# MINUTES OF THE MEETING OF BAWDESWELL PARISH COUNCIL

# HELD ON THURSDAY 4th JUNE 2020

STARTING AT 7.30PM. DUE TO CORONA VIRUS RESTRICTIONS THIS MEETING WAS HELD VIRTUALLY VIA ZOOM.

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

**County Councillor Borrett**

**Mrs J Boxall (Clerk)**

**Members of the public – 1**

## 1. To receive and note apologies for absence.

Apologies for absence received and noted from J.Mallen.

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

None received.

## 3. To approve the minutes of the Parish Council meeting held on Thursday 5th March 2020

Resolved to approve the minutes of the meeting held on Thursday 5th March 2020, as a true and accurate record of the Parish Council meeting as proposed by Cllr Hartley-Walder. It was acknowledged that no meetings were held in April or May due to Government restrictions following the Corona virus outbreak.

## 4. To adjourn the meeting to allow public participation.

No comments were received.

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

District Cllr Bambridge sent his apologies. County Cllr Borrett gave a brief update on how restrictions are affecting matters at County Hall including the test and trace service. On behalf of the Parish Council Cllr Cunliffe thanked Cllr Borrett/ Norfolk County Council for the continuation of services during this difficult time.

Cllr Hartley-Walder gave an update on Primary School matters. Cllr Cunliffe conveyed thanks to the school for the continued support for both children home schooling and to those who have returned. Cllr Lilwall gave an update on Village Hall matters. Trustees have examined ways that the hall could reopen once restrictions are lifted. A grant has been received and others applied for. Hall will remain closed until it is safe to reopen and restrictions are lifted.

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

Now restrictions starting to lift, Cllr Cunliffe will make further enquiries regarding installation of a mirror opposite Village Hall driveway to obtain better visibility.

## 7. To approve further action regarding playground maintenance following play inspection

A full play inspection was carried out and report received / circulated. Some items noted for action have already been rectified as part of the play area refurbishment. Cllr Hartley-Walder with Cllr Toomey will confirm outstanding matters that need attention and bring to Council in July. Clerk gave an update on financial situation regarding play area. A further donation of £200 was received today and thanks extended to the resident for that. To date donations of £10288.90 have been received for the play area. £9982.26 is confirmed for new equipment. Play area budget of £2000 for 2019/20 was not spent so will be moved to ear marked reserves, giving remaining reserve of £2306.64. A further £2000 has been allocated for repair / replacement this financial year. Play area opening to be considered at a later date.

## 8. To review and approve Standing Orders

The Parish Council reviewed Standing Orders. Cllr Lilwall proposed that standing orders be approved with no amendment.

## 9. To consider and approve future plans for Village Hall Car Park

Cllrs Lilwall and Cunliffe met with a structural engineer (Ground specialist) to discuss how to minimise flooding in the Village Hall car park, how to extend the car park to provide more parking spaces and how to approve the surface of the car parking area and driveway. Following discussion, Engineer will produce a document (to be circulated once received) detailing options and costings for further consideration.

## 10. Planning

### (a) To record planning application response made between meetings

**3PL/2020/0378/O - Development of three detached self-build properties with garages at Land adjacent Meadowbank & Loran Dereham Road**

The Council agreed unanimously to object to this application on the grounds that it is outside the

settlement boundary, is non-essential development and that the visibility splays required for vehicles

entering and leaving the site will not be to the acceptable sizes and angles, Concern was expressed over

the removal of hedging from the site. Cllr Cunliffe confirmed that following a Breckland Planning ‘Chairman’s panel’, it is expected that the application will be refused and appeal will be the only avenue for the applicant to follow.

**3PL/2020/0273/HOU - New Porch / Roof Conversion with Dormer Window & Alterations at 1 Chaucer Close, Bawdeswell**

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

**APPLICATION TO MODIFY OR DISCHARGE A PLANNING OBLIGATION**

**3OB/2019/0034/OB - Discharge of S106 agreement 3PL/2018/0993/F with relating to approve nominated body & open space scheme at Land off Hall Road, Bawdeswell.**

The Council had already agreed (October 2019) that they would adopt the open space, and had no further comment to make.

### (b) To receive decisions from Breckland District Council

Construction of timber built and timber cladded kennel block at 34 Reepham Road, Bawdeswell,

- Approval

New Porch / Roof Conversion with Dormer Window & Alterations at 1 Chaucer Close, Bawdeswell

- Approval

### (c) To consider any late planning applications

**3PL/2020/0512/LU- Demolish single storey outbuilding and replace with slightly smaller single storey outbuilding (certificate of lawfulness) at Westbury, 39 Reepham Road, Bawdeswell –** As this application is to seek a legal determination based on the scheme submitted, no comment from the Parish Council was sought.

## 11. Finance

### To receive financial update and bank statements for consideration

It was reported that HSBC had completed its safeguarding checks in respect of the Parish Council accounts and no further information was required. The balance of the Community account as at 31st May was confirmed as £26,518.74, Business Money Manager was £2258.64, Project Bawdeswell account was confirmed as £ £3,331.90 (ring-fenced funds for play equipment). Cllr Toomey agreed to carry out quarterly audits via email. A credit for £100.80 was received from CGM for incorrect invoice.

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

All payments made since March were approved as per attached list. All payments approved as proposed by Cllr Cunliffe

### To receive internal audit report, receive end of year accounts and approve Annual Governance Statement 2019/20

The Clerk reported that as annual gross income for the year 2019/20 was £35216.85 and annual gross expenditure was £26421.23, accounts will need to be submitted to the external auditor. End of year accounts were circulated to Council.

### To approve the AGAR Annual Governance Statement 2019-20:

The internal auditors report and Annual Governance Statement 2019-20 and Accounting Statements 2019/20 were circulated to Councillors. It was unanimously agreed to approve and sign the Annual Governance Statement 2019/20 as proposed by Cllr Cunliffe. It was unanimously agreed to approve the Annual Accounting Statements 2019-20 as proposed by Cllr Cunliffe. Mr T Summers was confirmed as the internal auditor for 2020/21 as proposed by Cllr Cunliffe. It was agreed that the period of elector’s rights would be 15th June to 24th July. All financial information to be published on the website. Thanks were extended to the Clerk for all her work on the end of year accounts.

### To approve Financial Regulations, Financial Internal Control and Financial Risk Assessment

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

## 13. To receive items for information

Request to use recreation ground for outside Zumba class received – permission refused given current government restrictions. Cllr Hartley-Walder agreed to take over defibrillator duties. Cllr Cunliffe confirmed that signatures for new Trustee to Former Highway surveyors account will be obtained so that the new account can be opened.

Cllr Ewing confirmed that issue of cars parking on pavement on The Street had not improved. Cllr Cunliffe to construct / circulate a polite notice to put on car windscreens in the first instance.

It was confirmed that in accordance with Government advice, the play area was closed in March and remains closed. Notices have been put up. The new play equipment will be cordoned off so cannot be used.

## 14. To receive items for the next agenda July 2nd 2020

Future agenda items to include - Clerks appraisal, Village Hall car parking area and Play equipment report.

## 15. To close the meeting

There being no further business the meeting was closed at 20.17pm