

MINUTES OF THE MEETING OF BAWDESWELL PARISH COUNCIL HELD ON MONDAY 2nd MARCH 2015 AT THE CHURCH.

Present: W. Mason (Chair), J Mallen, B Cunliffe and C. Beane
Mrs. J Boxall (Clerk)

Members of the public - 1

1. To consider accepting apologies for absence.

Resolved to accept apologies for absence from D. Shannon and J.Lilwall.

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 2nd February 2015.

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.

Resolved to suspend the meeting to allow members of the public opportunity to inform the meeting. No comments were received.

5. To receive report from District Councillor, County Councillor and Police

Police were not in attendance, a report was circulated. District Cllr Bambridge hoped to be joining the meeting later.

6. To receive update on matters arising from previous minutes for information only – Stopping up order, kissing gate, village maintenance, litter bin, improvements to bus services, Highway matters

Clerk gave update on situation re stopping up order. As it was felt that the issue before magistrates was the stopping up order of public highway and not the disposal of the land, Clerk was asked to contact Bill Borrett to make further enquiries. No further quotes were received for kissing gate despite best efforts. Breckland were going to apply for a licence for litter bin for Adams Pit and once confirmed, bin could be ordered and installed.

There was no further update regarding improvement to bus services. Highways had agreed to refund the money for the Dereham Road Trod and once received, Clerk would send refund to residents who made initial donations.

Clerk confirmed that street lighting maintenance was paid for by the Parish Council but not the electricity supply. Breckland still pay for the electricity supply but the Clerk would make enquiries about changing this.

7. To approve tree inspection quote

Three quotes were received. Cllr Mallen proposed that the Council accept the quote from Ravenscroft at £245 + VAT, seconded by Cllr Beane and approved unanimously.

8. To ratify decision to apply for small communities grant

Cllr Shannon circulated proposals in between meetings (including provisional costings for the Bawdeswell Recreational area project). A grant application for £1000 was submitted to Breckland DC. Cllr Cunliffe proposed that the decision to proceed with the grant application be ratified, seconded by Cllr Beane and approved unanimously.

9. To approve Standing Orders, Model Publication Scheme, Data Protection, Complaint procedure, Grievance, Disciplinary, Equal Ops and Health & Safety Policies

The Council resolved to adopt all of the above policies.

A draft copy of the standing orders (SO) was circulated. Following discussion, Cllr Mallen proposed that the SO to restrict meetings to 2 1/2 hours remain and that if the Village Hall was not available, another suitable venue would be sought by the Chair, seconded by Cllr Beane and approved unanimously.

The other policies were circulated, Cllr Mason proposed that the Council adopt the above policies, seconded by Cllr Mallen and approved unanimously. Policies to be added to website.

10. To receive update from Village Hall Committee regarding progress on the new hall and Surrounds, including funding requirements and PC support required against expected capital expenditure, and to consider / approve grant for opening event.

Cllr Mason provided update. There has been very little progress since the last meeting. Cllr Cunliffe proposed that the council do not make decision on grant for opening event until next meeting when it is hoped other expenditure (drive and hall) could be clarified, seconded by Cllr Beane and approved unanimously.

11. To approve Clerk's increase in hours / salary from April 2015 and September appraisal

Council resolved to increase Clerk's hours to 6 per week and increase salary to £12.68/hour with effect from 1st April 2015. The payment of £1450 for Clerk's additional hours was also approved, the remainder to be paid with March salary.

Clerk proposed that an appraisal and review is carried out in September, prior to precept meeting. Cllr Mason proposed that the Council approve the increases, seconded by Cllr Beane and approved unanimously.

12. Planning

- a) No planning applications were received
- b) Change of use of sunroom / store / shower –wc to a holiday let at Waratah, The Street, Bawdeswell – Approval (with conditions restricting use, to prevent residential accommodation)
- c) No late planning applications were received

13. Finance

To receive financial report and approve Financial regulations and risk assessment

Clerk circulated financial report showing figures in line with budget and end of year expectations. A draft copy of the financial regulations was circulated for consideration. Cllr Mason proposed that the mandate for internet banking be approved with Clerk as the primary user and other signatories have access as read only. Regular salary payments were approved, seconded by Cllr Mallen and approved unanimously.

To receive bank statements for consideration

Bank statements were available for inspection.

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

The Council resolved to approve the following payments in accordance with the budget

Payee details	Cheque number	Amount
No Butts Bin Company	100942	£ 2295.72
Bawdeswell Heath Trust	100943	£ 159.29
K&M Lighting Services – street lighting maint	100944	£ 6.96
Mr A Smith – Community Car Scheme	100945	£ 26.80
Mr R Blyth – Community Car Scheme	100946	£ 33.00
R. Fryatt – Community car scheme	100947	£ 40.00
A. Shannon – Community car scheme	100948	£ 47.20
S Ward – Community Car Scheme	100949	£ 29.50
HMRC – PAYE & NI February	100950	£ 399.84
Mrs Jo Boxall – Salary, exps & additional hours	100951	£ 1108.36
HMRC – Employers NI	100952	£ 115.28
Bawdeswell Village Hall – grant payment	100953	£10000.00
NRCC – Play area inspection course	100954	£ 40.00
	Total	£

14. Correspondence –

All correspondence was circulated to council for consideration. The PC had no comments with regards to NCC's review of governance.

15. To receive items for the next agenda

Village Hall financial update and driveway consideration. Financial regulations, grant for Village Hall opening event.

16. To confirm date of next meeting

As 6th April is a bank holiday the next meeting was confirmed as 13th April 2015

17. To close the meeting

There being no further business, the council resolved to close the meeting at 20.57pm