

BARTON BENDISH PARISH COUNCIL

Minutes of Ordinary Parish Council meeting held on Wednesday 11th January 2023 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 A Wells, Cllr D Wells.

Sharon Sweet - Locum Parish Clerk

One member of the public was in attendance

1. Apologies for absence

Cllr T Webster.

2. Declaration of Interest

None.

3. Appointment of Parish Clerk and Responsible Financial Officer

It was **AGREED** to appoint Mrs Sharon Sweet as the permanent Parish Clerk and RFO.

4. Minutes of the last Ordinary Meeting on 9th November 2022

The minutes of the ordinary Parish Council Meeting on 9th November 2022, having been circulated to all prior to the meeting, were **AGREED** as correct. The Chairman signed the minutes.

5. Matters arising not elsewhere on the agenda (information only)

The Clerk updated members regarding the application to the Norfolk Parish Partnership Scheme for 50% funding towards the village gateways on Boughton Long Road. Norfolk County Council have received the application for funding and confirmed they have all the information they need. The Council will hear whether the bid for funding has been successful in March 2023.

6. Public forum for residents to comment on agenda items

A resident spoke about the flight paths for RAF Marham and increased noise aircraft flying over the parish. The Clerk will contact RAF Marham to enable the Council to have a better understanding of the flightpaths over the parish.

7. Highways issues

Cllr D Wells reported flooding in the recent rain on Gibbet Lane near the crossroads, the water was not going down the drain and maybe blocked. Large pothole on Boughton Long Road. Exact locations will be sent to the Clerk to report to highways. The Clerk had noticed signs to the village on the A1122 were covered in mud and needed cleaning, this would also be reported.

8. Correspondence:

a. To consider request from Liz Truss MP to meet with Councillors to discuss parish issues

After a discussion it was agreed to invite Liz Truss MP to the Annual Parish Meeting in March 2023.

b. To note email from Norfolk ALC regarding upcoming pilot schemes of: .gov.uk domains and email, payroll service, website management and internal audit service

Noted.

Chairman's signature.....

c. To consider request from Norfolk County Council for donation towards the Flexibus service

The Flexibus service provided by Norfolk County Council had contacted the Council to ask whether the Council was able to make a financial contribution to the service by way of a grant. Members noted there was currently no budget planned for a grant of this nature in the Parish Council budget. It was **AGREED** not to offer a grant towards the service in this financial year.

Members asked that any future requests for funding should fully explain the need for the Parish Council to contribute to the NCC service.

9. Reports

a. To consider alternative banking arrangements

Council noted their current bank, Barclays, had poor administrative support. This often resulted in the Clerk spending a high percentage of their weekly working hours resolving issues with the bank. Prior to the meeting the Clerk forwarded a report recommending members consider transferring the Council banking to Unity Trust Bank.

It was **AGREED** to open a current account with Unity Trust Bank and transfer the Council funds to this account.

b. To consider purchase of laptop

It was **AGREED** to purchase a business specification laptop. The cost of the laptop will be taken from the Keyworker Insurance earmarked reserve.

10. Finance

a. Payments for authorisation

Payee	Amount	Type	Description
December 2022			
S Thorpe	£626.40	SO & CHQ	Salary & holiday entitlement
HMRC	£156.40	SO & CHQ	PAYE
S Sweet	£560.00	CHQ	Locum services Nov & Dec 2022
January 2023			
S Sweet	£560.00	CHQ	Locum services Jan 2023

b. Cash book reconciliation to 31st December 2022

The Cash Book had been reconciled to 31st December 2022 and the balance of the bank account was £16934.94 which was confirmed by sight of the bank statement to the Chairman.

c. Review effectiveness of internal controls

Members reviewed the Internal Control Statement for year ending 31st March 2023. It was **AGREED** the internal controls in place were adequate.

d. Budget and Precept for 2023/24

The Clerk had circulated a draft budget to all Councillors prior to the meeting. The budget was briefly discussed. It was **AGREED** to approve the budget and set the Precept as £5443.00.

11. Parish Affairs

Chairman's signature.....

a. Flightpath changes at RAF Marham

In the absence of Cllr Webster, who has requested the agenda item, the matter was deferred until the next meeting.

b. Noticeboard map

It was **AGREED** for Cllr A Wells to arrange for printing of the map at A1 size, approximate cost £30.00

c. Jubilee Tree

Members discussed the location of the tree and the difficulty of finding an appropriate site. It was **AGREED** not to plant a Jubilee tree.

d. Phone Box, consider repairs as required

The phone box in Church Road needed repainting. It was **AGREED** Cllr D Wells will ask the volunteer, who painted the box at Eastmoor, if they were able to paint the box later in the year.

12. Planning

a. Applications received since the last meeting - None

b. To note decisions received from the Borough Council, including:

22/01661/F Four Hill Wood Church Road Barton Bendish Norfolk PE33 9GF - New Porch to front of the dwelling - Application Permitted. Noted

13. Matters of concern and items for the next agenda - None

14. To confirm date of next meeting as Wednesday 8th March 2023 at 7.30pm for the Annual Parish Meeting followed by an Ordinary Parish Council Meeting

It was confirmed that the next meeting would be 8th March 2023. It was noted the Annual Parish Meeting may need to start before 7.30pm, to allow for Liz Truss to have time to speak to residents.

15. 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

It was **AGREED** to close the meeting to the public and press to enable staffing matters to be discussed in confidence.

The member of the public left the meeting.

The contract of the Clerk, pay scale and allowance, payment method and start date as permanent Clerk were discussed as detailed in a confidential report. It was **AGREED** to approve the contents of the confidential report¹.

¹ Confidential Appendix A/01/2023

Chairman's signature.....