

**MINUTES OF THE MEETING OF BAWDESWELL PARISH COUNCIL  
HELD ON THURSDAY 2<sup>nd</sup> SEPTEMBER 2021  
STARTING AT 7.30PM.**

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

**Mrs J Boxall (Clerk)**

**Members of the public – 3**

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

No apologies for absence were received as all Councillors were present.

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

None were received.

**3. To approve the minutes of the Bawdeswell Parish Council meeting held on Thursday 1st July 2021**

It was unanimously **AGREED** to approve the minutes of the Parish Council meeting held on Thursday 1<sup>st</sup> July 2021 as a true and accurate record as proposed by Cllr Cunliffe, seconded by Cllr Mallen. Minutes were duly signed.

**4. To adjourn the meeting to allow members of the public to speak on agenda items.**

No requests to speak were received.

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

District Councillor G. Bambridge sent his apologies, County Councillor B. Borrett and the Police were not in attendance. The monthly Police report was circulated electronically. The Police have suggested holding a police workshop, (Tuesday morning during the Hub?) to give residents the opportunity to raise any concerns directly with the Police.

Cllr Lilwall gave a brief update on matters relating to Village Hall and confirmed the Trustees remain positive as bookings, revenue and interest has increased. The roof has started to cause an issue again and a grant application has been made to NCF for air purifiers for Covid prevention.

**6. To receive update on matters arising from previous minutes for information only – Village sign, Drainage work, Public Open Space, Church Boundary fencing**

A local contractor has agreed to mend the village sign. They intend to start ASAP.

It was confirmed that the drainage work to the Village Hall car parking area was completed mid-August and the invoice received for payment. Councillors attended a meeting to approve slight alterations to the original plan. It is expected that the car park drainage will be massively improved by the work carried out.

Searches were being carried out in respect of the open space transfer and as additional costs had been identified, the solicitor was seeking confirmation that these costs would be met by the developer. The Council approved the plan of the open space which had been circulated.

The Church Boundary fencing work is outstanding and the contractor has been reminded that the work is overdue.

**7. To receive information on fixed speed signage and consider / approve application to Parish Partnership Fund**

Frustration was expressed at the lack of action regarding the issue of speeding and request for a 20MPH outside the school. A quote for £4149 – 4260.00 was circulated for solar powered fixed speed signage (with / without flashing amber lights). It is understood that in addition a sum of £2000 needs to be paid to Norfolk County Council for ten years maintenance, which includes an annual maintenance visit and all the repairs during the period. The parish partnership fund will cover both the sign costs and the commuted sum. As it was felt that a fixed sign would not solve the speeding issue, it was unanimously **AGREED** not to make an application for parish partnership funding as proposed by Cllr

Cunliffe. Cllr Cunliffe agreed to draft and circulate a letter to the EDP focusing on the issue of the lack of a 20MPH limit outside the school. If no response is received then it was agreed to follow a complaint process with Norfolk County Council and include County Councillor Borrett in the correspondence.

**8. To receive quotes and consider / approve further action regarding repair or replacement of play equipment**

Cllr Cunliffe confirmed that he regularly visited the play area with a view to restricting access to the toddler swing but any notices advising against use of the swings were swiftly removed. He confirmed that the loose bolts on the toddler swings have been tightened and are secure. It was agreed that if the bolt becomes loose again then the swing will be removed to prevent use. Three quotes for replacement swings / matting were received and circulated which varied greatly according to specification. It was agreed to defer any decision to the next agenda and arrange a site meeting with a contractor who may be able to carry out short term repairs to include increasing layer of topsoil / turf and removing rotten wood.

**9. To receive update, consider / approve relocation of defibrillator**

New defibrillator pads have been purchased and installed. It was confirmed that as a new noticeboard has been put up, there was no need to move the defibrillator. Cllr Mallen confirmed that the unit had been checked and was fully functional. All necessary forms were completed with Community Heartbeat so the ambulance service should now reinstate the defibrillator.

**10. To consider / approve further action regarding Queens Jubilee Celebration**

Following discussion, it was confirmed that the village hall was available Sunday and Monday of the Jubilee bank holiday weekend for community use / celebration. It was agreed that any event needed to be a combined village effort and someone to lead the project was needed. It was agreed to discuss further at the next meeting.

**11. To consider / approve further action regarding future maintenance of Jubilee Garden**

Thanks were extended to David Shannon for all his work with the Saga Louts. Mr Shannon had recently highlighted the need for the Parish Council to consider maintenance / expenditure at the jubilee gardens. Although the contractor cuts the grass on a fortnightly basis, the volunteers currently manage the flower beds and work had been identified. Although a wildflower meadow had been suggested it was acknowledged this would be difficult to maintain so the use of low maintenance shrubs was suggested, as consideration needed to be given to future maintenance. Concern was raised over resident's use of the area and it was suggested the Council highlight the presence of the jubilee garden with a ceremonial 'planting' for the upcoming jubilee.

It was unanimously **AGREED** to use an anonymous donation of £200 (for use in the jubilee garden) to purchase low maintenance shrubs for the jubilee garden and for the Parish Council to purchase the necessary bark for weed control, seconded by Cllr Mallen. It was agreed that there would be further thoughts about planning an event for June.

**12. Planning**

**(a) To consider planning applications**

No new planning applications were received. Planning application received between meetings; 3PL/2021/1069/HOU - First floor side and rear extension above existing Kitchen and Living rooms. Existing front porch to be rebuilt at 36 Reepham Road Bawdeswell – The Council had no comment or objection.

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

3PL/2021/0883/LB - Retrospective Application to for a garden pond and to replace a garden fence at Chaucer House, The Street 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 as at end of August 2021 was confirmed as £22021.43, Business Money Manager was £2258.96 and the Project Bawdeswell account (earmarked reserves) was confirmed as £6655.96. The Community Car Scheme balance confirmed as £434.26.

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

All payments made and to be made were approved as proposed by Cllr Cunliffe, seconded by Cllr Mallen. A direct debit to Eon Energy was paid 12<sup>th</sup> July £67.22. A payment to ICO for data protection renewal was paid on 28<sup>th</sup> July by Direct Debit £35.00.

### To confirm receipt of conclusion of audit

PKF Littlejohn have completed their review of the Annual Governance & Accountability Return (AGAR) for Bawdeswell Parish Council for the year ended 31 March 2021. A copy of the external auditor report and certificate (Section 3 of the AGAR Part 3) has been published on the website / noticeboard along with a copy of Sections 1 and 2, on which their report is based. There were no matters arising and no further action is required. The Notice of Conclusion of Audit has been also been published.

### Payments made by Bank Transfer 9<sup>th</sup> July 2021

G. Williamson - repairs to noticeboard	£127.12
The DefibPad - replacement defibrillator pads	£187.20 (later refunded due to duplicate order)
W.Cunliffe - refund padlock	£46.99
Bawdeswell Village Hall - Hall hire 3rd June	£10.00

### Payments made by Bank Transfer 22<sup>nd</sup> July 2021

CGM Grounds Maintenance - 26th April - 21st June	£368.40
CBR business solutions - DBS checks CCS	£72.00

### Payments made by Bank Transfer 9<sup>th</sup> August 2021

Bawdeswell Village Hall - Hall Hire 1st July	£10.00
K&M lighting 13th July - 12th August	£7.74

### Payment made by Bank Transfer 10<sup>th</sup> August 2021

PKF Littlejohn External Auditor	£240.00
---------------------------------	---------

### Payments to be made by Bank Transfer 31<sup>st</sup> August 2021

Mrs Jo Boxall – August salary & expenses – £821.32 (includes refund of tax to be reclaimed from HMRC)

### Payments to be made 3<sup>rd</sup> September 2021

K&M Lighting - 13th August - 12th September 2021	£7.74
BHIB insurance renewal	£413.16
P B Builders - drainage village Hall	£3470.00 (two payments made £1470 & £2000)

## 14. Correspondence

All correspondence received was circulated. A letter was received from residents of Two Fields Way concerned about the current use of the open space for ball games, as the space had not yet been transferred to the Parish Council it was agreed to consider on the next agenda. It was agreed to recirculate the email regarding proposals to find an alternative way of bringing the huge quantities of power being generated from wind turbines in the North Sea on shore without disruption to Norfolk. It was agreed to confirm support via email and respond as appropriate. To consider as a future agenda item as necessary.

## 15. To receive items for information and receive items for the next agenda

It was confirmed that the soundproof curtains for the meeting room at the Village Hall had been ordered and should be attached prior to the next meeting. It was agreed to send a thank you to the farmer for his co-operation with the drainage work. Clerk to write to the Garden Centre regarding the issue of delivery lorries obstructing the road outside and creating a hazard. It was agreed that the PC should make a donation towards the refreshments at the village litter-pick.

**16. To approve the date of the next Parish Council Meeting October 7th 2021**

It was **AGREED** that the next meeting would be held on Thursday October 7th 2021 in the Village Hall subject to social distancing measures.

**17. To approve exclusion of the press and public under the public bodies (admission to meetings) act 1960 during discussion of agenda item 18;**

It was **AGREED** to exclude press and public during review / approval of the Clerks salary (Agenda item 18) as proposed by Cllr Cunliffe and agreed unanimously

**18. To review / approve Clerks salary for period 1st April 2021- 31st March 2022 and carry out appraisal for salary consideration effective April 2022**

An informal appraisal had been carried out. It was unanimously **AGREED** to officially increase the Clerks salary by 3% backdated to 1<sup>st</sup> April 2021, as budgeted in 2021/22 precept allocation and approve increase of a further 3% from 1<sup>st</sup> April 2022 as proposed by Cllr Cunliffe, seconded by Cllr Ewing. Future salary increases to be considered in September prior to consideration of the budget.

**19. To close the meeting.**

There being no further business the meeting was closed at 9.00pm

Minutes confirmed ..... 7<sup>th</sup> October 2021