

# **BARTON BENDISH PARISH COUNCIL**

## **Minutes of Annual Parish Council meeting held on Wednesday 8<sup>th</sup> May 2024 commencing at 7.30pm in Barton Bendish Village Hall**

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

Sharon Sweet - Parish Clerk

County Councillor – Brian Long

No members of the public were in attendance

### **1. To elect the Chairman for the ensuing year**

Cllr Chapman was elected unopposed, 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, all in favour.

### **3. To consider apologies for absence**

None

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

None.

*Cllr Webster joined the meeting.*

### **5. To agree the minutes of the last meeting on 13<sup>th</sup> March 2024**

The minutes of the ordinary Parish Council Meeting on 13<sup>th</sup> March 2024, having been circulated to all prior to the meeting, were **AGREED** as correct. The Chairman signed the minutes.

### **6. Clerk Report (update on matters not elsewhere on this agenda)**

See attached, appendix A.

### **7. Public forum for members of the public to comment on agenda items, and updates from Borough and County Councillors**

County Councillor Brian Long gave a verbal report. Borough Councillor Sue Lintern had sent apologies for absence.

### **8. To elect representatives:**

- a. **RAF Marham (1 co-ordinator for Family Day & Christmas meal) - AGREED** to elect Cllr Wells
- b. **Barton Bendish Poor's Charity (2 representatives of the Council Trustee) - AGREED** to elect Cllr Stephen and Cllr Webster

### **9. To review and agree the insurance renewal £372.41 (year 2 of a 3 year agreement)**

Prior to the meeting the Clerk circulated the policy documents. It was **AGREED** to renew the insurance policy as presented.

### **10. To review and agree Scribe accounting software renewal £179.57 (year 2 of a 3 year agreement)**

Chairman's signature..... Date.....

It was **AGREED** to renew the accounting software.

**11. To consider renewal of Norfolk ALC (incl. National ALC) membership £115.40 and website hosting £70.00**

It was **AGREED** to renew the Norfolk ALC membership and website hosting.

**12. To consider £300 donation request from Group 4 News**

After a discussion it was **AGREED** to make a donation of £300.00 to the Group 4 News magazine, £150.00 to be transferred from the remaining Jubilee Grant earmarked fund and the remaining £150.00 being paid from the Community Grant budget line.

**13. To consider organising community litter pick**

After a discussion members decided not to proceed with a Council led litter pick.

**14. To consider a request from the Clerk for training (Principles of Internal Auditing Local Councils) £144**

It was **AGREED** the Council would support the cost of this training and the Clerk will complete the training in their own time.

**15. To note parish CIL report return for 2023-24**

Noted.

**16. Finance**

**Year-end accounts 2023-24**

- a. **To consider the Internal Auditors report for year ending 31 March 2024 (including AGAR Page 4) - recommendations were noted and would be addressed during 2024-25**
- b. **To agree the accounts for year ending 31 March 2024 – having been circulated prior to the meeting, the year end accounts 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 2023/24 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 2023/24 and to authorise the Chairman to sign - the Council considered and **AGREED** the Accounting Statement and authorised the Chairman to sign on their behalf.**

**2024-25**

- a. **To consider an instant access savings account with Unity Bank Account interest rate - 2.77% (Internal Audit recommendation) and, if agreed, transfer all earmarked reserves to this savings account – it was **AGREED** to open a Unity Bank instant access savings account and transfer the earmarked funds, £8183.34, to this account.**
- b. **To authorise payments and note any monies received – the following payments were **AGREED**:**

<b>Payee</b>	<b>Amount</b>	<b>Type</b>	<b>Description</b>
S Sweet May)	£629.72	SO	Clerk salary & allowance (April &
D Dann	£ 54.80	BACS	Internal Audit
Starboard systems	£179.57	BACS	Scribe accounting Software
Zurich Insurance	£372.41	BACS	Annual insurance policy
Norfolk ALC central government grant)	£ 14.40	BACS	gov.uk domain (fee reduce by
Norfolk ALC	£ 70.00	BACS	website hosting fee
Norfolk ALC	£115.40	BACS	annual subscription
Group 4 News	£300.00	BACS	donation request
SLCC	£144.00	BACS	staff training

The following receipt was noted:

<b>Payee</b>	<b>Amount</b>	<b>Type</b>	<b>Description</b>
BCKLWN	£5900.00	BACS	Precept 2024-25

- c. **To review and sign cash book reconciliation** - the Cash Book had been reconciled to 30<sup>th</sup> April 2024 and was confirmed by sight of the bank statement to the Chairman.

**17. To consider Planning Protocol (internal audit recommendation, scheme of delegation)**

It was **AGREED** to adopt the Planning Protocol as presented.

**18. To consider planning applications received from the Borough Council. Any applications received after the issuing of this agenda will also be considered at the meeting:** none received.

**19. To note planning decisions from the Borough Council of King’s Lynn and West Norfolk:** none received.

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

None.

**21. To confirm date of next meeting as Wednesday 10<sup>th</sup> July 2024 7.30pm Barton Bendish Village Hall**

The date was confirmed.

Meeting closed: 8.37pm

Chairman’s signature..... Date.....

Appendix A

**Clerk report May 2024**

**Updates:**

**Village gateways** – I have tried numerous times to speak to NCC highways engineer for an update. *At the meeting Cllr Tilburn confirmed the gateways have now been installed.*

**Gov.uk domain including email** – since the council agreed to move over a .gov.uk domain (in line with Practitioners Guide recommendation) a grant has become available. Norfolk ALC have therefore invoiced the reduce figure of £14.40 for the 2-year domain name registration (full cost £134.40). Once this is paid Norfolk ALC will set this up for the council.

**King’s portrait** – has arrived and is in storage. If there are any village organisations that would like this portrait, the item can be added to a future agenda for approval.

**Binding minute books** - ongoing

**Laptop and data** – the Microsoft OneDrive is now set up and all council documents are now stored in the Cloud.

**Current email address issues** – The council's email is currently an AOL address, with versions in both aol.com and aol.co.uk. However, it seems emails sent to aol.com are no longer reaching the aol.co.uk account used by the council. To be investigated, as this has resulted in some missed emails over the last few weeks.

Chairman’s signature..... Date.....