

**MINUTES OF THE PARISH COUNCIL MEETING OF BAWDESWELL PARISH COUNCIL HELD ON THURSDAY 6<sup>TH</sup> JULY 2023 AT BAWDESWELL VILLAGE HALL STARTING AT 7.00PM.**

**Present: J. Mallen, D. Shannon, A. Hartley-Walder, D. Cockburn, R. Reed and C. Good**

**Mrs J Boxall (Clerk)**

**Members of the public – 8**

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

No apologies for absence were received. Cllr Reed was not in attendance at the start of the meeting but arrived during agenda item 9.

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

Cllrs D. Shannon, D. Cockburn and A. Hartley-Walder expressed an interest in specific site discussions (agenda item 11) as their properties are on the boundary of proposed sites put forward for development. It was agreed that Councillors would apply for dispensation to enable future discussions.

**3. To approve the minutes of the Annual Parish meeting & Annual Parish Council meeting held on Thursday 1<sup>st</sup> June 23**

It was unanimously **AGREED** to approve the minutes of the Annual Parish Meeting and the Annual Parish Council meeting held on Thursday 1<sup>st</sup> June 2023, as a true and accurate record as proposed by Cllr Shannon, seconded by Cllr Hartley-Walder. Minutes were duly signed.

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

Mr Coles provided background information regarding previous consideration for the SAM2, including the traffic census, meetings with Highways engineer & Westcotec. The benefit of the SAM2 units was highlighted. There was concern that without detailed evidence from SAM2 date, no serious consideration would be given to the issue of speeding by other agencies. The Locations of the units (previously approved) were clarified. Mr Coles offered to lead on the project. Fundraising was suggested as a means to raise the required 50% funding.

Mr Snell, Chair of the Youth Football Team was invited to speak during item 9, grounds maintenance.

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

District Councillor G. Bambridge sent his apologies. County Councillor B. Borrett, the Police and David Taylor, Chair of the Primary school governors were not in attendance.

Village Hall representative – Cllr Good gave a brief update on fundraising for the roof repairs and confirmed that the Trustees had been able to completely pay the final invoice from the contractor. Thanks were extended to all who donated and to the treasurer of the village hall committee who has 'squeezed' the accounts. It was confirmed there will be a need to fundraise for years to come as general reserves have been depleted and will need to be rebuilt.

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

Highways confirmed that the overhanging tree on the Dereham Road was on the schedule for attention.

**7. To approve co-option of new Councillor**

Mr Craven sent his apologies as he was away on business. It was unanimously **AGREED** to defer Mr Craven's co-option onto the Parish Council until the next meeting as proposed by Cllr Cockburn, seconded by Cllr Hartley- Walder.

**8. To confirm / approve non acceptance of the PWLB loan.**

As it was confirmed that the Village Hall Trustees did not need the Parish Council to draw on the PWLB loan, it was unanimously **AGREED** not to accept the offer of the loan as proposed by Cllr Cockburn, seconded by Cllr Hartley- Walder

**9. Grounds Maintenance – To receive update & approve further action as required**

Following concerns raised, Cllr Shannon and the Clerk met with the contractor. There was discussion over the requirements for the youth Football Team and the Football Club were encouraged to present proposals / pitch report to the PC for consideration. It was confirmed there was a longer term plan regarding the drainage of the pitch. Mr Snell requested the football pitch be cut a little shorter following inspection after the latest cut.

It was unanimously **AGREED** that the Clerk request the lower cut of the Football pitch with Mr Snell checking the length, (extra cuts to the football pitch yet to be defined / approved) and that the Football Club advise the cost of a lawn mowing machine as proposed by Cllr Shannon, seconded by Cllr Cockburn.

Cllr Shannon suggested the Council review the state of the Village Green and consider purchasing weed and feed and top soil with volunteers carrying out the work. Concern was raised about the hedge cutting, and the period of the bird nesting season was considered. Clerk to check contract. The Clerk requested the Council review their grounds maintenance requirements so a revised schedule can be sent to Contractors for quotes ahead of setting the 2024/25 budget. It was agreed to review at the September meeting.

#### **10. To received annual play inspection report and approve further action re maintenance / repairs**

The annual play inspection report was circulated. Clerk to obtain quotes for essential maintenance for consideration. Clerk highlighted concern over the surfacing issues as this was not likely to be included in any quote for repairs.

#### **11. Breckland Call for sites – to receive update and consider formulating response**

It was confirmed that Breckland has not yet commented on proposed sites and is unlikely to do so until the autumn as confirmed by DC Bambridge at the last meeting. Although it was acknowledged that it was premature for the PC to comment about specific sites, it was agreed to revisit the general policy that was approved in 2017. Cllr Shannon circulated a response for consideration. It was unanimously **AGREED** to use Cllr Shannon's draft response as the basis for the Council's policy review with individual Councillors submitting their comments via email to Cllr Shannon with a view to approving a final draft at the September meeting as proposed by Cllr Shannon, seconded by Cllr Cockburn.

#### **12. To consider / approve formation of Neighbourhood Plan**

Following discussion, it was confirmed that the Council do not wish to pursue a Neighbourhood Plan.

#### **13. To approve further action regarding parking in Bawdeswell**

Concern was expressed about the parking on The Street which causes issues for large vehicles & buses and parking on grass opposite the school, reducing the visibility on a single track road (it was confirmed the PC has already tried numerous times to get the 20MPH limit moved). Following discussion it was **AGREED** to write to Highways and ask them to look at the parking issue on The Street & Foxley Road in light of the bus service, and concerns this will stop if buses can't access The Street.

#### **14. To consider / approve Parish Partnership Scheme application in respect of SAM2 & Village gates**

The Clerk circulated information regarding SAM2 and village gates. Concern was expressed that more than one set of gates would be required which would considerably increase the cost so it was unanimously **AGREED** to defer consideration of the village gates to the next financial year as proposed by Cllr Shannon, seconded by Cllr Reed.

Following discussion Cllr Cockburn proposed that the PC approve the SAM2 scheme, this proposal was unsupported.

It was **AGREED** with one abstention to defer consideration of the purchase of SAM2 units for another year and in the meantime investigate the possibility of a community speed watch team for the village or alternative as proposed by Cllr Shannon, seconded by Cllr Reed.

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

It was unanimously **AGREED** to approve the Financial Regulations and associated policies as proposed by Cllr Shannon, Seconded by Cllr Reed.

#### **16. Planning**

##### **a) To consider planning applications**

3PL/2023/0660/EU - Certificate of Lawfulness for an Existing Use or Development (CLEUD) for the erection of stables and associated hardstanding for a period in excess of 4 years at Ambergate Farm Blind Lane Reepham Road

It was confirmed that this was not an application for planning permission for a building or for a change of use of land but a claim that a use has existed for such a length of time, that the use is now the established or legal use. The Council were asked for any historic information that will either prove or disprove the statement made by the applicant.

Following discussion it was unanimously **AGREED** that it is not a fact that this has been in constant use as stables and the hardstanding is not there. The Council remain concerned about the motivation of the application regarding the future of the land.

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

No decisions were received.

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

No late planning applications were received.

#### **17. Finance**

##### **a) To receive income / expenditure budget figures to 30<sup>th</sup> June for consideration**

The balance of the Community account as at 30<sup>th</sup> June 2023 was confirmed as £23,441.07, Business Money Manager (Earmarked reserves) was £38993.08. Budget figures were circulated to Council for consideration. Recycling credits were received – Glass £301.70 & textile £130.77.

An internal control check was carried out by Cllr Cockburn, no concerns were raised.

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

All payments made and to be made for June were approved.

**Payments made since the last meeting and payment to be made**

2 <sup>nd</sup> June 2023	Bawdeswell Village Hall - April Hall Hire	19.20
2 <sup>nd</sup> June 2023	David Bracey Annual Play Inspection	132.00
2 <sup>nd</sup> June 2023	Refund Medical letters CCS x 2	40.00
3 <sup>rd</sup> June 2023	Bank charges to 12 <sup>th</sup> May	8.00
18 <sup>th</sup> June 2023	K&M Lighting 13 <sup>th</sup> June - 12 <sup>th</sup> July	9.42
22 <sup>nd</sup> June 2023	Ravencroft Tree Services	2,142.00
30 <sup>th</sup> June 2023	Mrs Jo Boxall - June salary & exps (£6 stamps)	514.77
3 <sup>rd</sup> July 2023	Bank charges to 12 <sup>th</sup> June 2023	10.00
<b>Late payment</b>		
4 <sup>th</sup> July 2023	Bawdeswell Village Hall – June Hall Hire	£24.00
<b>Future payments to include</b>		
28 <sup>th</sup> July 2023	ICO – Data renewal fee – paid by Direct Debit	£35.00
31 <sup>st</sup> July 2023	K&M Lighting 13 <sup>th</sup> July – 12 <sup>th</sup> August 2023	£9.42
3 <sup>rd</sup> August & 3 <sup>rd</sup> September	Mrs Jo Boxall – July salary & exps	£508.77
	Bank charges – to 12 <sup>th</sup> July & 12 <sup>th</sup> August	£16.00
<b>Receipts</b>		
28 <sup>th</sup> June 2023	Interest – Ear marked reserves a/c	£49.38

#### 18. Correspondence – Grounds Maintenance

Red beech trees were donated by Bawdeswell Garden Centre - The green space at Bluebell Rise was suggested to give shade to parents who take young children to the play area there. It was also suggested to plant one near where the Millennium tree was planted on the southern boundary, towards the western end of the football pitch. The BBQ area by the Village Hall was also suggested. The request to plant the red beech trees in the suggested locations was approved by the Parish Council.

#### 19. To receive items for information and receive items for the next agenda – insurance renewal

Future agenda items to include insurance, play area repairs, local plan policy review, Cllr Cockburn circulated a report having attended Vattenfall's community fund workshop. Future considerations to include installation of charging points for village hall car park. Clerk to contact District & County Councillors for further information. The handyman to be asked to look at the loose bricks on the village sign

#### 20. To approve the date of the next Parish Council Meeting Thursday 7<sup>th</sup> September 2023

The date of the next meeting was confirmed as Thursday 7<sup>th</sup> September 2023 at 7pm

#### 21. To close the meeting

There being no further business, the meeting was closed at 21.07pm