

BARTON BENDISH PARISH COUNCIL

Minutes of Annual Parish Council meeting held on Wednesday 17th May 2023 commencing at 7.30pm in Barton Bendish Village Hall

Present: Cllr W Chapman (Chairman), Cllr R Simon, Cllr A Stephen, Cllr S Tilburn, Cllr D Wells.

Sharon Sweet - Parish Clerk

2 members of the public were in attendance

1. To elect the Chairman for the ensuing year – Chairman to sign Declaration of Acceptance of Office

Cllr Chapman was elected unopposed, proposed by Cllr Simon, seconded by Cllr Wells, all in favour. Cllr Chapman signed the declaration of acceptance of office for the position of chairman.

2. To elect a Vice-chairman for the ensuing year

Cllr Tilburn was elected unopposed, proposed by Cllr Simon, seconded by Cllr Chapman, all in favour.

3. To consider apologies for absence

Apologies were received and accepted from Cllr T Webster.

4. To receive any Declarations of Interest and to consider any requests for dispensations

None.

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

Declarations had been duly signed before the meeting by those present. It was **AGREED** to grant an extension for Cllr Webster to sign the declaration at or before the July meeting.

6. To consider co-option of councillor for the one vacancy arising from the election process

It was noted that six individuals had stood for election and had been duly elected unopposed. This left one vacancy which the council would fill by co-option. It was **AGREED** to advertise the vacancy on the website, noticeboard and in Group 4 News.

7. Minutes of the EGM on 12th April 2023

The minutes of the extraordinary Parish Council Meeting on 12th April 2023, having been circulated to all prior to the meeting, were **AGREED** as correct. The Chairman signed the minutes.

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

Nothing to report.

9. Public forum for residents to comment on agenda items, and updates from Borough & County Councillors

Apologies had been received from Borough Cllr Lintern.

A resident raised concerns regarding significant odours from the sewer pipe/stench pipe on Boughton Long Road. They reported that Anglia Water had not replaced the filter on the stench pipe or cleaned the pipes for over 2 years. The Clerk will contact Anglia Water for them to investigate the issue.

10. To confirm eligibility for, and to consider adopting, the General Power of Competence

Prior to the meeting the Clerk circulated a report explaining that the Council met the eligibility criteria for adopting the General Power of Competence. It was **AGREED** the Parish Council met the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012. It was further **AGREED** to adopt a General Power of Competence.

11. Correspondence received:

a. Letter from Downham Market Branch Royal British Legion – it was **AGREED** to make a donation of £10.00 to the sponsored bike ride.

b. Email from Norfolk Parish Training and Support – the services offered were noted by members.

c. Email from West Norfolk resident regarding establishing a voluntary community-based falls response team – the proposed project was noted by members. There was a general consensus of opinion this was not a project for the Council to carry forward.

12. Governance

a. To receive and consider draft Code of Conduct - it was **AGREED** to adopt the model Code of Conduct.

13. Parish Affairs

a. To agree the addition of the defibrillator to the asset register and insurance policy - it was **AGREED** to add the defibrillator to the asset register and insurance policy.

b. To approve the purchase of replacement defibrillator pads, reimbursement to Cllr Webster £71.94 - it was **AGREED** to purchase replacement defibrillator pads and to reimburse Cllr Webster £71.94 for the pads.

c. To note successful Norfolk Parish Partnership bid of £1789.36 for village gateways Boughton Long Road - members noted the successful bid. The gateways will be installed by Norfolk County Council.

d. To agree keyholders responsible for noticeboards – it was **AGREED** Cllrs Tilburn and Stephen would be responsible for the noticeboards at Eastmoor and Barton Bendish.

14. To review and agree the insurance renewal

Members considered quotes from the current insurer and from Zurich. It was **AGREED** to accept the 3 year long term agreement with Zurich for £369.59 pa.

15. To consider Councillor training requirements following the May 2023 local elections

The training on offer was noted by members. The Clerk will forward to all a link to the booking page.

16. To receive and agree Norfolk ALC membership subscription renewal

It was **AGREED** to renew the membership of NALC.

17. To receive Norfolk ALC website renewal and consider managed service subscription

The service was noted by members.

18. To receive quotations for a laptop and authorise spend

Prior to the meeting the Clerk circulated quotes for a new laptop. It was **AGREED** to accept the quotation from ECS Computers.

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

Members noted the information from the ICO factsheet. Prior to the meeting the Council had received updated information from Norfolk ALC's regarding their new managed service for .gov.uk domain names and email addresses. The Council had been invited to re-register their interest to be part of the pilot scheme. It was **AGREED** the Council will re-register interest in the pilot .gov.uk scheme and will, when available, take up the offer of .gov.uk domain name and email addresses from Norfolk ALC.

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)

Following the revisions to the licencing application by the applicant, it was **AGREED** to withdraw the two representations made by the Council at the EGM.

21. Finance

Year-end accounts 2022-23

a. To consider the Internal Auditors report for year ending 31 March 2023 - this was received and reviewed, recommendations were noted and would be addressed during 2023-24.

b. To agree the accounts for year ending 31 March 2023 - these had been circulated and were **AGREED**.

c. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form - it was noted that as the Council's income and expenditure for the year was under £25,000, the Council could exempt itself from External Audit. This was considered and **AGREED** and the Clerk and Chairman were authorised 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 - the Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf.

e. To consider and approve the Accounting Statements 2022/23 and to authorise the Chairman to sign - the Council considered and **AGREED** the Accounting Statement and authorised the Chairman to sign on their behalf.

2023-24

f. To approve cheque of £500.00, the opening balance required for the Unity Bank Account - it was **AGREED** to draw a cheque for the opening balance deposit of £500.00 as required by Unity Bank.

g. To agree signatories for the existing Barclays Bank Account and the new Unity Trust Bank Account – it was **AGREED** to remove previous Cllrs Swallow and A Wells from the Barclays banking mandate. It was further **AGREED** the remaining account signatories with Barclays Cllr Chapman, Wells and Webster will be the account signatories for the new Unity Bank Account.

h. To authorise payments and note any monies received

Payee	Amount	Type	Description
S Sweet	£ 527.98	SO	Clerk salary & allowance (April & May)
Norfolk ALC	£ 179.23	CHQ	annual membership and website hosting
Norfolk CC	£1789.36	CHQ	village gateways 50% of cost
Barton Bendish VH	£ 20.00	CHQ	hall hire (EGM April)
Cllr T Webster	£ 71.94	CHQ	reimbursement (defib pads)
Barton Bendish PC	£ 500.00	CHQ	opening balance for Unity account
Zurich Insurance	£ 369.59	CHQ	insurance policy for 2023-24
ECS Computers	£1492.80	CHQ	laptop and set up, and software
RBL	£ 10.00	CHQ	donation

Receipts received, to note:

BCKL&WN £5443.00 precept

i. To review and sign cash book reconciliation - the Cash Book had been reconciled to 30th April 2023 and was confirmed by sight of the bank statement to the Chairman.

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 – it was **AGREED** to transfer £1789.36 from the CIL earmarked fund and £1244.00 (the NET of VAT amount) from the keyworker earmarked fund.

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 – the Planning Dept had advised the application will be resubmitted at a future date. No decision required at this time.

23/00646/F 1 Manor Farm Barns Eastmoor Road Eastmoor Barton Bendish Norfolk PE33 9PZ Proposed installation of ground floor window – It was **AGREED** to **SUPPORT** the application.

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 - It was **AGREED** to **SUPPORT** the application.

b. Decisions received – none.

23. To receive items for inclusion on the next agenda

- To discuss a reduction in the speeding limit to 40 mph on Boughton Long Road.

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

It was confirmed the next meeting would be Wednesday 12th July 2023.

Meeting closed: 8.40 pm