

BARTON BENDISH PARISH COUNCIL

The Annual Parish Council Meeting will be held on 17th May 2023 starting at 7.30pm in Barton Bendish Village Hall

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Members of the public and press are welcome to attend.

AGENDA

1. To elect the Chairman for the ensuing year – Chairman to sign Declaration of Acceptance of Office
2. To elect a Vice-chairman for the ensuing year
3. To consider apologies for absence
4. To receive any Declarations of Interest and to consider any requests for dispensations
5. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant
6. To consider co-option of councillor for the one vacancy arising from the election process
7. Minutes of the EGM on 12th April 2023
8. Clerk Report (update on matters not elsewhere on this agenda)
9. Public forum for residents to comment on agenda items, and updates from Borough & County Councillors
10. To confirm eligibility for, and to consider adopting, the General Power of Competence
11. To note correspondence received:
 - a. Letter from Downham Market Branch Royal British Legion
 - b. Email from Norfolk Parish Training and Support
 - c. Email from West Norfolk resident regarding establishing a voluntary community-based falls response team
12. Governance
 - a. To receive and consider draft Code of Conduct
13. Parish Affairs
 - a. To agree the addition of the defibrillator to the asset register and insurance policy
 - b. To approve the purchase of replacement defibrillator pads, reimbursement to Cllr Webster £71.94
 - c. To note successful Norfolk Parish Partnership bid of £1789.36 for village gateways Boughton Long Road
 - d. To agree keyholders responsible for noticeboards
14. To review and agree the insurance renewal
15. To consider Councillor training requirements following the May 2023 local elections
16. To receive and agree Norfolk ALC membership subscription renewal
17. To receive Norfolk ALC website renewal and consider managed service subscription
18. To receive quotations for a laptop and authorise spend
19. To receive the ICO factsheet on the use of personal email addresses and devices together with the ICO self-assessment for data breaches and consider any further actions required
20. To receive information from the Borough Council of King's Lynn and West Norfolk regarding revisions to the new premises licence for Abbey Barns, Beachamwell Road, Barton Bendish, PE33 9FW and to

BARTON BENDISH PARISH COUNCIL

agree whether to uphold or withdraw representations previously made (*new representations cannot be submitted*)

21. Finance

Year-end accounts 2022-23

- a. To consider the Internal Auditors report for year ending 31 March 2023
- b. To agree the accounts for year ending 31 March 2023
- c. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form
- d. To consider the assertions on, and complete, the Annual Governance Statement 2022/23 and to authorise the Clerk and Chairman to sign
- e. To consider and approve the Accounting Statements 2022/23 and to authorise the Chairman to sign

2023-24

- f. To approve cheque of £500.00, the opening balance required for the Unity Bank Account
- g. To agree signatories for the existing Barclays Bank Account and the new Unity Trust Bank Account
- h. To authorise payments and note any monies received
- i. To review and sign cash book reconciliation
- j. To receive budget monitoring and to agree transfer of £1789.36 from CIL earmarked reserve to general reserve, in respect of the village gateways and £1492.80 from keyworker earmarked reserve to general reserve, in respect of laptop replacement

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

a. Planning applications

[23/00148/F Removal of existing conservatory, rear extension, external insulation and cladding | 8 Hatherley Gardens Barton Bendish King's Lynn Norfolk PE33 9DR](#)

[23/00646/F 1 Manor Farm Barns Eastmoor Road Eastmoor Barton Bendish Norfolk PE33 9PZ Proposed installation of ground floor window](#)

[23/00614/F Installation of digestate tank and an extended concrete apron around the tank for access at Hill Farm Boughton Long Road Barton Bendish King's Lynn Norfolk PE33 9DW](#)

b. Decisions received

23. To receive items for inclusion on the next agenda

24. To confirm date of next meeting as **Wednesday 12th July 2023** 7.30pm Barton Bendish Village Hall

Sharon Sweet Clerk to Barton Bendish Parish Council

11th May 2023