**MINUTES OF THE MEETING OF BAWDESWELL PARISH COUNCIL HELD ON THURSDAY 5th SEPTEMBER 2019 STARTING AT 7.30PM IN THE VILLAGE HALL.**

Present: B.Cunliffe (Chair), J. Mallen, A. Toomey, A Hartley-Walder and R. Reed

Mrs J Boxall (Clerk)

Members of the public – 0

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

Apologies for absence received from Cllr Lilwall and K. Ewing.

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

None received.

**3. To approve the minutes of the meeting held on Thursday 4th July 2019**

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

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

No comments received.

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

County Cllr Borrett was not in attendance, no apologies were received. Breckland Police July Parish Newsletter was circulated and it was confirmed speed checks had been carried out in the area. District Cllr Bambridge sent his apologies due to ill health, the PC’s best wishes were conveyed.

Cllr Hartley- Walder gave a brief update as the school has just returned from summer holidays. No further communication was received regarding the grant application / enquiry. Cllr Mallen reported ongoing issues with the leaking village hall roof and a blocked sewer issue which had been fixed.

**6. To receive update on matters arising from previous minutes for information only – Milestone renovation, Football Container renovation, Housing development**

Thanks were given to Cllr Reed who repaired / restored the milestone in the village. The PC agreed to cover the cost of the paint, receipts were provided. It was noted that the football container has still not been painted, village volunteers have offered assistance and it is anticipated that it will be painted shortly. Clerk to draft agreement for the container for consideration. Although there is evidence of surveying on land at Reepham Road, no planning application has yet been received for comment. No training has yet been carried out for the defibrillator. Cllr Toomey to chase / organise.

**7.**  **To approve further action regarding unauthorised tree removal Bawdeswell Churchyard**

Concern was expressed following the unauthorised and unnecessary removal of the May tree in the Churchyard. The incident was reported to Breckland DC who were considering prosecution. Following discussion the PC agreed that any action regarding the tree should be taken by Breckland Council but that Bawdeswell PC should make further enquiries regarding the churchyard boundary and the planting of three saplings in the boundary area.

**8. To approve schedule for grass maintenance contract**

The Clerk circulated the previous grounds maintenance schedule for consideration. It was agreed to seek an updated quote from the current contractor for the Jubilee Garden and churchyard to ensure best value was still being received. It was agreed to contact the village volunteers to ascertain if they were able to continue to carry out various grounds maintenance around the village, especially at Adams Pit. The recreation ground was the main area for the contract.

**9. To approve further action / scheme regarding new play equipment and approve £432,46 repair to rotobounce**

An update was given on the proposal for new play equipment. An activity trim trail was suggested for the edge of the play area with a climbing unit / slide for the toddler area. Although there was currently £3300 in ring fenced funds (including the grant monies) an anonymous donation had been offered to make total available for the play area up to £10000. It was anticipated that the play area would be installed April / May. Clerk to seek advice from Playdale re possibilities (given space available) for equipment suggested and obtain final quote for consideration. It was agreed that repairs were necessary to the rotobounce but it was hoped that this could be carried out at the same time as the provision of new equipment which may decrease the price. Clerk to investigate.

**10. To approve response to street naming consultation**

Abel Housing suggested the following names for the new housing development at Hall Road - Greenhouse Road, Beehive Way

Seedling Drive and Dibber Loke. The Parish Council proposed to honour the two WW2 airmen who crashed into the church so agreed unanimously to submit the following names for consideration - McClean Road and Tansley Drive,

Lancaster Way and Spitfire Loke as proposed by Cllr Cunliffe. It was agreed that in the event of a negative response from Breckland - Heath Avenue, Nursery Road, Bluebell Drive, Magnolia Way would be suggested as an alternative.

**11. Planning**

**(a) To record decisions made between meetings –**

 **3PL/2019/0830 – Application for removal of planning condition to allow development to be used as holiday**

 **accommodation at Heath Cottage, Dereham Road, Bawdeswell, NR20 4AA**

The Parish Council agreed to object to the application as previous Highway concerns had not been addressed.

 **(b) To consider planning applications**

No planning applications were received

**(c) To receive decisions from Breckland District Council**

Application for removal of planning condition to allow development to be used as holiday accommodation at Heath Cottage, Dereham Road, Bawdeswell, NR20 4AA - approved

**(d) To consider any late planning applications**

No late planning applications were received.

**12. Finance**

**To receive financial update and approve further action re safe guarding HSBC**

Bank statements were available for inspection. The balance of the Community account was £ 11,386.75, business money manager was £2255.27, Project Bawdeswell account was confirmed as £ £3,331.90 (ringfenced funds). Eon Energy direct debit of £67.22 was taken on 12th July 2019. The Data protection renewal fee of £35 was paid by direct debit on 26th July. Following review, the Community Car Scheme balance was reviewed and confirmed as £324.69 following receipt of £151.88 from Foxley Parish Council. £500 was transferred to the Trustee of Allotment account on 28th August 2019 in accordance with the budget. £70 donation was received from users of the car parking area during an event.

The Clerk received a letter from HSBC requesting safeguarding information in order for the Trustee of Allotment account to remain open. Concerns were expressed about the process as information required by HSBS may not be available. It was agreed that if, following an initial conversation with HSBC, it was not going to be possible to meet their requirements, an alternative bank account would be sought to avoid unnecessary delay / inconvenience as proposed by Cllr Cunliffe.

**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 as follows as proposed by Cllr Cunliffe.

**The following payments were made by bank transfer on 6th August 2019**

Bawdeswell Village Hall Hire April – June £ 30.00

K&M Lighting Street Lighting Maintenance July 2019 £ 7.08

Breckland District Council - Election charges £ 75.00

CGM Grounds Maintenance - July 2019 £ 225.18

**The following payments were made by bank transfer on 30th August 2019**

Mrs Jo Boxall - August salary & expenses £ 355.68

HMRC PAYE August 2019 £ 87.00

**The following payments to be made by cheque 5th September 2019**

NARS Cheque number 101056 £ 50.00

All Saints Church PCC – Post Office Heating Cheque number 101057 £ 100.00

Reeves Tale Cheque number 101058 £ 330.00

**The Following payments to be made by Bank Transfer on 6th September 2019**

Came & Company - Annual insurance £ 425.55

CGM Grounds Maintenance August 2019 £ 225.18

K&M Lighting Street Lighting Maintenance August 2019 £ 7.08

Mrs Jo Boxall - Salary & expenses September 2019 £ 355.68

HMRC PAYE September 2019 £ 87.00

**13. Correspondence –**

A request to use the recreation ground for a classic car festival was received. Joyriding / Hare coursing was reported which had led to the request from the landowner to put a gate across the common lane to prevent vehicles accessing the lane. As it is a confirmed bridalway, subject to access being maintained for horses and pedestrians, no concern was expressed by the PC. An email was received from Norfolk ALC about a Community, Well-being, Environment initiative, to be considered on the next agenda.

**14. To receive items for information**

Residents had expressed concern regarding street lighting for the development at Two Fields Way, Abel homes had already confirmed that they were not willing to cover the cost. A request from Abel homes requesting the Parish Council consider taking responsibility for the open space under the section 106 agreement was received. Following discussion it was agreed to request a draft contract for consideration.

**15. To receive items for the next agenda October 3rd 2019**

Community and wellbeing response, play equipment, section 106 agreement,

**16. To close the meeting**

There being no further business the meeting was closed at 21.54pm

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