

# **BARTON BENDISH PARISH COUNCIL**

**Minutes of Annual Parish Council meeting held on Wednesday 12<sup>th</sup> July 2023 commencing at 7.30pm in Barton Bendish Village Hall**

**Present:** Cllr R Simon, Cllr A Stephen, Cllr S Tilburn (Vice Chairman, in the Chair), Cllr T Webster, Cllr D Wells

Also in attendance:

Cllr S Lintern - Borough Councillor; Sharon Sweet - Parish Clerk; no members of the public were in attendance

**1. To consider apologies for absence**

Cllr W Chapman.

**2. To receive any Declaration of Interests and any requests for dispensation**

None.

**3. To agree the minutes of the last meeting on 17th May 2023**

The minutes of the Annual Parish Council Meeting on 17<sup>th</sup> May 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)**

- All Declaration of Acceptance of Office forms have been received from Cllrs and forwarded onto the Borough Council
- Anglia Water have added additional chemicals at the Beachamwell site. Cllr Simon confirmed this has resolved the issue reported at the last meeting.
- The external auditors had logged and acknowledge receipt of the exemption certificate for the accounts, year ending March 2023.
- The new laptop was ordered, set up and all data transferred. ECS Computers are to securely dispose of the old laptop.
- Insurance premium quoted by Zurich of £369.59pa should have been £396.59pa (this was an administrative error by Zurich). The Clerk asked Zurich to honour the original figure of £369.59pa (for 3 years) and this has been agreed by the insurance company.
- The cheque for the village gateways has been banked by NCC, no update on installation has been received.
- VAT claim back for the period 01.04.2022 to 31.05.2023 (includes VAT on laptop) of £319.74 has been submitted to HMRC.
- Set up of Unity Bank – to be actioned.
- .gov.uk new email service from Norfolk ALC. At the time of writing the Clerks Report no further information had been received. The Clerk had since heard that the Council had not been successful in being selected for the initial trial of .gov.uk emails. Norfolk ALC will roll the scheme out in the next few months and the Council will be able to join then.

**5. Public forum for residents to comment on agenda items, and update from Borough and County Councillors**

Borough Cllr Lintern introduced herself to the Council, confirming she would be sitting on the Borough Planning Committee and Corporate Performance Panel.

**6. To note BCKL&WN Community Infrastructure Levy grant scheme and BCKL&WN Parish CIL Report**

These were noted by Members.

**7. To receive correspondence from BCKL&WN Housing Department**

It was agreed for the Clerk to provide the contact details for Group 4 newsletter to the Housing Department.

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

**8. To receive correspondence from the Barton Bendish Poor's Allotment Charity and agree to accept the role of Corporate Trustee and appoint Council representative(s)**

It was **AGREED** to accept the role of Corporate Trustee for the Barton Bendish Poor's Allotment Charity and appoint Cllr Stephen and Webster as the representatives of the Council.

**9. Highways**

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

It was **AGREED** the Clerk will arrange for site visit with the Norfolk County Council Highways Engineer, to discuss the options regarding speeding vehicles and a reduction in speed limit.

**b. To consider any suitable schemes for the NCC Parish Partnership Scheme 2023/24**

Members noted the remit of the grant scheme.

**10. Governance and administration**

**a. To receive and consider adopting draft Co-option policy, as presented**

It was **AGREED** to adopt the Co-option policy.

**b. To adopt Standing Orders and Financial Regulations, as presented**

It was **AGREED** to adopt the Standing Orders and Financial Regulations.

**11. Finance**

**a. To authorise payments and note any monies received**

It was **AGREED** to authorise the following payments:

| <b>Payee</b>   | <b>Amount</b> | <b>Type</b> | <b>Description</b>                     |
|----------------|---------------|-------------|--|
| S Sweet        | £527.98       | SO          | Clerk salary & allowance (June & July) |
| SLCC*          | £156.00       | CHQ         | membership renewal                     |
| Norfolk Parish | £ 54.80       | CHQ         | internal audit                         |

Training Support *\*Society of Local Council Clerks*

Receipts received: None

**b. To review and sign cash book reconciliation**

The Cash Book had been reconciled to 30<sup>th</sup> June 2023 and was confirmed by sight of the bank statement to the Vice Chairman.

**c. To receive budget monitoring document and updated asset register and consider any recommendations**

Members reviewed the budget monitoring documents including the earmarked reserves, there were no concerns. Prior to the meeting the updated asset register was circulated by the Clerk. Updates were the removal of the old laptop and adding the new laptop (hardware only); defibrillator; village gateways. The current value of the telephone boxes had been updated to reflect insurance values.

**12. Planning**

**a. To consider planning applications:**

**23/00761/CU - Change of use of the Old Forge from short-stay holiday accommodation (Use Class C1) to office space (Use Class E - commercial, business and service). at The Old Forge, Church Lane, Barton Bendish, Norfolk**

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

**23/00646/F - Part retrospective - windows on rear elevation at 1 Manor Farm Barns Eastmoor Road Eastmoor Barton Bendish Norfolk**

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

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

**23/00148/F - Removal of existing conservatory, rear extension, external insulation and cladding at 8 Hatherley Gardens Barton Bendish King's Lynn Norfolk**

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

**b. To note planning decisions from the Borough Council:**

**23/00692/F Barton Bendish Abbey Farm Chapel Lane Barton Bendish - VARIATION OF CONDITION 2,7,8 AND 14 OF PLANNING APPLICATION 21/01618/F - Alterations, conversion and extensions to existing barns to create new wedding events venue with associated parking and new access.** It was noted by Members that the application had been permitted.

**13. To consider co-option applications received**

No applications had been received.

**14. To receive items for inclusion on the next agenda**

- To discuss if a planning change of use was required for the Berney Arms to be used as office space
- To discuss progress on converting The Barns to office space

**15. To confirm the date of the next meeting, as Wednesday 27th September 2023 7.30pm Barton Bendish Village Hall**

It was confirmed the next meeting would be Wednesday 27<sup>th</sup> September 2023.

Meeting closed: 8.20pm