

**MINUTES OF THE ANNUAL MEETING OF BAWDESWELL PARISH
COUNCIL HELD ON THURSDAY 5th MAY 2022 AT BAWDESWELL
VILLAGE HALL
STARTING AT 7.30PM.**

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

Mrs J Boxall (Clerk)

Members of the public – 4

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

It was unanimously **AGREED** to approve Cllr Mallen as Chairman, as proposed by Cllr Reed and seconded by Cllr Hartley- Walder. The Declaration of Acceptance of Office form was duly signed.

2. To elect the Vice Chair

It was unanimously **AGREED** to approve Cllr Hartley- Walder as Vice Chair, as proposed by Cllr Ewing and seconded by Cllr Reed.

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.

Cllr Lilwall declared a pecuniary interest regarding planning application 3PL/2022/0462/F. It was unanimously agreed to move planning to the end of the agenda.

5. To approve the minutes of the Parish Council meeting held on Thursday 7th April 2022

It was unanimously agreed to approve the minutes of the Parish Council meeting held on Thursday 7th April 2022, as a true and accurate record as proposed by Cllr Ewing, seconded by Cllr Hartley- Walder. Minutes were duly signed.

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

Following an enquiry from a resident, it was confirmed that the Parish Council would consider the Village Hall roof situation at a future meeting and was not on the agenda for this meeting.

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

District Councillor G. Bambridge and District Councillor B. Borrett were not in attendance and sent apologies. Annual reports were circulated electronically in advance of the meeting.

The Police were not in attendance. The monthly Police report was circulated electronically.

The Primary School representative was not in attendance

Cllr Lilwall gave a report on Village Hall business. An initial rough estimate has been received for repairs to the Village Hall roof of £55000 + VAT. Initial enquiries suggest that it would not be possible to reclaim the VAT from the works. The Village Hall were unable to go to tender on quotes without securing funding and were seeking support from the Parish Council for funding. Public Works Loan documents had already been shared with the Village Hall Trustees for consideration. It was confirmed that as a worst case scenario the Trustees would be looking for a loan of £75000 to be repaid by the trustees from income. The Trustees are going to look for grants but are highly unlikely to be successful and have yet to agree what amount can be put forward from reserves. Clerk to make further enquiries re Public Works Loan and circulate to Council. It was agreed to table this as a formal agenda item at the June meeting.

8. To receive update on matters arising from previous minutes for information only – Village Sign, Open Space screening, Adams Pit repairs

It was confirmed that the Village sign will be restored and back in position by the Queens Jubilee. It was agreed to defer the screening of the Open space to the next meeting. The contractor has been asked

to carry out repairs to the walkway at Adam Pit. Reserves at Adams Pit were confirmed as around £5000. Driveway repairs had been carried out at the Village Hall.

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

It was unanimously **AGREED** to appoint Cllr Hartley- Walder and Cllr Lilwall as Councillor Representatives for the Village Hall as proposed by Cllr Toomey, seconded by Cllr Ewing. It was unanimously **AGREED** to reappoint Cllr Toomey as Internal Control Officer for 2022/23 as proposed by Cllr Lilwall and seconded by Cllr Coles.

10. To receive update on traffic survey and consider / approve further action

Cllr Coles gave an update on the traffic survey and circulated a report for consideration (Summary attached to these minutes). It was acknowledged from the results that there was an issue with speeding. Following discussion it was unanimously **AGREED** to endorse further action as suggested on the report (next steps) as proposed by Cllr Hartley- Walder and seconded by Cllr Lilwall. Thanks were extended to Cllr Coles and the volunteers who carried out the census.

11. To receive update and consider further action with regards to Reeves Tale

It was confirmed that Foxley PC had been approached with regards to contributing towards the laptop. Although it was acknowledged that the Reeves Tale is a valuable resource, as it is an independent magazine, it was agreed to take no further action at this time with regards to the future management of the publication. It was confirmed that the Reeves Tale has a draft constitution that does not include Parish Council involvement and that the Editor is happy to continue at this time.

12. To consider / approve further action regarding proposals to change Bawdeswell Heath Management

Following discussion it was agreed that until a formal proposal is received from Bawdeswell Heath Trustees regarding the proposed transfer of stewardship of the Heath to the Norfolk Wildlife Trust, the Council could not consider the future management of their 4 acres of land further at the Heath..

13. To approve further action / expenditure for replacement planters village green

Following consideration it was unanimously **AGREED** that Cllr Coles would work with other Councillors and carry out the work to replace the flower bed surrounds. Materials had been sourced at a cost of around £850 including oak sleepers. Proposed by Cllr Lilwall, seconded by Cllr Reed. Thanks were extended to Cllr Coles for his work on the project.

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 Ewing, seconded by Cllr Toomey.

15. Planning

It was agreed to defer this agenda item to the end of the meeting.

16. Finance

To receive financial update and bank statements for consideration

The balance of the Community account as at end of April 2022 was confirmed as £27037.47, Business Money Manager (Earmarked reserves) was £36142.87 following a transfer of £27242.69 as previously approved and £1.00 interest added. The Community Car Scheme balance £1429.26. A claim for the refund of VAT for the year 2021/22 totalling £1671.81 had been submitted to HMRC. Direct Debit to NPower for £113.89 paid 19th April. Public Works Loan Board repayment £2090.82 due to be paid by Direct Debit 13th May. 1st instalment of the precept was received 8th April £12000. Monthly bank charge of £8 were taken 3rd April 2022. Budget figures were circulated to Council for consideration.

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

All payments made and to be made for April / May approved as proposed by Cllr Lilwall seconded by Cllr Hartley- Walder. The list of payments was duly signed. Late payments to include refund to Cllr Coles for expenditure incurred as part of traffic census £45.90 and to Contractor for work to restore the Village sign £34.00.

Payments made by Bank Transfer since last meeting

11 th April 2022	Bawdeswell Village Hall – March	£ 10.00	
23 rd April 2022	K&M Lighting - Street lighting 13th April - 12th May	£ 7.74	
23 rd April 2022	CGM Grounds Maintenance	£184.20	
27 th April 2022	D Wheeler – Lateral Flow Test refund		£ 36.95
29 th April 2022	Mrs Jo Boxall – April salary & exps.		£483.02

To receive internal audit report and appoint internal auditor 2022/23

The Internal Auditor’s report was received and additional comments noted and addressed. It was unanimously **AGREED** to appoint T. Summers as internal auditor for 2022/23 as proposed by Cllr Ewing and seconded by Cllr Hartley- Walder.

To receive and approve Section 1 Annual Governance Statement 2021/22

It was unanimously **AGREED** to approve section 1 of the Annual Governance Statement 2021/22 as proposed by Cllr Lilwall, seconded by Cllr Coles.

To receive and approve Section 2 – Accounting Statements 2021/22

It was unanimously **AGREED** to approve section 2 – Accounting Statements 2021/22 as proposed by Cllr Ewing, seconded by Cllr Mallen.

To approve period for the exercise of public rights

The period for the exercise of public rights was unanimously **AGREED** as commencing on 13th June 2022 and ending on 22nd July 2022 as approved by Cllr Mallen, seconded Cllr Hartley- Walder.

To review and approve insurance provision

The Parish Council currently has a 3 year long term agreement with BHIB (Approved September 2020) 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 Toomey and seconded by Cllr Reed.

17. Correspondence

All correspondence received was circulated. It was agreed to repeat the offer to meet with the Chair and Vice Chair to the resident who raised concerns about facilities within the village. A complaint received about overgrown area on the recreation ground has been resolved as work has been carried out.

18. To receive items for information

A quote was received from Garden Guardian for £1120 + VAT for two weekly grass cutting and maintenance of the Public Open Space/ Play area. The Clerk had requested another quote for comparison but not yet received. Due to the timescale and as grounds maintenance will be reviewed at the next meeting it was **AGREED** to accept this quote for the year.

Cllr Toomey expressed concern over continued lack of emails from the Parish Clerk. As the Clerk had been unable to solve the issue despite several attempts to resolve the matter, Cllr Ewing offered to print off paper copies of emails and pass to Cllr Toomey.

Cllr Coles confirmed he would be attending the meeting regarding the Vattenfall community benefit fund, to see what could be available to Bawdeswell. Concern was expressed about increased traffic movements on the B1145 from HGV’s servicing the proposed onshore windfarm development. It was agreed to put on the agenda for June.

19. To receive items for the next agenda June 2nd 2022

Future agenda items to include Village Hall roof consideration, Future management of green open space, HGV’s / Speeding update, Vattenfall, traffic movements and community benefit meeting update. As the 2nd June was the Queens Jubilee weekend, it was agreed to move the meeting to June 1st starting at 7pm.

15. Planning

(a) To consider planning applications

No new planning applications were received

(b) To receive decisions from Breckland District Council

This item was not covered at the meeting.

(c) To consider any late planning applications

3PL/2022/0462/F

PROPOSAL: Change of Use of Public House to dwelling includes internal alterations - demolition of internal walls and formation of staircases

LOCATION: Church View, The Street, Bawdeswell

Cllr Lilwall left the meeting at 21.12pm prior to discussion on this application

Following discussion it was unanimously **AGREED** that the Council had no objections to the proposed alterations to the building but as a village were very disappointed to lose the only village facility, as proposed by Cllr Ewing, seconded by Cllr Coles.

20. To close the meeting.

There being no further business the meeting was closed at 21.33pm

Minutes signed

1st June 2022