

MINUTES OF THE PARISH COUNCIL MEETING OF BAWDESWELL PARISH COUNCIL HELD ON THURSDAY 2nd MAY 2024 AT BAWDESWELL VILLAGE HALL STARTING AT 7.30PM.

Present: J. Mallen (Chair), D. Shannon, A. Hartley-Walder, C. Good and P. Craven
District Councillor G. Bambridge, County Councillor B. Borrett
Jo Boxall – Parish Clerk Members of the public: 5

1. To elect the Chair and receive Declaration of Acceptance of Office

It was unanimously **AGREED** to approve Cllr Mallen as Chair, as proposed by Cllr Shannon and seconded by Cllr Hartley-Walder. The Declaration of Acceptance of Office form was duly signed.

2. To elect the Vice Chair

It was unanimously **AGREED** to approve Cllr Shannon as Vice Chair, as proposed by Cllr Hartley-Walder and seconded by Cllr Good.

3. To receive and note apologies for absence

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

4. 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 17 subject to discussion on specific sites (Breckland Local Plan). Cllr Good declared an interest in agenda item 20H grant application in respect of Village Hall.

5. To approve the minutes of the Parish Council meeting held on Thursday 4th April 2024

It was unanimously **AGREED** to approve the minutes of the Parish Council meeting held on Thursday 4th April 2024, as a true and accurate record as proposed by Cllr Shannon and seconded by Cllr Hartley-Walder. Minutes were duly signed.

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

No comments were received.

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

District Cllr G. Bambridge circulated an annual report, and confirmed that the next round of consultation for the Local Plan (site specifics) would start after the cabinet meeting on the 13th May. Cllr Mallen to publish up to date information in Reeves Tale. County Councillor B. Borrett confirmed that Breckland council tax remains cheapest in the Country without affecting service and gave a brief update and expressed concern on the plan for 2000 houses in/ near Swanton Morley. The Police and the representative from the Primary School were not in attendance (The Council were pleased that there had been articles published in the Reeves Tale from the School)

Cllr Good gave the following report on the village hall: Trustees and volunteers were commended for providing a strong group who are keeping the charity / maintenance running smoothly. The amount of work that goes on, is significant. It was confirmed that there are now motion activated lights in the toilets and phase one decoration is complete. The Village Hall has been accepted by the Creative Arts Group to screen live theatre events.

8. To receive update on matters arising from previous minutes for information only – pot hole VH drive

Thanks were extended to Cllr Shannon who had temporarily filled the pot hole at the entrance to the Village Hall. It was confirmed that Mr Williamson had been asked for a quote in respect of repairs needed at Adams Pit. Flagship housing have finally agreed to mend the wooden fences on 5/6th June, at the rear of the Jubilee garden.

9. To consider / approve co-option of new Councillor/s and receive declaration of acceptance of office.

It was unanimously **AGREED** to co-opt Ruth Hannent onto the Parish Council as proposed by Cllr Shannon, seconded by Cllr Hartley-Walder. The Declaration of Acceptance of Office form was duly signed.

10. To elect Councillor Representatives for Village Hall & appoint internal control officer

Cllr Shannon agreed to continue to be the Councillor Representatives for the Village Hall.

It was unanimously **AGREED** to appoint Cllr Craven as Internal Control Officer for 2024/25 as proposed by Cllr Mallen and seconded by Cllr Hartley-Walder.

11. To review & approve Financial Regulations and associated policies, Risk Assessment. Standing Orders (no amendment proposed).

It was unanimously **AGREED** to approve the Financial Regulations and associated policies, risk assessment and standing orders (with an amendment to change meeting time to 7pm), as proposed by Cllr Shannon, seconded by Cllr Mallen

12. Bawdeswell Heath – To receive update and approve further action in respect of Charity Commission submission

The Clerk had contacted the Charity Commission regarding timescales for a response and it was confirmed this could be in excess of 6 months unless cause could be given for an urgent response. Bawdeswell Heath Trustees had provided an update and were also facing a delay with the Charity Commission.

Cllr Shanon proposed that as Bawdeswell Heath Trust is going to make representation to the Charity Commission for an urgent review on the grounds of loss of commercial opportunity, the Parish Council echo this and submit a request for early resolution, seconded Cllr Hartley-Walder and unanimously **AGREED**.

13. Vandalism – To receive information and approve further action in respect of vandalism

It was acknowledged that the Village Hall notice boards at the bottom of drive were smashed and the zip wire vandalised. Previous vandalism included the smashed church and telephone box windows. Use of the Breckland CCTV temporary security cameras was considered. Cllr Shannon confirmed he would raise this at the SNAP meeting in June. It was accepted that it was important to get areas of vandalism repaired promptly and the Council agreed to publicise the wider aspects of vandalism in the Reeves Tale.

14. Play equipment – To receive update (Dog fouling) and approve further action as appropriate – zip wire repair / grant funding

Following inspection, it was reported that there has been enormous improvement in the incidences of dog fouling on the recreation ground although concern was expressed that this has now moved to The Street. It was confirmed that the Clerk and Councillors inspected the play equipment on a regular basis and had checked the zip wire following the report of vandalism.

It was unanimously **AGREED** to purchase a new seat and chain, as necessary up to a cost of £200 and request a delay to the annual play inspection as proposed by Cllr Shannon, seconded by Cllr Craven.

Cllr Craven reported that there were 20 grant funding opportunities for help with providing fencing around play area but that the first step would be to obtain quotes. The Council agreed the location for the fencing and Cllr Craven will now obtain quotes for consideration. As the tree / hedge was overhanging the toddler swings, it was agreed to ask Muddy Badger for a quote to cut back.

15. Dog Fouling – To receive update and approve further action as appropriate

There was no further discussion as this had been addressed under item 14.

16. Grounds Maintenance – To receive update and approve further action in respect of Mower

Following enquires made regarding the repair of the mower, Ben Burgess advised that they did not believe the current mower was suitable for the task which it was expected to carry out. They confirmed that they would be happy to refund the cost of the mower and following a review, options were circulated to the Council and Mr Williamson for consideration.

Mr Williamson confirmed that at the outset, there had been a focus on the need for a collection mower but as the grass was being well managed (There was not the issue of waiting until spring to carry out the first cut), there was no longer the need for a collection mower. Areas requiring grass collection were being cut by the hand mower.

The replacement mower (which has been tested on the recreation ground by Mr Williamson, with Cllr Shannon) is £700 cheaper than the original machine and has more cutting heights, a capability side discharge mechanism, (if the grass does get longer there is an option to add that to leave lines of mown grass to be collected by hand mower)

Following discussion, it was unanimously **AGREED** to go ahead with the purchase of the new John Deere Z740R (petrol option) as proposed by Cllr Shannon, seconded by Cllr Good. It was confirmed that the mower would come with a 2 year guarantee.

A complaint received from a resident regarding the strimming at Bluebell Rise was addressed and the situation would be rectified as soon as possible, acknowledging that it was difficult to trim when children were playing in the area. It was agreed to publicise the grounds maintenance efforts in the Reeves Tale. Thanks were extended to Mr Williamson for his persistence with the mower.

It was agreed to contact Highways and ask them to remove the weeds growing on the pavements on The Street as this was encouraging dog fouling. Clerk to contact Paul Spooner and obtain a quote for the replacement of the post at the village hall entrance.

17. Breckland Local Plan – To receive update and approve further action

As an update was provided earlier in the meeting, it was agreed to defer further discussion until the next agenda.

18. Dog bin – To consider / approve purchase of dog bin jubilee garden

As it has been reported that the Jubilee Garden had been used to dispose of dog mess, it was agreed to take the first steps towards installing a dog bin at the Jubilee Garden.

19. Planning

(a) To consider planning applications

3PN/2024/0011/UC - Change of Use of Part of an agricultural building to B8 Storage and Distribution at Agricultural Barn Dereham Road, Bawdeswell – It was unanimously **AGREED** to record that if the application relieves the parking situation outside Horkey's Kitchen then the Parish Council would support the application but if it is a separate commercial venture with an increase in traffic off the Dereham Road then the Parish Council would have concerns, as proposed by Cllr Mallen, seconded by Cllr Hartley-Walder.

(b) To receive decisions from Breckland District Council

Prior approval for proposal to erect a single storey rear extension projecting from the original rear wall by 4.74m deep, with a maximum height of 4m and eaves height of 2.40m The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 1, Class A at 40 Hall Road, Bawdeswell – Prior approval not required.

(c) To consider any late planning applications

No late planning applications were received

It was acknowledged that no decision had yet been made in respect of the traveller site. District Cllr G. Bambridge confirmed he was continuing to chase.

20. Finance**a) To receive financial update and bank statements for consideration**

The balance of the Community account as at 30th April 2024 was confirmed as £29115.15, Business Money Manager (Earmarked reserves) was £29867.61. The Community Car Scheme balance £1,388.12 following receipt of grant £125 A claim for the refund of VAT for the year 2023/24 totalling £3796.39 had been submitted to HMRC. Public Works Loan Board repayment £2090.82 to be paid by Direct Debit 15th May. The 1st instalment of the precept was received 8th April £14350.00. Budget figures were circulated to Council for consideration.

b) To approve payments made, to be made and approve late payments as necessary & approve transfer £4500 from 2023/24 driveway budget underspend to earmarked reserves

All payments made and to be made as per schedule of payments were **AGREED** as proposed by Cllr Mallen seconded by Cllr Good. There was leftover funds in the budget 2023/24 for the driveway £4500. It was agreed that this would be transferred into the driveway earmarked reserves. In addition it was acknowledged that an amount of £1233.34 would be transferred at a later date as repayment for mower into driveway earmarked reserves and £1666.67 to Bluebell Rise (less an amount to be taken out for grass cutting)

Payments		
1 st April 2024	Bawdeswell Village Hall hire March	24.00
3 rd April 2024	Bank charges 12th Feb – 12th March	8.00
7 th April 2024	Norfolk ALC Annual Membership	220.21
7 th April 2024	Norfolk ALC Annual website fee	70.00
7 th April 2024	Graham Williamson – Grounds Maintenance March – (£160 grass cutting, £42.85 fuel, £22.40 padlock, £8.14 funnel for fuel)	233.39
7 th April 2024	Muddy Badger Jubilee garden	480.00
7 th April 2024	Linda Rose - Community Car Scheme Q1	13.00
7 th April 2024	Jo Porter - Community Car Scheme Q1	12.88
7 th April 2024	Angela Shannon - Community Car Scheme Q1	24.88
7 th April 2024	Brian Nursey - Community Car Scheme Q1	9.00
7 th April 2024	Lin Leppard - Community Car Scheme Q1	13.25
7 th April 2024	Peter Andrews - Community Car Scheme Q1	24.75
7 th April 2024	Christine Wheeler - Community Car Scheme Q1	4.75
7 th April 2024	Chris Leppard - Community Car Scheme Q1	15.00
7 th April 2024	Alan Gardner - Community Car Scheme Q1	9.25
17 th April 2024	K&M Lighting – 13 th April – 12 th May 2024	9.42
18 th April 2024	Npower - street lighting electricity	167.90
24 th April 2024	Muddy Badger Village green grounds maintenance	90.00
26 th April 2024	Tim Summers - internal audit	100.00
Future payments		
3 rd May 2024	Bank charges 12 th March – 12 th April	8.00
13 th May 2024	PWLB Loan repayment	2090.82
31 st May 2024	Mrs Jo Boxall – May salary & exps	£538.72
Receipts		
8 th April 2024	Breckland District Council - 1st Instalment precept	14350.00
12 th April 2024	Breckland District Council - Community Car Scheme	125.00
26 th April 2024	Breckland District Council – recycling credits	290.12
28 th April 2024	interest - Business Money Manager Account	49.00

c) To receive internal audit report and appoint internal auditor 2023/24

The Internal Auditor's report was received. No additional comments were received. It was unanimously **AGREED** to appoint T. Summers as internal auditor for 2024/25 as proposed by Cllr Hartley-Walder, seconded by Cllr Good.

d) To receive and approve Section 1 Annual Governance Statement 2023/24

It was unanimously **AGREED** to approve section 1 of the Annual Governance Statement 2023/24 as proposed by Cllr Shannon, seconded by Cllr Hartley-Walder.

e) To receive and approve Section 2 – Accounting Statements 2023/24

It was unanimously **AGREED** to approve section 2 – Accounting Statements 2023/24 as proposed by Cllr Shannon, seconded by Cllr Good

f) To approve period for the exercise of public rights

The period for the exercise of public rights was unanimously **AGREED** as commencing on 3rd June 2024 and ending on 12th July 2024 as approved by Cllr Hartley-Walder, seconded Cllr Mallen.

g) To review and approve insurance provision

The Council have entered into a 3 year LTA with BHIB. The Mower is insured separately and this would require review in light of change of mower. Clerk to ensure that the other pieces of equipment are included under the Council's insurance.

h) To consider / approve grant request from Village Hall for centenary event

It was unanimously **AGREED** to approve a grant of £320 (covering the magician / Punch & Judy) to the Village Hall for the centenary event as proposed by Cllr Mallen, seconded by Cllr Shannon. It was confirmed that recycling credits of £290.12 had been received from Breckland.

21. Correspondence

All correspondence received was circulated to Council for consideration.

It was unanimously **AGREED** to replace the shrubs in the Jubilee Garden up to a cost of £100 as proposed by Cllr Shannon, seconded by Cllr Good. This will be ratified at the next meeting.

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

Future agenda items to include ratification of purchase of shrubs, fencing quotes, Community mindfulness.

23. To approve the date of the next Parish Council Meeting – 6th June 2024

The date of the next meeting was approved as Thursday 6th June at 7pm.

24. To close the meeting

There being no further business, the meeting was closed at 9.06pm.