden. Cllr Sampson advised that the BC had been unable to recruit a person to the role prior to the current pandemic and due to staff cuts resulting from the pandemic the position had been withdrawn but it was possible it could be considered again in the future.

**14. Meetings Programme 2021/22**

It was agreed that meetings should continue to be held on the second Wednesday of every alternate month, starting on 14<sup>th</sup> July 2021 and then 8<sup>th</sup> September, 10<sup>th</sup> November, 12<sup>th</sup> January 2022, 9<sup>th</sup> March (including Annual Parish Meeting), and 11<sup>th</sup> May (Annual Parish Council Meeting).

The Chairman declared the Annual Parish Council Meeting closed at 8.42pm

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