

**MINUTES OF THE ANNUAL PARISH MEETING OF BAWDESWELL  
PARISH COUNCIL HELD ON THURSDAY 3RD MAY 2018 STARTING AT  
7.30PM IN THE VILLAGE HALL.**

Present: B.Cunliffe (Chair), A. Toomey, and K. Ewing  
Mrs J Boxall (Clerk)

Members of the public – 1

**1. To elect the Chairman and receive Declaration of Acceptance of Office**

The Council resolved to approve Cllr Cunliffe as Chairman as proposed by Cllr Ewing and approved unanimously. Declaration of acceptance of office form was duly signed.

**2. To elect the Vice Chair and receive Declaration of Acceptance of Office**

The Council resolved to approve Cllr Mallen (in his absence) as Vice Chairman as proposed by Cllr Cunliffe, and approved unanimously.

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

Apologies were received from Tony Smith and J. Lilwall. No election was requested following Roy Read's resignation. No applications were yet received for the Councillor vacancy.

**4. To record declarations of interest from members in any item to be discussed.**

None received.

**5. To approve the minutes of the meeting held on Thursday 5th April 2018**

Resolved to approve the minutes as a true and accurate record of the meeting.

**6. To adjourn the meeting to allow public participation and also to allow Councillors with a prejudicial interest to speak on agenda items**

No comments were received

**7. To receive reports from District Councillor, County Councillor & Police  
District Cllr sent his apologies. Annual report was circulated**

**8. To receive update on matters arising from previous minutes for information only –**

All matters were covered elsewhere on the agenda

**9. To discuss & approve future events including WW1 commemoration and Christmas**

Cllr Lilwall circulated email, suggesting that as grant funding was not available, money could be raised through fundraising to provide a bench / tree in commemoration of 100 years since the end of WW1. A. Toomey to put case to the PC for approval for the Christmas Tree. It was agreed to defer any decisions until the June meeting.

## **10. To approve records retention policy and cookie policy**

The Council unanimously approved the records retention policy and cookie policy as proposed by Cllr Cunliffe. A Subject Access Request Policy had been drafted for approval at the next meeting. The Clerk was thanked for her work on GDPR.

## **11. To receive quotes for driveway repairs and approve expenditure**

No response yet received from original contractor. No other companies have yet been consulted to obtain quotes. Cllr Ewing proposed that the Parish Council obtain two additional quotes for comparison which was approved. Cllr Toomey to chase original contractor for quote.

## **12. Planning**

### **(a) To consider planning applications**

No planning applications were received although the following planning application details were received. The PC's views were not sought as the application sought a legal determination based on the scheme submitted.

#### **3PL/2018/0404/LU**

PROPOSAL: Single storey side and rear extensions (certificate of lawfulness)

LOCATION: 22 Hall Road, Bawdeswell

### **(b) To receive decisions from Breckland District Council**

Replacement front & rear dormers and front two storey extension and extension at first floor to form new bedroom & en-suite over enlarged garage at Maytree Cottage,4 Church Close Bawdeswell

-Approval

### **(c) To consider any late planning applications**

No late planning applications were received. Correspondence was received from the developer of Two Fields Way site who is looking to shortly erect security fencing around the site.

## **13. Finance**

### **To receive financial update and bank statements for consideration**

Cllr Toomey to continue as the Council's internal auditor, checking bank reconciliations. The Council approved Tim Summers as the internal auditor for the end of year 2018/19 audit.

Bank statements were available for inspection. The balance of the Community account after invoices (as detailed below) are paid is £12450.38 and the balance of the business money manager was £2250.28. Project Bawdeswell account remained as £1894.28.

The first instalment of the precept, £9387.50 was received. Community Car Scheme payment of £250 was received A VAT refund of £870.71 was received. The PWLB of £2090.82 and Eon Energy £47.38 were approved and paid by direct debit. The Clerks salary for April was confirmed as £349.86 and HMRC PAYE of £84.20. As the work had not yet been completed on the log crossing it was agreed that the payment of £1234.80 to NGF should be withheld pending completion.

### **To approve payments made, to be made and approve late payments as necessary**

The Council resolved to approve the payments made and to be made. It was unanimously agreed to suspend Financial Regulations in order to release approved

payments as only one signatory was present and able to sign as proposed by Cllr Cunliffe.

**The following payments were made by bank transfer on 4<sup>th</sup> May 2018**

|   |          |
|---|----------|
| K&M Lighting – Street Lighting Maintenance          | £ 7.08   |
| Mr D. Shannon – Recreation Ground maintenance       | £ 67.97  |
| A2Z Technology – Laptop repair (HMRC program issue) | £ 140.00 |
| T Summers – Internal audit                          | £ 100.00 |
| CGM – Grounds Maintenance – April                   | £ 225.18 |

**The following payments to be made by bank transfer on 31st May 2018**

|                                       |          |
|---------------------------------------|----------|
| Mrs Jo Boxall – May salary & expenses | £ 345.54 |
| HMRC – PAYE May                       | £ 84.40  |

**To receive internal audit report, approve Annual Governance Statement 2017/18 and approve exemption for external audit.**

The Internal Auditor's report was circulated. Comments focused on income / expenditure accounting processes which is not required for councils under £200,000.

The PC agreed to continue to use a receipts and payments method of accounting.

Thanks were extended to Tim Summers for his work carrying out the audit.

The Clerk presented the Council with the Annual Return for the financial year ended 31st March 2018 and the Annual Governance Statement 2017/18. The Clerk had previously circulated end of year figures to Council. The Council resolved to approve the Annual Return, Accounting statements 2017 /18 and the Annual Governance Statement, as proposed by Cllr Cunliffe, and approved unanimously.

It was unanimously agreed that the Parish Council would certify themselves exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015 as proposed by Cllr Cunliffe. Annual gross incomes was confirmed as £20696.66, expenditure £19197.15.

**14. Correspondence**

All correspondence was circulated, Cllr Cunliffe to contact Two Fields Way Developer re possibility of giving presentation on their plans for the site.

**15. To receive items for information**

It was agreed that Cllr Cunliffe should attend the planning training session at Breckland (£45). The Clerk advised the Council that there would be a GDPR training session on 4<sup>th</sup> June. Cllr Ewing expressed concern about policing and the lack of in the Parish.

**16. To receive items for the next agenda June 7th 2018**

Items to include, driveway maintenance and future events.

**17. To close the meeting**

There being no further business, the meeting was closed at 20.13