# MINUTES OF THE MEETING OF BAWDESWELL PARISH COUNCIL

# HELD ON THURSDAY 3rd SEPTEMBER 2020

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

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

**Mrs J Boxall (Clerk)**

**Members of the public – 0**

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

Apologies for absence received and noted from J. Lilwall and 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 2nd July 2020

Resolved to approve the minutes of the meeting held on Thursday 2nd July 2020, as a true and accurate record of the Parish Council meeting as proposed by Cllr Cunliffe.

## 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.

County Councillor B. Borrett, District Councillor G. Bambridge and the Police were not in attendance. The monthly Police report was circulated.

Cllr Hartley-Walder reported that she was no longer a governor at the Primary School so would not be able to give further updates. Cllr Lilwall circulated a brief report to Council prior to the meeting. The Village Hall roof and all the internal repairs have been completed and tentative bookings have been received for next year. Thanks were extended to volunteers for manning the hall for afternoon café during summer.

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

The Clerk reported that no update was received from Highways regarding the proposal to install a mirror opposite the Village Hall entrance. Cllr Cunliffe submitted an enquiry to Royal Mail regarding the proposal to reposition the post box, two months later no response has yet been received despite follow up enquiries.

## 7. To receive quotes and approve Long Term Insurance contract

Three quotes were received for comparison. Following a full review it was unanimously agreed to approve a three year long term agreement with BHIB insurance at £403.08 per annum as proposed by Cllr Cunliffe.

**8. To consider request from Longham FC for use of recreation ground**

A request was received from Longham Football Club to use the Football Pitch for Sunday matches. As Bawdeswell Youth FC play on Saturday and Sunday mornings, it was unanimously agreed that permission could not be granted as proposed by Cllr Cunliffe.

## 9. To receive specification from Engineer and approve further action

No update / report was yet received from Engineer regarding specification for village Hall car park extension.

**10. To receive update on recreation ground, review facilities for teenagers and approve further action as appropriate**

The Clerk gave an update on the play area following the monthly play inspection. Teenagers have requested play equipment such as bike / scooter ramps and a shelter / hut. They were asked to email Cllr Cunliffe to put forward ideas for consideration but had not yet engaged. Clerk highlighted concerns as a picnic table had been moved onto one of the hills. Council agreed to consider the project in principle for spring 2021.

**11. To receive update on maintenance of PC land and gardens and approve further action.**

Cllr Cunliffe gave an overview on the current situation with grounds maintenance involving contractors and volunteers. Following concerns raised about maintenance at Adams Pit and Jubilee Garden and the uncertainty over the future availability of volunteer labour and the availability of the contractor for the Jubilee Garden and Churchyard. It was acknowledged that there remains a lot of work in and around the village for the Village volunteers /Saga Louts without general grounds maintenance.

It was unanimously agreed to visit all locations in the village to note what is required in terms of maintenance at each location and draft a specification from which quotes for grounds maintenance could be obtained. It was agreed that it would be easier to set the precept when costs are set /known. The Clerk confirmed that there was currently no contract for the maintenance of the Jubilee Garden and the Churchyard.

## 12. Planning

### (a) To consider planning applications

No planning applications were received for consideration.

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

Discharge of S106 agreement 3PL/2018/0993/F with relating to approve nominated body & open space scheme at Land off Hall Road Bawdeswell – Approval

Demolish single storey outbuilding and replace with smaller single storey outbuilding (certificate of lawfulness) at Westbury, 39 Reepham Road, Bawdeswell - Approval

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

No late planning applications were received.

The Government has announced a major new planning reform to help accelerate infrastructure and housing delivery, and support post-Covid growth, details were circulated to the Parish Council for consideration.

## 13. Finance

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

The balance of the Community account as at 31st August was confirmed as £18,922.98, Business Money Manager was £2258.72, Project Bawdeswell account was confirmed as £ £3,331.90 (ring-fenced funds for play equipment to be recalculated following payment to Playdale). External Auditor Report and Certificate was received from PKF Littlejohn confirming that following review of Sections 1 and 2 of the Annual Governance and Accountability Return, all relevant legislation and regulatory requirements have been met. Notice of Conclusion of audit has been posted on noticeboard and website.

A copy of the Trust documents for the Trustee of Allotment to Former Highway Surveyors were found and the Co-op bank account has now been opened. The cheque for £4598.70 was paid in and £500, as agreed in the budget will now be paid into this account.

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

All payments made and to be made for August and September approved as proposed by Cllr Cunliffe.

**14. Correspondence**

All items received were circulated to Council.

## 15. To receive items for information

An enquiry was received to allow dog training on a Saturday morning / Thursday evening on the recreation ground. Cllr Cunliffe proposed charge £15/session on a short term basis. Clerk to receive details. Concern was raised about continued car parking on pavements. Notices have been left on windscreens and some cars were now parking in the road, which may cause obstruction for buses. It was agreed to monitor the situation and take matters further as appropriate.

The residents of 3 Saxon Meadow have been contacted regarding responsibility for 4 trees on the churchyard boundary and they are consulting their deeds. Cllr Cunliffe to follow up on this matter.

Foxley Parish Council have received a planning application for consideration. Cllr Cunliffe forwarded a draft response for consideration which with amendments was approved.

It was sadly reported that former long standing Councillor William Mason has passed away. The Council sent their sympathies to his family.

Play area – It was reported that there is an ongoing problem with dogs on play equipment / in recreation ground area. Cllr Cunliffe to make further enquiries into possible signage. As the Covid signage needs replacing it was agreed to look at more permanent signage.

Cllr Ewing expressed disappointment about the lack of attendance at meetings from the District Councillor and County Councillor. Clerk confirmed no apologies received.

Cllr Toomey confirmed official road signage has been installed on new housing development.

Website Accessibility Regulations come into force in September, Clerk reported that she would be taking part in Bawdeswell Parish Council website specific training, where the website will be reviewed and updated as necessary. A Policy will be drafted as appropriate for approval at the next meeting.

## 16. To receive items for the next agenda October 1st 2020

Items to include Website accessibility policy, Bawdeswell Village Hall car park, Grounds maintenance, Churchyard boundary,

**17. To close the meeting.**

There being no further business the meeting was closed at 8.53pm