**BARTON BENDISH PARISH COUNCIL**

**Minutes of Ordinary Parish Council meeting held on Wednesday 12 January 2022
commencing at 7.30pm in Barton Bendish Village Hall**

**Present:** Cllr P Swallow Chairman

 Cllr R Simon

 Cllr S Tilburn

 Cllr T Webster

 Cllr A Wells

 Cllr D Wells

 Helen Carrier Locum Parish Clerk

 Cllr C Sampson (Borough Councillor)
 Cllr B Long (County Councillor)

 No members of the public

1. **Apologies**

 Apologies had been received from Cllr Chapman.

1. **Appointment of Locum Clerk to cover staff absence**

All agreed to appoint Helen Carrier to cover staff absence

1. **Declarations of Interest**

No declarations received.

1. **Minutes**

 The minutes of the Ordinary Meeting on 10 November 2021, having been circulated to all prior to the meeting, were agreed as correct and signed following a proposal from Cllr Webster, and seconded by Cllr A Wells.

1. **Matters arising**

The Clerk informed the council that she contacted the council’s insurers to start the claim for ‘key worker cover’ and submitted the required documents to the allocated claims technician.

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

 No members of the public were present.

1. **Highways issues**

 New issues to be reported and update on old issues:

* Barton Bendish sign coming from Beachamwell still not been replaced
* Chapel Lane path has been trimmed
* Chapel Lane – contract traffic are using lane and it has become very muddy
* Boughton Long Road – road has some sinkage
1. **Finance**
2. Payments for authorisation: the following payments were due by cheque:

 Payments made by standing order/direct debit:

 HMRC PAYE for November £45.80

 Miss S Thorpe December salary £183.13

 HMRC PAYE for December £45.80

 Miss S Thorpe January salary £183.13

 Helen Carrier Locum Clerk Services for January £320.00

 £777.86

 It was agreed to authorise the standing orders/direct debits, proposed by Cllr R Simon, seconded by Cllr T Webster.

1. Cash Book reconciliation: The Cash Book had been reconciled to 31st December 2021 and the balance of the bank account was £8,838.40 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.
2. Budget for 2022/23 The Clerk had circulated a draft budget to all Councillors. The budget was briefly discussed. The Clerk advised that the budget would balance without the need for the Precept to be increased above the level which would represent a zero percent increase to residents. Following a proposal by Cllr A Wells, second by Cllr D Wells, it was agreed by all to set the Precept at £5083 which would be a zero percentage increase to residents.
3. **Parish Affairs**
4. Eastmoor Phone Box – the man from Oxborough had contacted the clerk and to say that he had received lots of lovely comments from residents, refreshments and even a gift and wished to pass on his thanks. The Clerk will include a report in the G4 news and it was agreed that a small plague could be erected saying “refurbished in 2021 by ..” Cllr Tilburn will look into getting a plague made.
5. Possible options for spending the Community Infrastructure Levy money – A discussion took place on three options which had been suggested. A map and village centre sign; the church to approach the PC about installation of a proper disabled ramp. Item to remain on the agenda for further options to be considered in the future..
6. Possible options of ruse of Borough Council Community Fund – Cllr D Wells suggested that something could be for the blind corners on Boughton Long Road. Cllr Wells will email the clerk some images of the road and a map of the location.
7. **Members’ Handbook 2021/22**

The Clerk had forwarded the handbook to Councillors prior to the meeting. All agreed to approve the Handbook for 2021/22 following a proposal from Cllr Swallow and seconded by Cllr Webster.

1. **Correspondence**

 The Clerk had forwarded items of correspondence prior to the meeting, nothing else had been received.

1. **Planning**
2. Applications received since last meeting: none
3. Decisions received from the Borough Council – none.
4. **Matters of concern and items for the next agenda**

Some of the finger posts are missing from the footpaths. The Clerk will contact David Mills, Countryside Access Officer at the Borough Council to see if they can be replaced. Cllr A Wells reported that some trees are being planted in wide rows within arable fields, with the current arable production continuing between rows. The trees are a mix of timber/fruit/nut trees being There are two fields in this initial trial, the arable field between Blacksmiths Lane & Chapel Lane.

1. **Date of next meeting**

 It was confirmed that the next meeting would be the Annual Parish Meeting followed by an Ordinary Parish Meeting to be held on 9 March 2022.

 The Chairman declared the Ordinary Parish Council Meeting closed at 8.30pm