

BARTON BENDISH PARISH COUNCIL

Minutes of Ordinary Parish Council meeting held on Wednesday 8th March 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 - Parish Clerk, Cllr C Sampson - Borough Councillor

1 member of the public was in attendance

1. Apologies for absence

None.

2. Declaration of Interest

None.

3. Minutes of the last Ordinary Meeting on 11th January 2023

The minutes of the ordinary Parish Council Meeting on 11th January 2023, having been circulated to all prior to the meeting, were **AGREED** as correct. The Chairman signed the minutes.

4. Clerk Report (update on matters not elsewhere on this agenda)

To date, no reply had been received from Elizabeth Truss MP.

Setting up new bank account with Unity Bank remains outstanding.

Investigating options for a replacement laptop remains outstanding.

5. Public forum for residents to comment on agenda items

None.

6. To note highways issues reported to Norfolk County Council since the last meeting

Pot hole on Boughton Long Road reported to the NCC Street Rangers team, ahead of their April visit to the parish. Members **AGREED** general highways issues will, in future, be reported directly to NCC highways and 'highways' was no longer required as a standing agenda item.

7. To note correspondence received:

a. Thank you letter received from Barton Bendish PCC - noted

8. To receive and consider Norfolk Age Concern donation request

The request for a donation was considered. After a brief discussion it was **AGREED** as donation would not be made at this time.

9. To receive and consider information on Norfolk ALC payroll service

The payroll service was noted, no further action to be taken at this time.

10. Governance

a. To receive draft Policy Review schedule and consider replacing Members Booklet with the Policy Review schedule – it was **AGREED to replace the member booklet with the Policy Review schedule provided by the Clerk.**

Chairman's signature.....

Date.....

b. To receive and consider draft Data Protection Policy; Freedom of Information Policy; Privacy Notice; Retention of Documents Policy

It was **AGREED** to approve the above policies.

11. Finance

a. To authorise payments and note any monies received

Payee	Amount	Type	Description
S Sweet	£527.98	SO	Clerk salary & allowance (Feb & March)
ICO	£ 35.00	DDM	annual subscription
Starboard Systems	£167.18	CHQ	annual subscription Scribe accounting software
S Sweet	£ 13.50	CHQ	expenses (mileage)
Barton Bendish VH	£ 48.00	CHQ	hall hire (Nov-March)
Cllr A Wells	£ 32.46	CHQ	reimbursement (noticeboard map printing)
Viking Direct	£ 26.52	CHQ	stationery and stamps

Members noted the following receipt:

Barclays	£ 30.00	Bank transfer	compensation re admin error
----------	---------	---------------	-----------------------------

b. To review and sign cash book reconciliation

The Cash Book had been reconciled to 27th February 2023 and the balance of the bank account was £15975.14 which was confirmed by sight of the bank statement to the Chairman.

c. To receive and review Financial Risk Assessment and asset register

Prior to the meeting the Clerk circulated the financial risk assessment and asset register 2022-23. It was **AGREED** to approve these documents.

d. To receive and review budget monitoring including earmarked reserves 2022-23

Members noted the budget monitoring document, there were no concerns. It was **AGREED** to approve the earmarked reserves and movement of funds during 2022-23 as per appendix A.

12. Parish Affairs

a. To receive reply from RAF Marham regarding flightpath and discuss any further action

Council had received a detailed explanation of the flightpaths of RAF Marham. No further action required.

b. Noticeboard map update

The noticeboard footpath map had now been replaced.

13. To consider planning applications and note planning decisions from the Borough Council of King's Lynn and West Norfolk:

a. Planning applications - none

b. Decisions received including:

Chairman's signature.....

Date.....

22/01762/F - Hill Farm, Boughton Long Road, Barton Bendish, PE33 9DW - 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. APPLICATION PERMITTED - noted

14. To receive items for inclusion on the next agenda

- To confirm the responsible party for the defibrillator (insurance, upkeep and replacement when needed)
- To agree purchase of replacement defibrillator pads

15. To agree meeting dates 2023 & 2024 and confirm date of next meeting, the Annual Parish Council meeting, as Wednesday 17th May 2023 7.30pm Barton Bendish Village Hall

It was confirmed that the next meeting would be Wednesday 17th May 2023. Prior to the meeting the Clerk circulated suggested meeting dates for the remainder of 2023 and all of 2024. The suggested dates, below, were **AGREED**:

2023: May 17th; July 12th; Sept 27th; Nov 8th

2024: Jan 10th; March 13th; May 8th; July 10th; Sept 25th; Nov 13th

Meeting closed: 8.04pm

Appendix A

Earmarked reserves 2022-23

Description	Opening Balance	Payment	Receipt	Closing balance	Notes
Jubilee grant	£ 200.00	-£ 50.00		£ 150.00	£50.00 towards PCC donation
Keyworker Insurance	£ 7,600.00	-£ 800.00 -£ 256.00 -£ 384.00 -£ 320.00 -£ 240.00 -£ 320.00 -£ 560.00 -£ 320.00 -£ 3,200.00	£1,600.00	£ 6,000.00	Keyworker insurance received and Locum Clerk salary paid out
CIL	£ 2,356.65			£ 2,356.65	
Election costs	£2,500.00			£2,500.00	
Defib maintenance	£270.00			£270.00	
				£ 11,276.65	

Chairman's signature.....

Date.....