

BARTON BENDISH PARISH COUNCIL

Minutes of Ordinary Parish Council meeting held on Wednesday 27th September 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 Chapman had sent apologies.

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

As the Council representatives for the Poor's Charity, Cllrs A Stephen & T Webster declared a non-pecuniary interest in item 13.

3. To agree the minutes of the last meeting on 12th July 2023

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

4. To consider co-option applications received

No applications had been received.

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

- Unity Trust Bank set up: Delayed due to the establishment of a separate charity account for the Poor's Charity, this was recently successfully finalised.
- Village gateways: Installation expected by the end of 2023, no later than March 2024.
- Energy-efficiency grants: Information sent from Borough Cllr Lintern, on the website, for low-income households.
- Council Tax Support consultation: Input requested for changes in the 2024/2025 fiscal year, also on website.
- Correspondence from a member of the public regarding The Berny Arms reopening and Asset of Community Value status.

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

Borough Cllr Lintern gave a verbal report this included:

- Advising there will be more schemes from the Borough, aimed at helping residents with bills
- Information on the community group roadshow being held on 12th Oct 11-1pm at the Bluebell, Stoke Ferry. This is open to all. Cllr Lintern offered to arrange a similar roadshow at Barton Bendish if requested.
- Reminding Members of a recent letter from the Leader of the Borough Council inviting Chairpersons of Parish Councils to a meeting to discuss how the Borough Council can support Parish Councils.
- Advising Members that, as Borough Councillor she has a grant fund of £1000. Community groups in Barton Bendish council apply for up to £200.00 from this fund.

Cllr Lintern gave a supply of leaflets explaining 'ThinkingFuel' community oil buying scheme.

7. Highways

a. Following on from the Clerks meeting with the NCC Highways Engineer, to discuss and agree any actions required, re: a reduction in the speeding limit to 40mph on Boughton Long Road

Members noted the advice received from the NCC Highways Engineer:

- Boughton Long Road does not meet NCC's criteria for a reduction in speed limit from 60mph to 40mph.

Chairman signature.....

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- The Parish Council should monitor the effectiveness of village gateways once installed.
- The Parish Council could consider a SAM2 (flashing speed awareness) located inside the boundary of the 30mph speed limit (SAM2 monitors are not permitted on a 60mph road)

b. To agree any highways matters needing attention by the NCC Highways Street Rangers, during their October visit

It was **AGREED** to report sections Boughton Long Road that were subsiding and the trod was overgrown and needed cutting back.

8. To note RAF Marham social events since the last meeting and appoint a representative for collating names for the RAF Marham Christmas Lunch

Cllr Wells had agreed to collate names for the RAF Marham Family Day and Christmas Lunch. Chairpersons of local Parish Councils were invited to attend the RAF Marham Annual Formal Reception, Cllr Chapman had accepted the invitation for the event*.

**Post meeting note: Cllr Chapman had been unable to attend the Annual Formal Reception.*

9. Finance

a. To authorise payments and note any monies received

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

Payee	Amount	Type	Description
S Sweet Barton Bendish	£527.98	SO	Clerk salary & allowance (Aug & Sept)
Village Hall	£52.50	CHQ	Hall hire (May, July, Sept)

Receipts received were noted:

VAT reclaimed £319.74 (for the period 01.04.2022-31.05.2023)

b. To review and sign cash book reconciliation

The Cash Book had been reconciled to 31st August 2023 and was confirmed by sight of the bank statement to the Vice Chairman.

c. To consider any additional items or projects for the draft budget 2024/25

The Clerk brought to the attention of the Members that the draft budget for the upcoming financial year is scheduled to be presented during the November 2023 meeting. Members were encouraged to propose any supplementary items or projects for potential inclusion in the budget.

10. Planning

a. To consider planning applications:

None

b. To note planning decisions from the Borough Council:

23/00646/F Barton Bendish 1 Manor Farm Barns Eastmoor Road Eastmoor Barton Bendish Norfolk PE33 9PZ - Part retrospective - windows on rear elevation. Application Permitted on 13 July 2023 by Delegated Decision

23/00761/CU Barton Bendish The Old Forge Church Lane Barton Bendish Norfolk - 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). Application Permitted on 20 July 2023 by Delegated Decision

23/00148/F Barton Bendish 8 Hatherley Gardens Barton Bendish King's Lynn Norfolk PE33 9DR - Rear extension and alterations. Application Permitted on 28 July 2023

c. To discuss whether a permitted change of use from the Planning Dept at BCKL&WN was required for the Berney Arms to be used as temporary office space, and agree potential next steps

There was a discussion regarding the utilisation of the upper floor of the Berney Arms as temporary office space. The discussion revolved around whether a planning 'change of use' was necessary, the extended duration of its temporary office use compared to initial indications, and the pub's long-term future. Concerns on these matters had also been expressed by members of the public.

It was **AGREED** the Clerk will contact Albanwise to request an update regarding the duration of the Berney Arms' use as an office, the anticipated timeline for relocating the office to The Barns, and the

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future intentions for the Berney Arms. It was further **AGREED** for Borough Cllr Lintern to make informal enquiries with the Planning Department as to whether a change of use was required for part of the Berney Arms to be used as a temporary office.

d. To discuss progress on the conversion of The Barns to office space, and agree potential next steps

Refer to Item 10 (c).

11. To receive items for inclusion on the next agenda

- Letter from Grp 4 Editors
- Expenses claim for paint, £23.99, repainting the telephone boxes

12. To confirm the date of the next meeting, as Wednesday 8th November 2023 7.30pm Barton Bendish Village Hall

It was confirmed the next meeting would be Wednesday 8th November 2023.

Borough Cllr Lintern left the meeting.

13. To receive correspondence from the Barton Bendish Poor's Allotment Charity regarding charity administration* and 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 *

Motion to exclude press and public not required as none present.

The Barton Bendish Poor's Allotment Charity requested the assistance of the Parish Council, acting as a corporate Trustee, to address concerns about the charity's administration. The Charity Clerk, who also served as the Parish Council Clerk, was likely to be classified as a worker or employee under employment law and HMRC regulations. The charity requested that the Parish Council integrate charity administration into the Parish Clerk's responsibilities, resulting in a 0.5 hour per week increase in the Clerk's contracted hours. To offset the additional cost, the charity proposed making an annual donation to the Parish Council. This arrangement aimed to ensure compliant administration and align with the Parish Council's trustee responsibilities.

It was **AGREED** to increase the Parish Clerk's hours from 4 to 4.5 per week and to accept an annual donation from the Poor's Charity to offset this cost. Financial details contained within the confidential report¹

Meeting closed: 8.17pm

¹ Confidential Appendix A/09/2023

Chairman signature.....

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