

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

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

Mrs J Boxall (Clerk)

District Cllr G. Bambridge and 3 Members of the public

1. To receive and note apologies for absence

No apologies for absence were received. Cllr Cockburn had tendered his resignation. Breckland have been notified and once received, the notice of vacancy will be displayed.

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

No declarations of interest were received.

3. To approve the minutes of the Parish Council meeting held on Thursday 6th July 2023

It was unanimously **AGREED** to approve the minutes of the Parish Council meeting held on Thursday 6th July 2023, as a true and accurate record as proposed by Cllr Shannon, seconded by Cllr Hartley-Walder. Minutes were duly signed.

4. To approve co-option of new Councillor

It was unanimously **AGREED** to co-opt Peter Craven onto the Parish Council as proposed by Cllr Read, seconded Cllr Hartley-Walder.

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

No comments were received.

6. Planning –To receive update from Planning Officer, record action taken in between meetings and approve further action in respect of 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 Reephams Road

The Planning Officer was not in attendance following a recent site visit and subsequent meeting with Councillors.

It was acknowledged that whilst the stables had been on the site for the past 4 years, the hardstanding had not. It was uncertain if this point has been accepted by Planning but they had taken numerous pictures and video to demonstrate the existing infrastructure on the site, which would now be passed to the legal department.

It was agreed that the applicant should be invited to come and speak to the Council to confirm their intentions regarding the future of the site.

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

District Councillor G. Bambridge gave a brief update and confirmed that the Planning Director and Local Plan Manager would be available to come and speak to the PC regarding Local Service Centre status at the next meeting. An invitation to attend a meeting on the Local Plan had not been received but would be forwarded to the PC. It was confirmed that there was additional grants available for the community car schemes and the Clerk would contact the co-ordinator to explore further.

County Councillor B. Borrett, the Police and David Taylor, Chair of the Primary school governors were not in attendance.

Village Hall representative – Cllr Good confirmed that with the recent fund raising efforts, the Village Hall were narrowing the deficit in their general reserve. The toddler group, Little Monkeys will now be run under village hall responsibility.

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

Cllr Mallen confirmed that the overhanging tree on the Dereham Road had been cut back thanks to a resident who arranged for someone to come and carry out the work. Thanks were extended to them. (Despite numerous requests Highways had not done so).

9. To receive update on Community Speed Watch and approve further action

Two volunteers have kindly put themselves forward to be part of a Community Speed Watch Group. As six were needed to make it a viable system it was agreed that the PC would put a full page advert in the Reeves Tale asking for volunteers in the hope more come forward.

10. Grounds Maintenance –

To receive update, review & approve schedule for 2024 & approve further action.

Despite a meeting with Cllr Mallen, Cllr Shannon and the grounds maintenance contractor, The Council was disappointed that the promised re-vamp of the current season's grass cutting schedule and associated costs had not been received, and that the grass had not been cut for three weeks, contrary to the fortnightly cut stipulated in the contract. A schedule and quote for 2024 had been received, which would be considered at the October PC meeting, once other competitive quotes had been received. Meanwhile, the Council agreed that the Contractor needed to fulfil its obligations under the current contract for the remainder of this season,

and that the PC would review the contractor's invoice, once received, at a full Council meeting, before payment. The Council reviewed the grounds schedule and agreed to separate the grass / hedge cutting from the weeding / annual pruning in the hope of receiving a better result. It was agreed to remove the collection of cuttings from the schedule but continue with a cut every fortnight during the growing season. The Football Club would be asked to come forward with a schedule / proposal for cuts to satisfy their need. It was understood that there are grants available to the Football Club to help with grass cutting. The need to know when cuts would be carried out was acknowledged. The Clerk to obtain quotes for consideration.

To approve purchase of weed & feed, grass seed, compost and tape for Village Green & Jubilee Garden.

It was unanimously **AGREED** to refund Cllr Shannon for the purchase of weed & feed, grass seed, compost and tape (£145.50) to improve the grass areas at the Village Green as proposed by Cllr Good, seconded by Cllr Read. Thanks were extended to all the volunteers who carried out the work.

To consider / approve replacement of village hall entrance post.

The post was removed at the entrance to the village green as it was identified as a health and safety issue. It was unanimously **AGREED** to ask the contractor to replace the post as proposed by Cllr Good, seconded by Cllr Hartley-Walder.

11. To consider / approve quote/s for repair of play area

Playdale submitted a quote for the repair of the play area (excluding the climbing board on the tractor) at a cost of £771.37 + VAT. The Council unanimously **AGREED** to accept the quote for repairs as proposed by Cllr Mallen, seconded by Cllr Shannon. The handyman was expected to submit a quote for the repair of the tractor climbing board as it was understood that Playdale would not carry out repairs to equipment that did not belong to them and it was uncertain who the tractor unit was manufactured by. Clerk to obtain quotes for the installation of rubberised surfacing where needed.

12. Breckland Call for sites – To approve final draft following review of local plan policy and ratify response / submission to Breckland Audit and Survey of Village Assets (deadline 30th August 2023)

Thanks were extended to Cllr Shannon for his work on the policy. It was unanimously **AGREED** to approve the final draft (as attached to these minutes) of the local plan policy as proposed by Cllr Good, seconded by Cllr Hartley-Walder.

It was unanimously **AGREED** to ratify response to Breckland's audit and survey of Village Assets and submission of additional comments highlighting concerns on the limitations of survey (as agreed via email) as proposed by Cllr Shannon, seconded by Cllr Mallen.

13. To consider / approve Chair as Trustee / signatory for John Leeds Educational Trust

It was unanimously **AGREED** for the Parish Council Chair to be signatory and trustee for the John Leeds Educational Trust as proposed by Cllr Shannon, seconded by Cllr Good. It was confirmed that there were no implications for the PC apart from a requirement for the Chair to attend an annual meeting and sign documents as required. Details to be forwarded to the Clerk for future considerations /change of Chair.

14. To approve dog fouling signage around village

Following concern raised about dog fouling on the recreation ground, it was unanimously **AGREED** to purchase 4 signs (final design to be approved via email) as proposed by Cllr Good, seconded by Cllr Reed. It was agreed to place a notice in the Reeves Tale asking dog owners to be responsible and clear up after their dog.

15. Highways – To receive items to report to Highways, receive update on items already reported.

Highways online reporting form to be circulated. Clerk to ask Highways to collect signage left behind in several locations in the village following road works.

16. Planning

(a) To consider planning applications received

3PL/2023/0704/F - Change of use of outbuilding from childcare facility to holiday let at Outbuilding adj The Old Police House Foxley Road, Bawdeswell – application was subsequently withdrawn.

(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 31st August for consideration

The balance of the Community account as at 31st August 2023 was confirmed as £22,427.56, Business Money Manager (Earmarked reserves) was £39108.86. Budget figures were circulated to Council for consideration. Following the resignation of Cllr Cockburn a new internal control officer would need to be appointed.

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

3rd July 2023	Bank charges to 12th June	10.00
4th July 2023	Bawdeswell Village Hall hire June	24.00
11th July 2023	Community Heartbeat Trust - Defibrillator annual support	135.00
18th July 2023	Peter Andrews - Car Scheme April - June	£15.50
18th July 2023	Linda Rose - Car Scheme - April -June	£25.00
18th July 2023	Chris Leppard -Car Scheme April - June	£6.00
18th July 2023	Lin Leppard - Car Scheme April - June	£6.50
18th July 2023	Shawn Eglen - Car Scheme April - June	£2.50
18th July 2023	Brian Nursey - Car Scheme April - June	£8.50
18th July 2023	Ruth Whitmore - Car Scheme April - June	£15.00
18th July 2023	Alan Gardner - Car Scheme April - June	£3.00
19th July 2023	NPower - street light electricity-1st April -30th June	£91.60
23rd July 2023	K&M Lighting 13th July - 12th August 2023	£9.42
28th July 2023	ICO renewal Data Protection	35.00
31st July 2023	Mrs Jo Boxall - July salary & exps	508.77
3rd August 2023	Bank charges to 12th July	8.00
3rd August 2023	Bawdeswell Village Hall - Hall hire July	24.00
24th August 2023	K&M Lighting 13th August - 12th September	9.42
31st August 2023	Jo Boxall - August salary & expenses	508.77
3rd September 2023	Bank charges to 12th August 2023	8.00
	Future payments to include	
	David Shannon - refund weed & feed etc.	145.50
	K&M Lighting 13 th August – 12 th September 2023	9.42
30 th September 2023	Mrs Jo Boxall – September salary & exps	508.77
	Receipts	
28 th July 2023	Recycling Credits – Glass & Textile	432.47
28 th July 2023	Interest – Ear marked reserves a/c July	50.80
28 th August 2023	Interest – Ear marked reserves a/c August	60.03

c) To consider insurance quotes and approve insurance provision

Following receipt of three quotes, it was unanimously **AGREED** to accept the quote from BHIB for a 3 year Long Term Agreement at a cost for 2023/24 of £489.22, as proposed by Cllr Mallen, seconded by Cllr Read

18. Correspondence – Bluebell Rise speeding concerns

All correspondence received was circulated. Concern was raised about speeding on Bluebell Rise and it was suggested by a resident that speed bumps be installed. As it was unlikely that Highways would support further speed reduction measures, it was suggested that the resident highlight the issue by leafleting properties in the area with support from the PC. District Cllr Bambridge to look further at the email received regarding an empty property in Hall Road where vermin had been spotted.

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

Future agenda items to include consideration of quotes for grounds maintenance and approval of contract for 2024. Discussion with Planning regrading Local Service Centre Status.

Concern was raised about future phase out of oil boilers with majority of residents using oil for central heating. It was agreed to include this for a future agenda to see what support could be offered. PC are still awaiting information from Bawdeswell Heath Trustees regarding negotiations with Norfolk Wildlife Trust.

20. To approve the date of the next Parish Council Meeting Thursday 5th October 2023

The date of the next meeting was confirmed as Thursday 5th October 2023 at 7pm

21. To approve exclusion of the press and public under the public bodies (admission to meetings) act 1960 during discussion of agenda item 22;

It was unanimously **AGREED** to approve the exclusion on the press and public during discussion of agenda item 22

22. To carry out Clerk's appraisal for salary consideration effective April 2024

It was unanimously **AGREED** that following a positive review, during which the Clerk was praised for her continuous hard work, the Clerks salary be increased by 8% (to take into account the cost of living crisis) with effect from 1st April 2024 as proposed by Cllr Shannon, seconded by Cllr Mallen.

23. To close the meeting

There being no further business, the meeting was closed at 21.02pm.