

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 W Chapman (Chairman), Cllr R Simon, Cllr T Webster, Cllr D Wells

Also in attendance:

Cllr S Lintern - Borough Councillor; Sharon Sweet - Parish Clerk; one member of the public was in attendance

- 1. To consider apologies for absence**
Cllr Tilburn had sent apologies.
- 2. To receive any Declaration of Interests and any requests for dispensation**
None.
- 3. To agree the minutes of the last meeting on 27th September 2023**
The minutes of the ordinary Parish Council Meeting on 27th September 2023, having been circulated to all prior to the meeting, were **AGREED** as correct. The 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)**
Nothing to report.
- 6. Public forum for residents to comment on agenda items, and update from Borough and County Councillors**
A member of the public, who volunteers to repaint the telephone boxes, advised the Council some steel glazing frames were missing from the telephone boxes.

Borough Cllr Lintern gave a verbal report, this included:
 - An update of the 'Beat the Bills' roadshows being held by the Borough Council.
 - Reminding Members about the Borough Councillor grant fund, where community groups in Barton Bendish could apply for up to £200.00 in total.
- 7. To note Borough Council Planning Dept are working with the Berney Arms regarding temporary use as office and also with regard to the new offices at The Barns**
Noted by Members.
- 8. To consider annual donation, £300, to St Andrew's Church for maintenance of the churchyard**
It was **AGREED** to make an increased annual donation of £325.00.
- 9. To receive correspondence from Group 4 Editors, and agree any further action**
Decision deferred until January meeting.
- 10. To agree reimbursement of volunteer expenses, paint for phone boxes £23.99**
It was **AGREED** to reimburse £23.99 for the phone box paint. It was further **AGREED** to purchase necessary steel glazing frame, total expenditure estimated to be under £100.00
- 11. To agree purchase of external hard drive for weekly back-ups of data from the laptop (est cost £50.00)**
Members asked the Clerk to look into whether the new laptop came with any Cloud storage or if not to investigate the cost of appropriate Cloud storage.

12. To receive correspondence regarding 'Participation in D-Day 80 Event - Lighting of Beacons' and agree any further action required

Members felt that any potential D-Day commemorative event would be organised by other village groups, rather than the Parish Council.

13. To consider donation request from WNDiS

It was **AGREED** not to make a donation to WNDiS.

14. Governance:

It was **AGREED** to adopt the following four policies:

- a. **Biodiversity Statement**
- b. **Health & Safety Policy**
- c. **Complaints Policy**
- d. **Disciplinary & Grievance Policy**
- e. **Grants and Donations Policy**

Members requested more time to review the draft Grants and Donations Policy, item deferred until January 2024 meeting.

f. To agree to removal of 'Member's Handbook' from the website and replace with Good Councillors Guide

It was **AGREED** to only have the Good Councillor Guide on the website.

15. Finance

a. To note as of 1 April 2023, annual pay award of £1925 (pro-rated for part-time staff) has been accepted by all unions

Noted.

b. To authorise payments and note any monies received

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

Payee	Amount	Type	Description
S Sweet	£733.52	SO & CHQ	Clerk salary & allowance
Community Volunteer	£ 23.99	CHQ	Reimbursement
Barton Bendish PCC	£325.00	CHQ	Grass cutting donation

Receipts received: £360.00 (Poor's Allotment Charity – donation for administration)

c. To review and sign cash book reconciliation

The Cash Book had been reconciled to 18th October 2023 and was confirmed by sight of the bank statement to the Chairman.

d. To receive update on the opening of a Unity Bank Account and transfer of all funds

All the paperwork had been completed and given to the Clerk at the meeting. The Clerk will submit to Unity Bank.

e. To appoint Internal Auditor for 2023/24

It was **AGREED** to appoint Di Dann as the internal auditor for 2023/24.

f. To review financial risk assessment

It was **AGREED** to adopt the updated financial risk assessment.

g. To review internal controls statement

It was **AGREED** to adopt the updated internal controls statement.

h. To receive budget monitoring document for 2023/24

Members reviewed the budget monitoring documents including the earmarked reserves, there were no concerns.

i. To receive and consider draft budget 2024/25

The Clerk had circulated a draft budget to all Councillors. The draft budget was briefly discussed, Members requested the St Andrews Church donation be set at £350.00 for 2024-25. A decision would be made on the final draft budget and the setting of the precept at the next PC meeting.

16. Planning

- a. **To consider planning applications:** none
- b. **To note planning decisions from the Borough Council:** none

17. To receive items for inclusion on the next agenda

None.

18. To confirm the date of the next meeting, as Wednesday 10th January 2024 7.30pm Barton Bendish Village Hall

The date was confirmed.

Meeting closed: 8.50pm

DRAFT