

MINUTES OF THE MEETING OF BAWDESWELL PARISH COUNCIL HELD ON MONDAY 5th SEPTEMBER 2016 STARTING AT 7.30PM IN THE VILLAGE HALL.

Present: B.Cunliffe (Chair), W. Mason, D. Shannon, J Mallen, J. Lilwall, T. Smith and R. Read
District Councillor G. Bambridge.
Mrs. J Boxall (Clerk)

Members of the public – 2

1. To consider accepting apologies for absence.

No apologies for absence received as all Councillors present.

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

No declarations of interest were received.

3. To approve the minutes of the meeting held on Monday 4th July 2016

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

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

A representative from La Ronde Wright updated the PC on proposed development for site adjacent to Copperfield Barn.

5. To receive reports from District Councillor, County Councillor & Police

County Councillor B. Borrett was not in attendance, no apologies were received. The Police sent apologies and a report was forwarded to Council. Cllr Cunliffe to write to Police as it was felt the report received was inadequate. District Councillor G. Bambridge gave an update on matters at Breckland including devolution and the local plan which has been approved as a consultation document, views would be sought prior to submission to the planning inspector. The PC were encouraged to respond. The Pc agreed to publicise the consultation in Reeves Tale. Cllr Cunliffe to draft piece and circulate for approval. It was agreed that the PC would start to prepare a draft response for approval in October.

6. To receive update on matters arising from previous minutes for information only – bus service, driveway, BT phone box

It was confirmed that the X29 service now comes through village on an hourly basis and no further action would be taken at present. Work nearly completed to the driveway but identified the need for a barrier around the edge to prevent vehicles driving onto the grass and destroying drainage system. Thanks were extended to A. Toomey and D. Shannon for their work on the project. It was reported that thanks to photographic evidence, BT had agreed to repaint the phone box. It was agreed that the Clerk would contact BT and request a date.

7. To discuss use of recreation ground by third parties

Cllr Cunliffe raised concern regarding use of recreation ground without PC consent. (minute ref 59/7 refers) Following discussion it was agreed that where there is an impact on other users or there are insurance implications then the PC should be notified. Cllr Cunliffe agreed to liaise with Cllr Mallen re hire of the recreation ground. Issues regarding the insurance of the BBQ were raised. A need was identified for a risk assessment, signage and regular inspections.

8. To approve projects for section 106 funding.

District Cllr Bambridge confirmed that benefits from section 106 with regard to Two Fields Way are now already sorted out so no new advantage will be gained. Following discussion PC agreed to send letter to Breckland confirming their desire to take on ownership / maintenance of the proposed amenity spaces subject to appropriate financial provision.

Cllr Cunliffe read a list of suggested section 106 projects including Community Bus Service, community shop, support service, refurbishment of play equipment, fitness area, hedge planting around car park, improved drainage for football pitch and surrounding area. Village Hall Outside storage, flexible stage/platform. Outside flood lit tennis court. Tarmac surface and gate between new VH and basketball court. Top of range photocopier and laminator for use by groups (and individuals for small

cost) Notice board for hall road, The Pc agreed to fully cost a mixture of small and large projects for consideration including fencing / hedging for car park edging, seats and recreation tables, staging for the village hall and fitness equipment. The need to fully cost each scheme to present to Breckland was identified.

9. To approve co-option policy.

The Council resolved to approve the co-option policy as proposed by Cllr Shannon, seconded by Cllr Smith and approved unanimously.

10. Planning

(a) To consider planning applications

REFERENCE: 3PL/2016/1000

PROPOSAL: Two storey rear extension, linked entrance

LOCATION: BAWDESWELL: Rose Cottage Dereham Road

APPLICANT: Mr James Barham

Following discussion, the Council agreed that they had no comment or objection.

(b) To receive decisions from Breckland District Council

Although Breckland planning committee have approved the development of the Two Fields Way site, it is subject to conditions. And no approval notice has yet been received

(c) To consider any late planning applications

No late planning applications were received

11. Finance

To receive bank statements for consideration

Bank statements were available for inspection. The balance of the Community account after invoices (as detailed below) are paid is £45023.94 and the balance of the business money manager is £2248.44. Project Bawdeswell account was confirmed as £1894.28. Clerk confirmed that she was still awaiting revised invoice from Norse. Cllr Cunliffe not confirmed as signatory due to a bank administration issue to which additional information had been sent. Cheque numbers 100998 and 100999 were cancelled. The Council approved the transfer of £200 to the Trustees of Former Highways Surveyors Account in line with budget. Mazars had completed the external audit and had no concerns.

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

The Council resolved to approve the following payments as proposed by Cllr Cunliffe, seconded by Cllr Mallen and approved unanimously.

The following payments were made by cheque dated 1st August 2016

Ken Bush – replacement cheque for grounds maintenance	- 101003	£ 875.00
Mr A Toomey – Community Car Scheme	- 101004	£ 40.24

The following payments were made by bank transfer on 1st August 2016

Mr R Fryatt – Community Car Scheme	£ 31.50
K&M Lighting – Street Lighting Maintenance 13 th July – 12 th August	£ 6.96

The following payments were made by bank transfer 31st August 2016

Mrs Jo Boxall – August salary & expenses	£ 296.23
HMRC – PAYE August	£ 71.20

The following payments were made by cheque dated 5th September 2016

Bawdeswell Parochial Church Council – Post Office heating	- 101005	£100.00
Norfolk Accident & Rescue Service – donation	- 101006	£ 50.00
Reeves Tale – donation	- 101007	£330.00
Citizens Advice Bureau – donation	- 101008	£ 50.00
Community Action Norfolk – Annual Membership	- 101009	£ 20.00

The following payments to be made by bank transfer 7th September 2016

Mrs Jo Boxall – suspension files	£ 24.17
K&M Lighting – Street Lighting 13 th August – 12 th September	£ 6.96
Mazars LLP – External audit fee	£240.00

The following payments to be made by bank transfer 30th September 2016

Mrs Jo Boxall – September salary & expenses	£292.93
HMRC – PAYE September	£ 71.20

Cllr Shannon proposed that as no application was received for the recycling money, it should be used to create concrete pads for the recycling bins. It was agreed in principle for the recycling money to be used for this purpose subject to costings. To be included on the agenda for October.

To approve Street Lighting Maintenance contract

Three quotes were received for consideration. The Council resolved to approve a three year contract with K&M Lighting, as proposed by Cllr Shannon, seconded by Cllr Mason and approved unanimously.

To approve insurance cover and contract

Four quotes were received for consideration. The Council resolved to approve a one year contract with Hiscox as proposed by Cllr Shannon, seconded by Cllr Cunliffe and approved unanimously. Clerk to clarify position regarding public liability for third parties

12. Correspondence

All correspondence circulated electronically

13. To receive items for information

Following reports that a mess was created following the Bowling Clubs marquee, it was agreed that the Village Hall would address the issue directly as there were other items of concern.

It was agreed that thanks should be expressed to Dennis & Colin Eagle for verge cutting down Dereham Road.

Thanks were extended to Cllr Mason for all his work in the community. He stood down as Vice Chairman pending his move abroad.

14. To receive items for the next agenda

Items to include approval of expenditure for recycling area, recreation ground schedule confirmation, section 106 projects, local plan consultation, Vice Chair election,

15. To confirm date of next meeting

The date of the next meeting was confirmed as the 3rd October 2016

16. To close the meeting

There being no further business the meeting closed at 22.19pm