

**MINUTES OF THE ANNUAL PARISH MEETING OF BAWDESWELL PARISH COUNCIL
HELD ON THURSDAY 4th MAY 2017 STARTING AT 7.30PM IN THE CHURCH.**

Present: B.Cunliffe (Chair), J. Mallen, A. Toomey, P. Lilwall and R. Reed
Mrs. J Boxall (Clerk)

Members of the public – 4
District Councillor – Gordon Bambridge

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 Mallen, seconded by Cllr. Lilwall and approved unanimously.

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

The Council resolved to **approve** Cllr Mallen as Vice Chairman as proposed by Cllr Cunliffe, seconded by Cllr. Read and approved unanimously.

3. To consider accepting apologies for absence.

Apologies were received from Tony Smith. No applications were 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 6th April 2017

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.

It was requested that the District Councillor be given the opportunity to respond to comments made at the Parish Meeting.

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

The Police were not in attendance but sent a report which was circulated electronically, District Councillor Bambridge to forward annual report. There was discussion regarding the LSC designation and timescale for the Local Plan, Neighbourhood Planning and the settlement boundary. The County Councillor was not in attendance.

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

It was agreed to continue to make enquiries regarding defibrillator and put on agenda for next meeting. BT phone box to be put back on agenda for next meeting, following agreement to request further information from BT re purchase of land. Clerk to chase Highways re village hall sign.

9. To consider / approve quote for play area repairs

It was **agreed** to **approve** the quote from NGF for the play area repairs as proposed by Cllr Mallen, seconded by Cllr Lilwall and approved unanimously. It was agreed to allow up to £1000 plus VAT to include further repairs to the tractor. Play area to be a future agenda item.

10. Planning

(a) To consider planning applications

No planning applications were received

(b) To receive decisions from Breckland District Council

No decisions were received

(c) To consider any late planning applications

3PL/2017/0540/F

Part demolition of ancillary structures and alterations and extension to existing hatchery site to include erection of two new buildings, realigned vehicle entrances, additional staff parking and various associated works

Cobb Breeding Co Ltd Elsing Lane, Bawdeswell

The Parish Council agreed that they had no objection or comment to make with regards to this application.

11. Finance

To receive financial update and bank statements for consideration

Cllr Toomey agreed to be the Council's internal auditor, checking bank reconciliations.

Bank statements were available for inspection. The balance of the Community account after invoices (as detailed below) are paid is £15063.98 and the balance of the business money manager was £2249.12. Project Bawdeswell account was confirmed as £1894.28.

The Community Car Scheme payment of £250 was received and the £65.16 Car scheme payment due for March 2017 was also received. A VAT refund of £259.73 was received. Recycling credits of £495.66 were received from Breckland for recycling 2016/17, although no breakdown of how this was allocated (textile / glass) was received

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.

The following payment was made on 11th April 2017

Mr A Smith – BBQ Area, slabs	£ 69.12
------------------------------	---------

The following payments to be made by bank transfer on 31st May 2017

Mrs Jo Boxall – May salary & expenses	£ 335.50
HMRC – PAYE May	£ 82.00

To approve Annual Governance Statement 2016/17

The Internal Auditor's report was circulated. The auditor recommends that the accounts are extended to include a trial balance. Following discussion it was agreed the PC would not make any amendment to the accounting process at present. 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 2017 and the Annual Governance Statement 2016/17. The Clerk had previously circulated end of year figures to Council. The Council resolved to approve the Annual Return, Accounting statements 2016 /17 and the Annual Governance Statement, as proposed by Cllr Cunliffe, seconded by Cllr Mallon and approved unanimously.

12. Correspondence

All correspondence circulated electronically

13. To receive items for information

No items received

14. To receive items for the next agenda June 1st 2017

Play area, Defibrillator, Neighbourhood Plan, Car Park repairs, BT phone box

15. To close the meeting

There being no further business the meeting was closed at 20.51pm

