

MINUTES OF THE PARISH COUNCIL MEETING OF BAWDESWELL PARISH COUNCIL HELD ON THURSDAY 7th DECEMBER 2023 AT BAWDESWELL VILLAGE HALL STARTING AT 7.00PM.

Present: J. Mallen (Chair), D. Shannon (Vice Chair), A. Hartley-Walder, C. Good, R. Reed and P. Craven

Mrs J Boxall (Clerk)
3 Members of the public

1. To receive and note apologies for absence

No apologies for absence were received, all Councillors were in attendance.

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

Cllr Shannon, Cllr Hartley-Walder and Cllr Good declared a personal interest in agenda item 10 subject to discussion on specific sites (Breckland Local Plan). Cllr Shannon declared an interest in agenda item 8 as he would be a volunteer for grass cutting and has assisted with the proposal. Cllr Good declared an interest as she has offered to house the grounds maintenance equipment.

3. To approve the minutes of the Parish Council meeting held on Thursday 2nd November 2023

It was unanimously **AGREED** to approve the minutes of the Parish Council meeting held on Thursday 2nd November 2023, as a true and accurate record as proposed by Cllr Shannon, seconded by Cllr Good. Minutes were duly signed.

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

It was agreed that Mr Williamson would be invited to speak regarding his grounds maintenance proposal under agenda 8

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

District Cllr G. Bambridge gave a brief report on matters affecting the District. County Councillor B. Borrett and the Police were not in attendance. It was agreed that the Parish Council would sign up for updates re SNAP meetings.

There was no representative from the Primary School. Cllr Good gave a brief update and confirmed that the Village Hall had received funding of £2000 from Norfolk Community Fund as a contribution towards heating costs to support use of the hall as a 'hot spot'. The Trustees were congratulated for their efforts. It was confirmed that the roofing contractor would be carrying out a minor repair following concern re stains on ceiling tiles.

6. To receive update on matters arising from previous minutes for information only – Play area repairs

It was confirmed that the order had been submitted for the repairs to the roto bounce. The climbing wall on the tractor has been replaced. It was agreed to consider slide repairs to cover exposed concrete in February.

7. To consider / approve a reserves policy

Following discussion, where there was consideration re moving this agenda item, it was agreed to leave as agenda item 7. A draft reserves policy was circulated for consideration. The Clerk had sought advice from Norfolk ALC on repayment of expenditure from ear marked reserves in the following year (best practice or statutory) but was still awaiting a response. It was unanimously **AGREED** to approve the policy with the amendment that where 'reserves are used to meet short term funding gaps, they must be replenished within the following 36 months.' As proposed by Cllr Shannon, seconded by Cllr Hartley-Walder.

8. Grounds Maintenance – To receive update & To receive quotes for grounds maintenance and approve contract/s for 2024.

It was confirmed that three quotes had been received and circulated with another contractor unable to quote.

Following discussion it was **AGREED** with Cllr Shannon abstaining, to accept Mr Williamson's ground maintenance proposal on the proviso that the Council can find the capital to purchase the equipment (capital outlay confirmed as £8700 + VAT) as proposed by Cllr Reed, seconded by Cllr Good. A risk assessment had been carried out as it was accepted this was a new venture for the Council. It was confirmed that there would be an annual cost of £4770 (£2000 to Contractor with additional expenditure for fuel, servicing & repair and depreciation) with an additional £180 to be paid to the Contractor to cover the volunteer's public liability. It was agreed to utilise the kind offer from a parishioner to secure the mower and equipment in their locked garage, as long as insurance is in place, thus eliminating the need for a storage container. 16 pallets required for containing grass cuttings had been offered free of charge from Bawdeswell Garden Centre.

It was unanimously **AGREED** that the Parish Council would employ a local contractor to cut the hedges around the recreation ground up to a maximum of £200/year as proposed by Cllr Shannon, seconded by Cllr Mallen.

It was unanimously **AGREED** that in order to achieve the £8700 required for outlay of equipment, £5000 should be taken out of the earmarked reserves for Bluebell rise and £3700 taken out of earmarked reserves for the driveway, £8700 to be repaid within 3 years as per reserves policy, as proposed by Cllr Shannon, seconded by Cllr Good.

It was confirmed that two quotes were received to fulfil the weed / prune specification. Following consideration of both quotes it was unanimously **AGREED** to accept the quote from Muddy Badger for the Village green, jubilee garden, churchyard and Adams Pit with a one off clearance of the Jubilee Garden as per quotes received, as proposed by Cllr Shannon, seconded by Cllr Good.

9. To approve precept requirements for 2024 / 25

The Clerk circulated the financial report / budget. Following discussion it was **AGREED** to increase the precept to £28700 for 2024/25 in light of the expected receipts and payments as proposed by Cllr Mallen, seconded by Cllr Shannon, Cllr Reed abstained

10. Breckland Call for sites – To receive update on Local Plan and approve further action re consultation

Following discussion, it was unanimously **AGREED** that the Parish Council should comment as part of the public participation on the latest local plan consultation papers. Councillors will review Cllr Shannon's draft response and let him have any comments / amendments by 15th January, following which the document will be finalised, circulated and submitted to Breckland by the Clerk as proposed by Cllr Shannon, seconded by Cllr Mallen.

11. Highways – To receive items to report to Highways, receive update on items already reported and consider further action following concerns raised regarding parking on Dereham Road

It was confirmed that the manhole cover outside Sunnyside on the Reephram Road has been repaired. Following concerns raised about parking on the Dereham Road in front of Horkeys Kitchen, with vehicles overhanging the road, it was unanimously **AGREED** to write to the owners and ask them to review the situation with a copy to Highways and County Cllr B. Borrett. Clerk to chase a response from Highways re letter sent.

12. Planning

(a) To consider planning applications received

3PL/2023/1097/HOU - Proposed cart lodge with storage room above at The Old Rectory Foxley Road, Bawdeswell

It was agreed that the Council had comment or objection, assuming that the upstairs storage facility is not used for residential accommodation.

(b) To receive decisions from Breckland District Council

No decisions were received.

(c) To consider any late planning applications

3PL/2023/1145/F

PROPOSAL: Proposed change of use of land for the formation of 1no. Gypsy/Traveller pitch, comprising 1 static caravan (mobile home), 1 touring caravan, and erection of 1 dayroom, and use of land for equestrian purposes

LOCATION: BAWDESWELL: Land off Reephram Road, Grid Ref 605624 321639

It was agreed to object to the application on the grounds of road safety (Highways previously agreed with the Parish Council's objection for development of the site as visual splay at entrance not wide enough) and the development is outside the settlement boundary.

13. Finance

a) To receive income / expenditure budget figures to 30th November for consideration

The balance of the Community account as at 30th November 2023 was confirmed as £28,865.07, Business Money Manager (Earmarked reserves) was £39299.29. Budget figures were circulated to Council for consideration.

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

All payments made and to be made as per schedule of payments were **AGREED** as proposed by Cllr Mallen, seconded by Cllr Hartley-Walder. The list of payments was duly signed.

	Payments made	
3rd November 2023	Bank charges to 12th October 2023	8.00
4th November 2023	Bawdeswell Village Hall - October hall hire	24.00
6th November 2023	Eco Deck	336.54
13th November 2023	Public Works Loan	2,090.82
26th November 2023	Graham Williamson - Climbing wall (tractor)	321.72
26th November 2023	repairs	
	K&M Lighting 13th November - 12th December	9.42
30th November 2023	2023	
	Mrs Jo Boxall - November salary & exps	508.77
3 rd December / January	Future payments to include	
2023/4		£8.00

31 st December / 31 st January	Bank charges to 12 th November 2023 & 12 th December 2023	24.00
	Bawdeswell Village Hall November & December Hire	9.42
	K&M Lighting 12 th December & 12 th January	410.00
	Reeves Tale Annual contribution	150.00
	Bawdeswell PCC - PO heating donation	50.00
	Citizens advice Bureau - annual donation	50.00
	NARS annual donation	508.77
	Clerks salary & exps December & January	
28 th November 2023	Receipts	£64.65
	Bank interest – Earmarked reserves	

14. Correspondence

All correspondence received was circulated to Councillors. An Invitation from the Village Hall 13th December 6-8pm for drinks and nibbles was extended for all hall users.

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

Concern was expressed about speeding on the Dereham Road and other areas in the Village. As agreed in November, PC to review in February. It was agreed to review the situation regarding dog mess on the recreation ground at the next meeting. As it was confirmed the Council have the power to enforce fixed penalty notices to owners for dogs mess, it was agreed to highlight this in the next Reeves Tale.

Cllr Reed tended his resignation, thanks were extended to Cllr Reed for all his hard work on the Parish Council.

16. To approve the date of the next Parish Council Meeting Thursday 1st February 2024

The date of the next meeting was confirmed as Thursday 1st February 2024 at 7pm

17. To close the meeting

There being no further business, the meeting was closed at 21.09pm.