

BARTON BENDISH PARISH COUNCIL

Minutes of Ordinary Parish Council meeting held on Wednesday 13th July 2022 commencing at 7.30pm in Barton Bendish Village Hall

Present:

Cllr P Swallow Vice Chairman
Cllr S Tilburn
Cllr A Wells
Cllr D Wells

Sharon Sweet Locum Parish Clerk

No members of the public

1. Apologies for absence

Apologies received from Cllr W Chapman (Chairman), Cllr R Simon and Cllr Dr T Webster.

2. Appointment of Locum Clerk to cover staff absence

All **agreed** to appoint Sharon Sweet to cover staff absence.

3. Declarations of Interest

None.

4. Minutes of the Annual Parish Council Meeting on 18th May 2022

The minutes of the Annual Parish Council Meeting on 18th May 2022, having been circulated to all prior to the meeting, were **agreed** as correct and signed by Cllr Swallow.

5. Matters arising

None

6. Public forum for residents to comment on agenda items

No members of the public were present.

7. Highways issues

a. Update and other highways matter for consideration

Cllr P Swallow had met with the Norfolk County Council (NCC) Highways Engineer to discuss Boughton Long Road and speeding near the entrance to the village at the village sign. The engineer believed Boughton Long Road was scheduled for recycling repair works, he would advise the Council if this was the case. Regarding speeding issues on the 60mph road near the village sign, the engineer confirmed NCC would cut back vegetation and clean up the trod (footpath on the bend). He mentioned the Parish Council may like to consider village gates on the road side, as the gates make the road appear narrower and drivers tend to slow down when they see them.

b. To consider Parish Partnership Scheme 2022/23

The Clerk had reported the NCC Parish Partnership Scheme 2022/23 was now open to applications. There was a brief discussion were Members agreed further research into the scheme was required, especially to find out if the village gates discussed under 7.a. could be part funded from the scheme. **Action** – the Clerk will investigate the scheme further and report back at the September meeting.

8. Finance

a. Payments for authorisation

Payments for authorisation by SO/DDM and cheque:

June

Payee	Amount	Type	Description
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S Thorpe	£186.34	SO	Salary
HMRC	£ 46.60	SO	PAYE
Gallagher	£619.94	CHQ	Insurance premium

July

Payee	Amount	Type	Description
S Thorpe	£186.34	SO	Salary
HMRC	£ 46.60	SO	PAYE
S Sweet	£256.00	CHQ	Locum services
HMRC	£ 64.00	CHQ	PAYE
TOTAL	£1405.82		

It was **agreed** to authorise payments.

b. Cash book reconciliation to 30th June 2022

The Cash Book had been reconciled to 30th June 2022 and the balance of the bank account was £18659.34 which was confirmed by sight of the bank statement to the Vice Chairman.

c. Insurance Policy 2022/23

The insurance renewal documents had not been received by the Council ahead of the renewal date of 1st June 2022. The Locum Clerk reported this to Council when they had taken over the position of Clerk on the 1st June. Once the documents had been received it was noted the insurance premium had risen significantly, the Clerk reported this was due to many insurance companies pulling out of the micro policy market. To ensure insurance cover remained in place the Clerk had contacted all Councillors advising of the situation. All **agreed** by email to renew the policy this year and to obtain alternative quotations next year.

d. Jubilee grant from BCKL&WN £200

The Council had received the £200.00 Jubilee grant and discussed possible options as the Jubilee weekend had now passed. The Clerk reported other Parish Councils were planting a tree with plaque, later in the year, to commemorate the year. Members felt this could be a good use of the grant and the item was carried forward for further discussion at the September meeting.

e. Earmarked Funds for insurance claim and grant monies

The Clerk recommended the keyworker insurance pay out was shown on the accounts in an earmarked fund, they also recommended the Jubilee grant money was shown on the accounts in a separate earmarked fund. It was **agreed** to show the funds in earmarked reserves as follows:

Jubilee Grant earmarked reserve	£ 200.00
Keyworker Insurance earmarked reserve	£8400.00 (funds as at 3 July 2022)

9. Parish Affairs**a. Replacement noticeboard/map from Community Infrastructure Levy money**

Members discussed the replacement of the village map board. Cllr Tilburn offered to research the cost of replacement Perspex and a wooden frame.

b. Footpath Chapel Lane

Cllr Chapman had previously agreed to provide crushed shells later in the year to make a firmer surface on the footpath. This would reduce the issues from mud in wetter weather.

10. Correspondence

The Clerk had forwarded all items of correspondence prior to the meeting.

11. Planning

- a. **Applications received since the last meeting** - none
- b. **Decisions received from the Borough Council** - none

12. Matters of concern and items for the next agenda

None

13. To confirm date of next meeting as Wednesday 7th September

It was confirmed that the next meeting would be 7th September.

14. Resolve to exclude public and press in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted concerning staffing

Updates on staff absence, insurance claim pay-outs, contracts were provided. Recommendations were detailed in a confidential report. It was **agreed** to approve the recommendations of the confidential report¹.

The Chairman declared the Ordinary Parish Council Meeting closed at 8.15pm

¹ Confidential Appendix A/07/2022