

**MINUTES OF THE ANNUAL MEETING OF BAWDESWELL PARISH
COUNCIL HELD ON THURSDAY 6th MAY 2021
STARTING AT 7.30PM.**

The meeting was held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 via Zoom.

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 – 0

1. To elect the Chairman and receive Declaration of Acceptance of Office

It was unanimously agreed to approve Cllr Cunliffe as Chairman, as proposed by Cllr Mallen and seconded by Cllr Toomey. The Declaration of Acceptance of Office form was duly signed.

2. To elect the Vice Chair

It was unanimously agreed to approve Cllr Mallen as Vice Chair, as proposed by Cllr Cunliffe and seconded by Cllr Hartley-Walder.

3. To receive and note apologies for absence.

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

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

None were received.

6. To approve the minutes of the Parish Council meeting held on Thursday 8th April 2021

It was unanimously agreed to approve the minutes of the Parish Council meeting held on Thursday 8th April 2021, as a true and accurate record as proposed by Cllr Cunliffe, seconded by Cllr Mallen. Minutes to be signed as soon as possible once current restrictions are lifted.

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

No comments were received as there were no members of the public in attendance.

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

District Councillor G. Bambridge sent his apologies but hoped to attend the June meeting, District Councillor B. Borrett and the Police were not in attendance. The monthly Police report was circulated electronically.

Cllr Lilwall gave a brief update. Trustees remain focused on getting the hall ready for reopening and confirmed that the hall was in a strong financial position, having received government grants. An NCF grant would enable the Trustees to enhance the outdoor space and leave a legacy for the future. It was confirmed that the Hall was being well managed by a good group of Trustees.

8. To receive update on matters arising from previous minutes for information only – church boundary, Drainage, adoption of open space

Cllr Cunliffe confirmed that it was just a matter of waiting for the builders to start work on the boundary fencing and waiting for a date for the field to be clear so the new drainage could be laid (July). It was confirmed that Abel Homes had agreed to cover the Council's costs of £1700 for the adoption of the Open space.

9. To elect Councillor Representatives for Village Hall & appoint Internal Control Officer

It was unanimously agreed to reappoint Cllr Mallen and Cllr Lilwall as Councillor Representatives for the Village Hall as proposed by Cllr Cunliffe, seconded by Cllr Reed

It was unanimously agreed to reappoint Cllr Toomey as Internal Control Officer for 2021/22 as proposed by Cllr Cunliffe and seconded by Cllr Reed.

10. To approve CBR Business Solutions as provider of DBS checks for Community Car Scheme

It was unanimously agreed to approve CBR Business Solutions to provide DBS checks for the Community Car Scheme as proposed by Cllr Cunliffe, seconded by Cllr Hartley-Walder. It was confirmed that most of the drivers are out of their DBS and medicals so there will be a need to start again, once drivers have confirmed that they are prepared to carry on.

11. To approve further action regarding fencing on Village Hall Driveway

Cllr Cunliffe confirmed that the work to repair and reinstate the posts on the Village Hall Driveway will be undertaken by volunteers (probably Saga Louts) once the weather improves.

12. To consider village commemorative event

It was agreed that Cllr Cunliffe would contact Abel Homes regarding a hand over date for the open space. It was acknowledged that this could be an opportunity to bring the community together and commemorate the lives of the two airmen. To be included on the next agenda

13. To approve further action regarding speeding in the Village

An email was sent to Highways regarding the possibility of installing a permanent flashing sign just past 40mph sign on the Reepham Road in Bawdeswell and to enquire if Parish Partnership funding would be available for this. There has been a significant increase in traffic following the recent housing development and the Parish Council are receiving complaints from residents and would like to consider their options. County Cllr Borrett offered to contribute £1000 towards the scheme which it is understood could be used to part or fully fund (depending on the bill) the Parish's segment of the Parish Partnership costs

It was unanimously agreed to approve the scheme in principle subject to the Parish Council's contribution being no more than £2500 as proposed by Cllr Mallen, seconded by Cllr Toomey. It was agreed to ask Highways to attend the next meeting so all options regarding speed reduction could be considered.

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

It was unanimously agreed to approve all policies without amendment as proposed by Cllr Cunliffe and seconded by Cllr Toomey.

11. Planning

(a) To consider planning applications

3PL/2021/0617/HOU - Two Storey Side Extension & Replacement Garden Room at Park Farm Dereham Road Bawdeswell

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

(b) To receive decisions from Breckland District Council

Proposed single storey extension (south elevation) and alterations to fenestration including new roof light and enlarged window with juliet balcony to south elevation at Heath Cottage Dereham Road Bawdeswell – Approval

Proposed porch and rear single storey extension, with various internal alterations at 7 Hall Road Bawdeswell – Approval

Appeal Ref: APP/F2605/C/20/3258396 - The Pigman's House, Reepham Road, Bawdeswell, Dereham, Norfolk NR20 4RX - The appeal was allowed and the enforcement notice quashed.

Cllr Cunliffe gave a brief report on the meeting with the Head of Planning at Breckland and had expressed the Council's concern over the mishandling of this situation

(c) To consider any late planning applications

No late planning application were received.

12. Finance

To receive financial update and bank statements for consideration

The balance of the Community account as at end of April 2021 was confirmed as £29,824.63 (Clerk's April salary and PAYE paid 4th May 2021), Business Money Manager was £2258.88, Project Bawdeswell account (earmarked reserves) was confirmed as £5006.64. (£1649.32 to be transferred from Community Account into Project Bawdeswell Account). The Community Car Scheme balance remains £630.26. VAT return for the year 2020/21 totalling £1860.02 had been received. Direct Debit to Eon for £66.49 paid 12th April. Public Works Loan Board repayment £2090.82 due to be paid by Direct Debit 12th May.

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

All payments made and to be made for April approved as proposed by Cllr Cunliffe, seconded by Cllr Lilwall

Payments to be made by Bank Transfer 7th May 2021

Norfolk ALC Annual subscription	£204.29 (not previously made)
K&M Lighting – 13 th April – 12 th May	£7.74
T Summers – Internal Audit	£100.00

Payments to be made by Bank Transfer 28th May 2021

Mrs Jo Boxall – May salary & expenses	£366.07
HMRC – PAYE May	£ 89.60

To receive internal audit report and appoint internal auditor 2021/22

The Internal Auditor's report was received and noted. It was unanimously agreed to appoint T. Summers as internal auditor for 2021/22 as proposed by Cllr Cunliffe and seconded by Cllr Mallen.

To receive and approve Section 1 Annual Governance Statement 2020/21

It was unanimously agreed to approve section 1 of the Annual Governance Statement 2020/21 as proposed by Cllr BC seconded by Cllr AH sec unanimous.

To receive and approve Section 2 – Accounting Statements 2020/21

It was unanimously agreed to approve section 2 – Accounting Statements 2020/21 as proposed by Cllr AT, sec Cllr RR, unanimous

To approve period for the exercise of public rights

The period for the exercise of public rights was approved as commencing on 14th June 2021 and ending on 23rd July 2021 BC sec JM unanimous

To review and approve insurance provision

The Parish Council currently has a 3 year long term agreement with BHIB in respect of the insurance. As there was no change to the Council's liabilities, it was unanimously agreed that there was no need for the schedule to be amended and the insurance could be renewed as proposed by Cllr Cunliffe and seconded by Cllr Hartley-Walder

13. Correspondence

All correspondence received was circulated. An email was received from a resident raising concern about the road layout at Hall Road and restricted access on Common Lane. The Parish Council had originally objected to the development site due to the road layout. It was agreed to bring her concerns to the attention of Highways. It was agreed to contact the landowner regarding the restricted access on Common Lane as it a right of way / bridle path.

The Parish Council were copied into communication from the County Councillor who received an email from a resident with an issue at Bawdeswell on the A1067.

14. To receive items for information

A quote was received from Garden Guardian for £195 for fortnightly grass cutting on the Village Green as the resident who had previously cut the grass was no longer able to do so. A letter of Thanks was sent to them. It is understood that the land used to be maintained by Highways and this would require further communication with Highways. It was agreed until the situation was resolved, the Council would accept the quote for grass cutting.

A resident had requested that the small grassed area on Bluebell rise be turned it into wildlife flower area, which would be managed by volunteers. The Council agreed that they would need further information but would consider proposals.

It was confirmed that the work to the noticeboard would be carried out next week and that the sunken manhole cover had been marked for repair.

15. To receive items for the next agenda June 3rd 2021 in the Village Hall

Items for the next agenda to include speeding, commemorative event, wildlife flower meadow, visit from Highways.

14. To close the meeting.

There being no further business the meeting was closed at 20.38pm