

**MINUTES OF THE PARISH COUNCIL MEETING OF BAWDESWELL PARISH COUNCIL HELD ON THURSDAY 1<sup>st</sup> FEBRUARY 2024 AT BAWDESWELL VILLAGE HALL STARTING AT 7.00PM.**

**Present: D. Shannon (Acting Chair), A. Hartley-Walder and C. Good**

**Mrs J Boxall (Clerk)**

**Members of the public 2**

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

Apologies for absence were received and noted from Cllr Mallen.

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

Cllr Shannon declared an interest in Finance as a payment was made to him in respect of the Community Car Scheme

**3. To approve the minutes of the Parish Council meeting held on Thursday 7<sup>th</sup> December 2023**

It was unanimously **AGREED** to approve the minutes of the Parish Council meeting held on Thursday 7th December 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**

No comments were received.

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

District Cllr G. Bambridge sent his apologies but confirmed via email that if Planning Officers do not refuse planning application 3PL/2023/1145/F (proposed change of use of land for the formation of 1 no gypsy/traveller pitch on land off Reepham Road) then he would call the application to Planning Committee. County Councillor B. Borrett, the Police or a representative from the Primary School were not in attendance. Cllr Good confirmed that the trustees were pursuing green options, sensory water and lighting to reduce wastage. It was confirmed that Little Monkeys playgroup was under threat due to low attendance so an advert had been placed in the Reeves Tale. A centenary celebration will be held in August as the first village hall was erected February 1924, further details to follow.

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

The next SNAP meeting was confirmed as 6<sup>th</sup> March at 7pm at Elizabeth House, Dereham to which Cllr Shannon confirmed that he was intending to attend. The Amended title register and title plan for Bluebell Rise play area was received. The Mower would be registered on 1<sup>st</sup> March 2024 and the insurance would start the same date following registration. The insurer would need to send a revised quote nearer the time.

**7. Bawdeswell Heath – To consider / approve further action to support Heath Trustees in sale of Heath to Norfolk Wildlife Trust**

Norfolk Wildlife Trust have agreed to pay £30,000 to Bawdeswell Heath Trust (BHT) and take on the ownership and management of the heath subject to agreement by the Parish Council. It was confirmed that 2 acres of land at Bawdeswell Heath is held in trust by the Parish Council and is tied into the same trust as Adams Pit (charity number 294439).

A copy of the charity's Governing Document was circulated to Councillors. It was understood that if the Parish Council are looking to sell the land at Bawdeswell Heath then the Charity Commission will need to approve this in the first instance.

Robert Gurney, Chair of BHT, was in attendance and circulated a report for consideration. Strong conditions of sale were highlighted and it was confirmed that the Trustees were unanimous in agreeing the sale of the Heath to Norfolk Wildlife Trust. The Parish Council were asked to come back with a proposal regarding their share of the proceeds from the sale.

It was unanimously **AGREED** that on the basis of what BHT have put forward with the conditions of sale and process, the Parish Council agrees in principle to go forward with the sale of its 2 acres of land held under Trustee of Allotment to Former Highway Surveyors trust, in parallel with BHT land, subject to permission from the Charity Commission as proposed by Cllr Shannon, seconded by Cllr Good.

It was agreed that the Chair of the Parish Council would sit down with BH Chair / Trustees to go forward with the process in tandem and seek clarification on whether they can sell the Heath and dispose of assets. As BHT would look to wind down following the sale of the heath, there was discussion over the distribution of funds which it is understood had to meet the criteria of 'conditions of need, hardship and distress'. Future discussions to include consideration of the Parish Council taking over the Bawdeswell Heath Trust role with a view to the distribution of funds from the sale as the Parish Council have been involved with the management of the Trust since inception.

As part of the decision process, Clerk to check records held re sale of Reepham Road surveyors land.

### **8. To consider / approve payment of invoice for Grounds Maintenance 2023 or approve further action as necessary**

An invoice was received from the Grounds Maintenance Contractor in December which was queried, due to the reduction in services received. A revised invoice was received with a 10% reduction acknowledging that there had been issues (£4700 + VAT). Assuming that there would not be a separate bill for the lack of attention at Adams Pit, it was unanimously **AGREED** to pay the revised invoice as proposed by Cllr Good, seconded by Cllr Hartley-Walder.

### **9. Play equipment – To consider / approve further action following play inspection report Bluebell Rise & repairs to play equipment recreation ground**

Repairs had been carried out to the roto bounce. As it was acknowledged that the surface under some pieces of play equipment still needed attention, it was agreed to approach the football club re their programme of works in respect of drainage and confirm that any spoil would be used on the play area in the areas that require soil. It was agreed to recirculate the inspection report in respect of Bluebell Rise play area ahead of the next meeting.

### **10 Breckland Call for sites – To receive update on Local Plan and approve final draft detailed commentary on the Breckland Local Plan as circulated.**

Cllr Shannon circulated a draft document for consideration. As no further comments had been received, it was unanimously **AGREED** to adopt the draft and submit to Breckland as proposed by Cllr Shannon, seconded by Cllr Hartley-Walder. It was agreed to cut and paste document as necessary to respond to consultation in sections as required, as well as submitting the full document. It was agreed to start looking at site specifics for the next meeting.

### **11. Highways – To receive items to report to Highways, receive update on items already reported**

A letter was sent to the owners of Horkey Kitchen regarding the parking concerns, no response had yet been received from the owners and Highway confirmed that this was a Police matter and not a Highways matter. Concern was expressed about it being a traffic hazard. It was agreed Cllr Shannon would bring it up at the SNAP meeting and the Clerk would send an email to the Police citing highway's response.

An email has been sent to chase a response from Highways to concerns sent 26<sup>th</sup> October and although a response from Highways indicated a reply would be received in the New Year was received, it was agreed the Clerk would send a further email to chase as nothing further had yet been received.

### **12. Planning**

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

3PL/2023/1225/F – Installation and operation of a 55.04KW ground mounted solar array at land adjacent to Bawdeswell Hall, Fakenham Road – Council agreed via email that they had no comment or objection

3PL/2024/0039/HOU- Altered and new openings to East and South elevations & internal alterations at 18 & 20 Reepham Road, Bawdeswell – it was unanimously agreed that the PC had no comment or objection

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

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

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

No late planning applications were received

### **13. Finance**

#### **To receive income / expenditure budget figures to 31<sup>st</sup> January 2024 for consideration**

The balance of the Community account as at 31<sup>st</sup> January 2024 was confirmed as £23309.54, Business Money Manager (Earmarked reserves) was £30721.61 having transferred £8700 from ear marked reserves. Budget figures were circulated to Council for consideration. As Cllr Craven was not in attendance no internal control check was carried out.

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

Financial Regulations were suspended as only one signatory in attendance. All payments made and to be made as per schedule of payments were **AGREED** as proposed by Cllr Good, seconded by Cllr Hartley-Walder. The list of payments was duly signed.

#### **Payments**

3rd December 2023	Bank charges to 12th November 2023	8.00
13th December 2023	Playdale - 50% deposit roto bounce repairs	636.18
13th December 2023	Bawdeswell Village Hall - November hall hire	24.00
13th December 2023	Post Office - donation towards heating	150.00
13th December 2023	Norfolk Accident Rescue Service - annual donation	50.00
13th December 2023	Reeves Tale - annual donation	410.00
13th December 2023	K&M Lighting 13th December - 12th January	9.42
19th December 2023	Norfolk Citizens Advice Bureau - Annual donation	50.00
29th December 2023	Mrs Jo Boxall - December salary & exps.	508.77
3rd January 2024	Chris & Lin Leppard Community Car Scheme Q4	8.75
3rd January 2024	David & Angela Shannon Community Car Scheme Q4	48.35

3rd January 2024	Linda Rose Community Car Scheme Q4	16.25
3rd January 2024	Ruth Whitmore Community Car Scheme Q4	19.50
3rd January 2024	Jo Porter - Community Car Scheme Jan Q4	4.00
3rd January 2024	Bank charges 13th December - 12th January	8.00
17th January 2024	CBR Business Solutions - C Wheeler	14.40
17th January 2024	K&M Lighting 13th January - 12th February	9.42
17th January 2024	Ben Burgess - Grounds Maintenance equipment	2,000.00
18th January 2024	(payment split over 6 payments due to banking limits)	2,000.00
19th January 2024	Ben Burgess - Grounds Maintenance equipment	2,000.00
20th January 2024	Ben Burgess - Grounds Maintenance equipment	2,000.00
21st January 2024	Ben Burgess - Grounds Maintenance equipment	2,000.00
22nd January 2024	Ben Burgess - Grounds Maintenance equipment	1,392.31
18th January 2024	DD Npower street lighting electricity 1st Oct- 31st Dec 2023	159.62
24th January 2024	Mrs Jo Boxall - refund petrol cans - Mower	57.97
24th January 2024	Graham Williamson - refund DS public liability	82.73
27th January 2024	Graham Williamson - refund CL public liability	79.09
31st January 2024	Mrs Jo Boxall - January salary & exps	508.77
31 <sup>st</sup> January 2024	Playdale balance rotobounce repairs	636.17
<b>Receipts</b>		
28th December 2023	Interest added Business Money Manager	62.66
28th January 2024	Interest added Business Money Manager	59.69

#### **To approve application for Community Car Scheme Grant 2024/25**

It was confirmed that the current balance of the Community Car Scheme account was £1404.28 which included Drivers returns to December 2023. Foxley Parish Council have been sent an invoice for £133.13 as their contribution to the scheme for 2023. £400.60 of grant money was spent 2023 (£267.47 for Bawdeswell)  
Following discussion it was unanimously **AGREED** to apply for grant funding of £250.00 as proposed by Cllr Hartley-Walder, seconded by Cllr Good.

#### **14. Correspondence**

All correspondence received was circulated

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

A pot hole on the driveway near the entrance to the Village Hall was identified, for consideration on next agenda. Council were unsure who had cut back the hedges on the driveway, cuttings had been left. Cllr Good reported that she had spoken to dog walkers asking them to promote clearing up after dogs with other dog walkers. The Council agreed that they needed a detailed schedule of works from the Football Club as it was understood the pile of chippings left on the grass were for drainage works. Any damage to the area where the chippings were to be repaired by the Football Club.  
Future agenda items to include playarea consideration, Breckland Local Plan – site specifics, speeding concerns

#### **16. To approve the date of the next Parish Council Meeting Thursday 7<sup>th</sup> March 2024**

The date of the next meeting was confirmed as Thursday 7<sup>th</sup> March 2024 at 7pm

#### **17. To close the meeting**

There being no further business, the meeting was closed at 20.45pm