

BARTON BENDISH PARISH COUNCIL

Minutes of Ordinary Parish Council meeting held on Wednesday 7th September 2022 commencing at 7.30pm in Barton Bendish Village Hall

Present:

Cllr W Chapman (Chairman)
Cllr R Simon
Cllr P Swallow (Vice-Chairman)
Cllr S Tilburn
Cllr T Webster
Cllr A Wells
Cllr D Wells

Sharon Sweet Locum Parish Clerk
Cllr C Sampson Borough Councillor

No members of the public

Prior to the commencement of the Council meeting Borough Cllr Sampson gave a verbal report. Cllr Sampson left the meeting room.

1. Apologies for absence

None

2. Declarations of Interest

None

3. Minutes of the last Ordinary Meeting on 13th July 2022

The minutes of the ordinary Parish Council Meeting on 13th July 2022, having been circulated to all prior to the meeting, were **agreed** as correct and signed by Cllr Chapman.

4. Matters arising

None

5. Public forum for residents to comment on agenda items

None

6. Highways issues

a. To consider Parish Partnership Scheme 2022/23

The Clerk confirmed the village gateways, proposed to help reduce speeding issues on Boughton Long Road near the village sign, could be part funded by the Parish Partnership Scheme (PPS). The Council must have the Norfolk County Council highways officer advise on suitable gateways and provide a quote for supply and installation. The Clerk had been trying to contact the highways officer but due to holidays this had so far not been possible.

Cllr D Wells reported some residents were concerned the gateways would only prove effective for a short period of time before drivers became familiar with them. There was a discussion regarding whether the speed limit on the road could be reduced, it was noted this had been looked into before and the road did not meet the criteria to request a reduction in speed limit.

The Clerk will contact the NCC highways officer for a quote for village gateways to be installed near the village sign.

Chairman signature.....Date.....

b. Update on footpath at Chapel Lane

Cllr Chapman will liaise with Cllr Swallow over the delivery of crushed shells in the next few weeks.

c. Highways Ranger October visit

Cllr D Wells reported the triangular sign at Mill Hill Road was missing. The Clerk will report this to the NCC Highways Rangers.

7. Finance

a. Payments for authorisation

Payments for authorisation by SO/DDM and cheque:

August

Payee	Amount	Type	Description
S Thorpe	£186.34	SO	Salary
HMRC	£ 46.60	SO	PAYE
S Sweet	£384.00	CHQ	Locum services
BB Village Hall	£ 48.00	CHQ	Hall Hire

September

Payee	Amount	Type	Description
S Thorpe	£186.34	SO	Salary
HMRC	£ 46.60	SO	PAYE
S Sweet	£320.00	CHQ	Locum services
TOTAL	£1217.88		

It was **agreed** to authorise payments.

Members noted the following receipts since the last meeting:

Payee	Amount	Description
Ecclesiastical Insurance	£1600.00	Keyworker insurance final payment
HMRC	£ 79.45	VAT refund 2021-22
TOTAL	£1679.45	

b. Cash book reconciliation to 31st August 2022

The Cash Book had been reconciled to 31st August 2022 and the balance of the bank account was £19046.70 which was confirmed by sight of the bank statement to the Chairman

c. To receive interim budget review

Prior to the meeting the Clerk circulated the half yearly budget review. There were no concerns to note. The Clerk recommended the CIL money was placed in an earmarked reserve. It was **agreed** to show the CIL money in an earmarked reserve on the accounts.

Chairman signature.....Date.....

c. Pension Regulator re-declaration of compliance

The Clerk advised they had completed the re-declaration of compliance for the Council with The Pensions Regulator, this is a requirement under the Pensions Act. Members noted this fulfilled their duty as an employer.

8. Parish Affairs

a. Replacement noticeboard/map from Community Infrastructure Levy money

Cllr Tilburn gave an update regarding replacing the map perspex and frame. He reported with the noticeboard being double-sided the most cost effective option to Council would be to move the map from its current position and display it on one side of the noticeboard, with Council business on the other side.

Council noted the map was faded and needed replacing, Cllr A Wells offered to investigate the cost of printing and laminating a replacement map. Members felt this would be the most cost-effective solution. Cllr A Wells will report back regarding printing costs for a new map.

b. RAF Marham Senior Citizens Christmas Lunch

To date Council have not received correspondence from RAF Marham regarding the Christmas lunch, the Clerk will forward this on once received.

c. Unoccupied property Hatherley Gardens

A resident had raised concerns with Cllr Swallow regarding the state of repair of a property on Hatherley Gardens. The Clerk will contact Borough Council Housing Standards regarding the property.

d. Cost of living/energy crisis

Cllr Swallow requested the Council discuss possible ways the Council could help regarding current cost of living crisis. The Clerk advised while the Council could not make 'hardship' payments to individuals, many Councils were considering supporting their community this winter by enabling 'warm-hubs' to be set up.

The Clerk explained a 'warm-hub' is where a community building, such as the village hall, is opened up and run by volunteers offering a warm space with hot drinks. The Council could assist in the setting up of a 'warm hub' by offering a grant to cover the financial cost of the hall hire and refreshments.

The Council discussed the idea of offering a grant to set up a 'warm-hub'. Cllr Simon will discuss with the Village Hall Committee and Cllr Webster will discuss with the Poor's Charity Trustees. The Clerk will prepare a draft grant policy and application.

e. Jubilee grant from Borough

The possibility of using the £200 Jubilee grant from Borough to plant a Jubilee tree was discussed. There were concerns as to where the tree could be planted, as the Council do not own land. Buttlands Lane was suggested as a possible site. Cllr A Wells will make enquiries as to whether this land is owned by Albanwise.

9. Correspondence, including:

a. To consider the option to opt out of the Smaller Authorities' Audit Appointments (SAAA) central external auditor appointment arrangements

It was **agreed** the Council will remain opted-in to the central procurement of the external auditors, No further action is required.

10. Planning

a. Applications received since the last meeting - none

b. Decisions received from the Borough Council – none

Chairman signature.....Date.....

11. Matters of concern and items for the next agenda

Matters of concern: A resident had observed the stones around the war memorial needed topping up, the Parochial Church Council (PCC) would be advised when applying for their annual grant they could consider including the cost of this in their application request.

Overhead phone cables along Fincham Road had been left on the ground by Openreach, due to Openreach not knowing who owned the trees at that location. The Clerk will contact Openreach and advise them to contact Albanwise regarding the trees.

Items for the next agenda: The paint on the phone box at Eastmoor is peeling. Matter carried forward for inclusion on an agenda in spring 2023.

12. To confirm the date of the next meeting – 9th November

It was confirmed that the next meeting would be 9th November.

13. 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 were provided. A recommendation was detailed in a confidential report. It was **agreed** to approve the recommendation of the confidential report¹.

The Chairman declared the Ordinary Parish Council Meeting closed at 8.45pm

¹ Confidential Appendix A/09/2022