

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF BAWDESWELL PARISH COUNCIL HELD ON THURSDAY 9th MAY 2019 STARTING AT 7.30PM IN THE VILLAGE HALL.

Present: B.Cunliffe (Chair), J. Mallen, P. Lilwall, A. Toomey, K. Ewing, A Hartley-Walder and R. Read

Mrs J Boxall (Clerk)

Members of the public – 5

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 Read 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

It was unanimously agreed to defer this agenda item until after co-option of new councillor as proposed by Cllr Cunliffe

3. To consider accepting apologies for absence.

No apologies for absence were received as all councillors present.

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 4th April 2019

Resolved to approve the minutes as a true and accurate record of the meeting as proposed by Cllr Ewing.

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

Thanks were received from a member of the public for all the Councils hard work.

On behalf of Youth Football Club concerns were raised about frequency / quality of grounds maintenance. Permission was granted for a contractor to carry out a 'one off 'cut and renovation' of football pitch ready for next season, subject to receipt of contractor's public liability. A request was made for the football storage container to be painted and planted as previously promised.

Grounds maintenance to be included on the next agenda.

7. To receive reports from District Councillor, County Councillor & Police. To receive reports from Primary School and Village Hall

County Councillor Borrett was not in attendance and no apologies were received. Apologies were received from District Cllr Bambridge. Cllr A Hartley-Walder gave a brief update from the Primary School, no specific issues were raised. Cllr Lilwall gave an update on recent maintenance at the Village Hall.

8. To co-opt new Councillor and receive declaration of acceptance of office

It was confirmed that following the uncontested election, the council were a councillor short. John Mallen put himself forward for co-option. The Council unanimously resolved to approve the co-option of John Mallen following a proposal by Cllr Cunliffe.

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

The Council unanimously approved the re-election of Cllr Mallen as Vice Chair as proposed by Cllr Cunliffe.

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

The Clerk reported that the textile bank had finally been moved. A response was received from NCC Highways regarding the gritting route, stating that The Street, Bawdeswell would not be included in the gritting schedule. The Clerk had completed the re-enrolment process for the Pensions Regulator with a review date of 1st May 2019. It was reported that the Church Wall repairs would be brought up at PCC meeting on 16th May. To be included on the agenda in June

10. To review & approve Financial Regulations and associated policies, Risk Assessment. Standing Orders and Code of Conduct.

Copies of the above policies were circulated to Councillors for review. It was unanimously agreed to approve as proposed by Cllr Cunliffe

11. Planning

(a) To record planning decisions made between meetings

3PL/2019/0370/HOU

PROPOSAL: Installation of Velux Roof lights to side Elevation to convert Roof Space over garage

LOCATION: 9 Saxon Meadows, Bawdeswell

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

(b) To receive decisions from Breckland District Council

3PL/2018/1111/O - Development of three detached self-build properties with garages at Dereham Road Bawdeswell - Refusal

3PL/2019/0113/F - Change of use of outbuilding into holiday accommodation at Old Workhouse Paddocks Reepham Road, Bawdeswell - Refusal

3PL/2019/0370/HOU - Installation of Velux Roof lights to side Elevation to convert Roof Space over garage at 9 Saxon Meadows, Bawdeswell - Approval

(c) To consider any late planning applications

No late planning applications were received.

12. Finance

To receive financial update and bank statements for consideration

The balance of the community account after payments as detailed below are paid is £ 18,204.58 less Clerk's salary and PAYE to be confirmed. The balance of the business money manager was £2253.77, Project Bawdeswell account was confirmed as £1894.28. VAT refund of £1412.25 was received from HMRC. The Community Car Scheme grant payment of £250 was received. A payment was received from Breckland in respect of recycling credits (£367.64 for glass and £170.58 for textiles) £63.67 direct debit to Eon Energy for street lighting was paid on the 15th April. Public Works Loan Board repayment £2090.82 is due to be paid on 13th May.

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

All payments made were approved according to the budget as proposed by Cllr Cunliffe

The following payment was made by bank transfer on 7th April 2019

Richard Blyth – Community Car Scheme £ 12.00

The following payments were made on 30th April 2019

Mrs Jo Boxall – April salary & expenses £340.31

HMRC PAYE April £ 84.20

The following payment was made by bank transfer on 9th May 2019

T E Summers – Internal Audit £100.00

Mrs Jo Boxall – Printer ink £ 35.99

Mrs J Cunliffe – Refund CCS Volunteer badges £ 33.47

J Porter – CCS medical £ 15.00

K&M Lighting – Street lighting maintenance 13th April – 12th May 2019 £ 7.08

CGM Group – Grounds Maintenance April £225.18

To receive internal audit report, approve Annual Governance Statement 2018/19 and approve exemption for external audit

The Clerk reported that as annual gross income for the year 2018/19 was £22793.63 and annual gross expenditure was £22434.61, (both under £25,000), the Parish Council can declare itself as exempt from External Audit. It was agreed as proposed by Cllr Cunliffe to sign the AGAR certificate of exemption. To approve the AGAR Annual Governance Statement 2018-19:

The internal auditors report and Annual Governance Statement 2018-19 were read to Councillors. It was unanimously agreed to approve and sign the Annual Governance Statement as proposed by Cllr Cunliffe. It was unanimously agreed to approve the AGAR Accounting Statements 2018-19 and approve Mr T Summers as the internal auditor for 2019-20 as proposed by Cllr Cunliffe.

13. Correspondence –

Following email received from local resident re concern with recreation ground hedge encroaching on their property, Cllr Cunliffe had carried out site visit. It was agreed to contact the insurance company for advice.

14. To receive items for information

A resident has approached PC to request provision of allotments on recreation ground. It was felt that the location suggested was unsuitable. No current need was identified and it was confirmed that many residents already had allotments in Reepham.

The Parish Council agreed in principle to replace the bent gate post at the end of the drive.

Cllr Ewing raised concern about the trees in the churchyard. A request for support from NCC

Highways regarding overgrown hedge was reported.

Concern was raised regarding speeding motorcyclists on the Reepham Road. Following discussion it was agreed to write to Norfolk Police to express concern, especially in light of recent fatality.

15. To receive items for the next agenda June 6th 2019

Church Wall repairs, Recreation Ground maintenance, Review PC Goals for future.

16. To close meeting to members of the press and public

‘Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, because of the confidential nature of the business to be transacted, the press and public leave the meeting during the Clerk’s appraisal and salary review.

Following discussion of the point raised regarding salary underpayment by the Internal Auditor, Clerk had reviewed the salary paid 2018 -19 and confirmed that the underpayment was due to the additional hour awarded for monthly playground inspection not being paid. It was unanimously agreed to pay this underpayment as proposed by Cllr Cunliffe. Following a positive review, it was agreed to increase Clerk’s salary by 3% from 1st April 2019 in accordance with the approved budget. The Clerk proposed that as her workload had settled, the additional hour paid for playground inspection was no longer necessary and could be incorporated in the agreed 7 hours per week, this was agreed as proposed by Cllr Cunliffe.

17. To close the meeting

There being no further business the meeting was closed at 8.52pm