

BARTON BENDISH PARISH COUNCIL

Minutes of Ordinary Parish Council meeting held on Wednesday 9th November 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.

Sharon Sweet - Locum Parish Clerk, Cllr C Sampson - Borough Councillor, Cllr B Long - Norfolk County Council (NCC).

No members of the public were in attendance

1. Apologies for absence

Cllr D Wells

2. Declarations of Interest

Personal interests were declared as follows:

Item 10 a. 22/01762/F Cllr A Wells

Item 8 a. Cllr Webster

3. Minutes of the last Ordinary Meeting on 7th September 2022

The minutes of the ordinary Parish Council Meeting on 7th September 2022, having been circulated to all prior to the meeting, were **agreed** as correct once the following amendment was made:

Removing 'the PCC would be advised when applying for their annual grant they could consider the cost of this in their request'. The PCC do not apply for a grant, the Council make a donation.

The minutes were signed by Cllr Chapman.

4. Matters arising from last meeting not elsewhere on this agenda

RAF Marham Senior Citizens Christmas Lunch – Cllr Swallow had compiled a list of names for the Christmas lunch and the Clerk had forwarded these onto RAF Marham.

Property on Hatherley Gardens – Freebridge had confirmed they were working hard to resolve issues with the tenant.

Overhead phone cables along Fincham Road – the Locum Clerk contacted Open Reach the matter had been resolved.

5. Public forum for residents to comment on agenda items

None

6. Highways issues

a. To consider submitting a Parish Partnership Scheme bid for installation of village gateways on Boughton Long Road

Cllr Swallow and the locum Clerk had met with the NCC Highways engineer to discuss a location for village gateways on Boughton Long Road. The Locum Clerk had obtained a quote for the gateways from Glasdon's, the recommended supplier of NCC.

Quote obtained from Glasdon's was for white gateways, 5 slats with a cross bar, height 1800mm (above ground), width 1500mm and would include signage reading 'Welcome to Barton Bendish please drive carefully'.

Chairman

signature.....Date.....

Costs of project would be £800.00 NCC to install the gateways plus the cost of the gateways £2778.72, total £3578.72.

The Locum Clerk advised Norfolk Parish Partnership could fund 50% if a bid was made by the Council and Council could agree to fund the remaining 50% from CIL money currently held in the earmarked fund. This would leave £567.29 in CIL earmarked fund. Closing date for a Parish Partnership bid is 9th December 2022.

It was **agreed** to install village gateways on Boughton Long Road, the cost of the project to be funded by a bid to Norfolk Parish Partnership and the earmarked CIL monies. The Locum Clerk will submit the bid to Norfolk Parish Partnership.

b. Update Chapel Lane

The stones for the path were being delivered this week. No further action required.

7. Parish Affairs

a. Noticeboard – update on repairs and new map, decide on any further action required

It was **agreed** to add a laminated A1 landscape map of the village with footpaths to the noticeboard. Approximate cost £30.00. Cllr A Wells to arrange for the map to be printed and laminated.

b. Cost of living/energy crisis – discuss and decide on any further action as required

Since the last meeting the Council had received various information on grants available to local groups wanting to help with warm hub/cost of living initiatives this winter. All of these had been forwarded on to Councillors by the Locum Clerk. A community group had applied for a grant. Members felt no further action was required from the Council as this time.

c. Jubilee grant – discuss and decide on any further action as required

Regarding planting a Jubilee tree, Cllr A Wells confirmed the grass verge on Buttlands Lane was owned by NCC. A lime tree was suggested as an appropriate tree. The Clerk confirmed, having spoke to the Borough Council, the £200.00 grant could be used on any project that benefited the community and was not restricted to Jubilee projects. Locum Clerk to contact NCC highways for permission to plant a tree on the verge.

d. War memorial – discuss and decide on any action as required regarding topping up of stones

Stones for topping up had been donated. No further action required.

8. Finance

a. Contribution to St Andrew’s Church for maintenance of the churchyard

It was **agreed** to make a donation of £300.00 towards grass cutting., with £250.00 coming from the budget and £50.00 from the Jubilee earmarked fund.

b. Payments for authorisation

Payee	Amount	Type	Description
S Thorpe	£186.34	SO	Salary
HMRC	£ 46.60	SO	PAYE
S Sweet	£240.00	CHQ	Locum services

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

November

Payee	Amount	Type	Description
S Thorpe	£186.34	SO	Salary
HMRC	£ 46.60	SO	PAYE
S Sweet	£320.00	CHQ	Locum services
Barton Bendish PCC	£300.00	CHQ	donation grass cutting
TOTAL	£1325.88		

It was **agreed** to authorise payments.

c. Scribe accounting software – to consider 3-year agreement

Scribe accounting software had given advanced notice of subscription increases. It was **agreed** to sign up to a 3 year contract with Scribe as this was the most cost effective option.

d. Cash book reconciliation to 31st October 2022

The Cash Book had been reconciled to 31st October 2022 and the balance of the bank account was £18260.82 which was confirmed by sight of the bank statement to the Chairman

e. Draft budget for 2023/24

The Locum Clerk had circulated a draft budget to all Councillors. The draft budget was briefly discussed, and the Locum Clerk requested that Councillors provide details, before the next PC meeting, if they had other items to include in the budget. A decision would be made on setting the precept at the next PC meeting.

f. Appointment of Internal Auditor for 2022-23

It was **agreed** to appoint Di Dann as the internal Auditor for 2022-23.

g. To note pay award agreement

Council noted the pay award for 01.04.2022-31.03.2023 had now been finalised. Back-dated pay due would be included in the next payroll.

9. Correspondence

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

10. Planning

a. Applications received since the last meeting, including:

22/01661/F | New Porch to front of the dwelling | Four Hill Wood Church Road Barton Bendish Norfolk PE33 9GF

It was **agreed** to **support** the application without additional comments being submitted.

22/01762/F | Extension to the existing agricultural building, rainwater harvesting tank and an extended concrete apron around the tank and extension, including vehicle access tracks into the building. The proposals also include landscaping features such as grassed areas and trees planting in order to improve the appearance of the site and provide screening | Hill Farm Boughton Long Road Barton Bendish King's Lynn Norfolk PE33 9DW

It was **agreed** to **support** the application without additional comments being submitted.

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

22/01775/F | Creation of Holiday let accommodation to first floor of existing single storey section of dwelling house within existing roof, with ground floor annex extended into existing garage | Dairy Barn Boughton Long Road Barton Bendish KINGS LYNN Norfolk PE33 9DW

It was **agreed** to **support** the application without additional comments being submitted.

b. Decisions received from the Borough Council

21/01746/NMA_1 - Four Hill Wood Church Road Barton Bendish Norfolk PE33 9GF - NON-MATERIAL AMMENDMENT TO PLANNING CONSENT 21/01746/F: Front Porch to dwelling. To note application withdrawn

Noted.

11. Matters of concern and items for the next agenda

- Flight path changes at RAF Marham.

Borough Cllr Sampson advised members he had funds remaining in his Borough Councillor Community Fund. The fund was open to any group running projects that benefited the community. While Parish Councils are excluded from applying for the grants, Cllr Sampson encouraged local groups to apply as soon as possible.

12. To confirm the date of the next meeting – 11th January 2022

It was confirmed that the next meeting would be 11th January 2022.

13. To consider resolving 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, pay, banking procedures were provided. 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 9.43pm

¹ Confidential Appendix A/11/2022

Chairman

signature.....Date.....