

MINUTES OF THE PARISH COUNCIL MEETING OF BAWDESWELL PARISH COUNCIL HELD ON FRIDAY 13th SEPTEMBER 2024 AT BAWDESWELL VILLAGE HALL STARTING AT 7.00PM.

**Present: D. Shannon (Acting Chair), C. Good, P. Craven and R. Hannent
J. Boxall – Parish Clerk, Members of the public - 1**

1. To receive and note apologies for absence

Apologies for absence received and noted from Cllr A. Hartley-Walder and Cllr J. Mallen

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

Cllr Shannon and Cllr Good declared a personal interest in agenda item 10 discussion on specific sites (Breckland Local Plan).
Cllr Shannon declared an interest in item 9a & 16 as one of the grounds maintenance volunteers.

3. To approve the minutes of the meeting held on Thursday 4th July & 5th September 2024

It was unanimously **AGREED** to approve the minutes of the Parish Council meeting held on Thursday 4th July 2024 and 5th September 2024, as true and accurate records as proposed by Cllr Shannon and seconded by Cllr Hannent. Minutes were duly signed.

4. To adjourn the meeting to allow members of the public to speak on agenda items and receive presentation in respect of Maytree development

Brown & Co - Property & Business Consultants have been instructed to prepare a planning application for a residential development at Maytree Farm, located to the south of Foxley Road, Bawdeswell. Architectural & planning consultants attended the meeting to present the proposed plans to Council for consideration.

Concern was raised about the ownership and future maintenance of the proposed public open space as the Parish council would not wish to increase their precept to pay for maintenance of the open space. It was acknowledged that the site needs development and the proposed plans are sympathetic to the site / area (although outside the settlement boundary of the village). The consultants were thanked for their attendance.

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

District Cllr G. Bambridge & County Councillor B. Borrett were not in attendance having sent their apologies. The Police and the representative from the Primary School were not in attendance. Cllr Borrett gave a brief report after the last meeting and confirmed that the Government had requested an increase in housing numbers and therefore it was likely the Local Plan would need to be reviewed. Cllr Borrett was thanked for his support and input for the 20MPH speed limit outside the school.

Cllr Good gave a brief update on Village Hall matters. The centenary event was well attended and due to the generosity of those in attendance a surplus of £2000 was received to support the future maintenance of the hall. It was confirmed that the Trustees would no longer run a play group (Little Monkeys) and some of the equipment had been offered to Scribbles.

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

All matters were considered elsewhere on the agenda

7. Bawdeswell Heath – To receive update and approve further action to support sale of land to Norfolk Wildlife Trust

Although no communication had yet been received from the Charity Commission, an update was received from Bawdeswell Heath Trustees who had encountered problems with the Bawdeswell Heath articles (which it was assumed were amended June 2021 but the Charity Commission had not received / amended). Articles held by the Charity Commission made it difficult to carry out the Trustees stated aim of selling the woodland (with restrictions) without breaking the law. The Clerk circulated the Council's articles for consideration along with guidance (Gov.uk) for sale of charity land. It was agreed no further action could be taken until the Heath Trust hear from the Charity Commission.

8. Play equipment – To receive update

The flat swings have been replaced (Councillors had agreed via email for blue mulch to be installed as surfacing) A monthly play inspection had been carried out and no new areas for concern highlighted. It was unanimously **AGREED** to purchase 20 tonnes of top soil and seek voluntary help with plans to build up soil levels around play equipment. It was agreed to focus on the slide as a priority area for grassing as proposed by Cllr Shannon, seconded by Cllr Hannent.

9. Grounds Maintenance –

To receive update and review current grounds maintenance

The registration document in respect of the new mower has been received and the old one returned to Ben Burgess. The Clerk circulated an up to date budget assessment of the grounds maintenance in respect of the mower. It was reported that due to issues with thorns causing punctures, the tyres were replaced and are now harder wearing

It was unanimously **AGREED** to purchase a blower up to a maximum of £200 to keep pavements clear of grass cuttings as proposed by Cllr Craven, seconded by Cllr Shannon. Thanks were extended to Graham and all the volunteers for cutting efforts. Cllr Shannon agreed to approach a local farm contractor for a quote to carry out hedge cutting along village hall driveway and Bluebell Rise.

To review & approve schedule for 2025

It was agreed to keep the same schedule for 2025 as for this year

To consider / approve hedge cutting Bluebell Rise

It was agreed to add Bluebell Rise to the schedule of hedge cutting (near pumping station). New schedule needs to include hedge cutting

To consider / approve further action regarding lack of verge cutting / weed control on highway land

It was agreed that the Clerk should contact Highways and ask for a copy of the schedule for verge cutting and weed spraying as some weeds were 4ft high and work had not been carried out in August as stated.

10. Breckland Local Plan – To receive update

An email of acknowledgement was received from Breckland 15/7/24 confirming that Council's submission was received by the Planning Policy team.

11. Dog bin – Jubilee Gardens & Litter bin – Beehive Way – To approve location of bin Beehive Way and annual cost £251.77 for emptying and approve location of bin Jubilee Garden or approve application to NCC for bin on The Street.

Breckland confirmed that it was no longer policy to place dog / litter bins on public open spaces without charge to the local council. As there was an annual cost of £251.77 per dog / litter bin for emptying, it was unanimously **AGREED** to move the rubbish bin from inside the play area at Bluebell Rise and re-site near to the bench and arrange for Serco to empty as proposed by Cllr Hannent, seconded by Cllr Good.

It was unanimously **AGREED** that the Clerk would apply to Highways for installation of a dog bin on the path outside the jubilee garden (as this would not incur a charge for the Parish Council) as proposed by Cllr Good, seconded by Cllr Hannent.

12. To review decision regarding purchase of SAM2 unit/s and village gates following invitation to apply for Parish Partnership funding.

An email was circulated to Council with this year's invitation to apply for Parish Partnership funding. The Council had previously agreed to review their decision not to proceed with the purchase of SAM2 unit/s and village gates.

As it was acknowledged that the Council would need to purchase three sets of village gates (at a cost of £4000 each) and as the police have been doing regular speed checks on Reepham Road, it was agreed that the Parish Council could not currently justify the expense of SAM2 units or village gates. It was therefore agreed not to apply for Parish Partnership funding this year.

13. To approve further action regarding Brecklands proposals to introduce car parking charges in Market Towns

It was unanimously **AGREED** to oppose the initiative for the introduction of car parking charges in Breckland as proposed by Cllr Shannon, seconded by Cllr Hannent.

14. Planning

(a) To consider planning applications

No planning applications were received.

(b) To receive decisions from Breckland District Council

No decisions were received.

(c) To consider any late planning applications

3PL/2024/0690/HOU - Adaptation and single storey extension to fulfil accessible needs at 32 Reepham Road, Bawdeswell
The Council agreed that they had no comment or objections

15. Finance

a) To receive financial update to 31st August and bank statements for consideration

The balance of the Community account as at 31st August 2024 was confirmed as £14,481.16, Business Money Manager (Earmarked reserves) was £35839.55. 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 Good, seconded by Cllr Hannent. The list of payments was duly signed. As there was only one signatory, it was agreed to suspend Financial Standing Orders to allow Cllr Shannon to sign the list of payments (which included a Community Car Scheme payment to Cllr Shannon's wife)

Payments

4th July 2024	Bank charges 13th May - 12th June 2024	8.00
5th July 2024	Graham Williamson - Grounds Maintenance June	210.62
5th July 2024	Bawdeswell Village Hall hire June	27.20
5th July 2024	Community Heartbeat - defibrillator	122.00
5th July 2024	Transfer to earmarked reserves - mower refund	1,250.00
14th July 2024	HMRC VAT overpayment refund - (split pymt - a/c limit)	1,500.00
15th July 2024	HMRC VAT overpayment refund - (split pymt - a/c limit)	1,500.00
16th July 2024	HMRS VAT overpayment refund - (split pymt - a/c limit)	796.39
17th July 2024	Npower - street lighting electricity	132.58
26th July 2024	Direct Debit ICO renewal	35.00
28th July 2024	Shaun Eglen - Community Car Scheme Q2	2.75
28th July 2024	Alan Gardner - Community Car Scheme Q2	3.00
28th July 2024	Christine Wheeler - Community Car Scheme Q2	17.50
28th July 2024	Lin Leppard - Community Car Scheme Q2	17.00
28th July 2024	Peter Andrews - Community Car Scheme Q2	8.75
28th July 2024	Linda Rose - Community Car Scheme Q2	10.00
28th July 2024	Ruth Whitmore - Community Car Scheme Q2	25.75
28th July 2024	Angela Shannon - Community Car Scheme Q2	17.75
28th July 2024	Jo Porter - Community Car Scheme Q2	3.00
28th July 2024	Jo Boxall - refund dog mess bags (Receipt attached expenses)	6.45
28th July 2024	Muddy Badger - Grounds Maintenance - July	230.00
28th July 2024	K&M Lighting - street lighting 13th July - 12th August	9.42
30th July 2024	Graham Williamson - July 2024 grass cutting	432.50
31st July 2024	Mrs Jo Boxall - July salary & exps	548.72
3rd August 2024	Bank charges 13th June to 12th July	8.00
7th August 2024	NGF Play - deposit for flat swing	1,000.00
7th August 2024	Bawdeswell Village Hall July hire	22.40
8th August 2024	NGF Play - deposit for flat swing	717.20
14th August 2024	CBR Business Solutions - DBS check	14.40
18th August 2024	K&M Lighting 13th August - 12th September	9.42
18th August 2024	PKF Littlejohn - external audit	252.00
21 /22 /23rd August	NGF Play - balance Flat swing (3 pymts)	4,006.80
28th August 2024	Graham Wililamson - August Grounds Maintenance	450.43
28th August 2024	Bawdeswell Village Hall - Centenary Grant	320.00
31st August 2024	Jo Boxall - August salary & expenses	548.72

Future Payments

September	BHIB Annual Insurance	489.22
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Receipts

3rd July 2024	Transfer Trustee a/c Grounds work March 2024	360.00
14th August 2024	Foxley PC - refund CCS journeys 2023	133.13

c) To review Community Car Scheme finances and consider / approve further action re 2nd grant instalment

The balance of the Community Car Scheme as at 31st August was confirmed as £1401.35 with drivers returns paid up to end June 2024. As a large balance was held, it was unanimously **AGREED** not to request the second instalment of the grant as proposed by Cllr Good, seconded by Cllr Shannon.

d) To receive external auditors certificate & report 2023/24

The external auditors report and certificate was received. There were no comments to note. The Notice for the Conclusion of Audit was published. The Council unanimously agreed this should be displayed for 30 days.

e) To approve renewal annual insurance

As the Council has a 3 year Long Term Agreement with BHIB, it was unanimously **AGREED** to accept the quote at a cost for 2024/25 of £519.80, as proposed by Cllr Shannon , seconded by Cllr Good.

16. Correspondence

Invitation to Apply for Free Tree Packs for Your Community – email from Woodland Trust circulated.

A complaint was received about state of bus shelter, which the village volunteers clear twice yearly. As it was confirmed that the bus shelters belong to the Parish Council, Cllr Shannon agreed to contact a contractor to check the structure of the shelter. The complaint regarding hedge cutting at the village hall driveway entrance was noted for future grounds maintenance.

An email was received from Norfolk County Council Highways with letter and location plan for proposed speed restrictions along Foxley Road inviting comments – The Parish Council acknowledged that they would wish to seriously encourage the work to be carried out as soon as possible. Proposal to be highlighted in Reeves Tale and a message sent to the school.

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

Lanpro – Confirmed that they would attend the October meeting to present plans and answer questions

18. To approve the date of the next Parish Council Meeting – 3rd October 2024

The date of the next meeting was confirmed as Thursday 3rd October 2024

19. To approve exclusion of the press and public under the public bodies (admission to meetings) act 1960 during discussion of agenda item 20;

It was unanimously **AGREED** to approve the exclusion on the press and public during discussion of agenda item 20 as proposed Cllr Shannon, seconded Cllr Good

20. To carry out Clerk's appraisal for salary consideration effective April 2025

As Councillors acknowledged that the Clerk continues to work hard and the Council continues to benefit from her knowledge and expertise, and in recognition of the increase in the cost of living, it was unanimously **AGREED** to award an increase of 5% from 1st April 2025 as proposed by Cllr Good, seconded by Cllr Hannent.

21. To close the meeting

There being no further business, the meeting was closed at 20.52pm