

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF BAWDESWELL PARISH COUNCIL
HELD ON THURSDAY 1st MAY 2025 AT BAWDESWELL VILLAGE HALL STARTING AT 7.30PM.**

Present: D. Shannon (Vice Chair), A. Hartley- Walder, R. Hannent, M. Bailey and C. Good

J. Boxall – Parish Clerk,

Members of the public –4

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, seconded by Cllr Hartley-Walder. The Declaration of Acceptance of Office form to be signed at a later date as Cllr Mallen was not present.

2. To elect the Vice Chair

It was unanimously **AGREED** to elect Cllr Shannon as Vice Chair as proposed by Cllr Hannent, seconded by Cllr Good.

3. To receive and note apologies for absence

Apologies for absence were received from Cllr Mallen (previously accepted) and Cllr Craven.

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

No declarations of interest were received.

5. To approve the minutes of the meeting held on Thursday 3rd April 2025

It was unanimously **AGREED** to approve the minutes of the Parish Council meeting held on Thursday 3rd April 2025, as a true and accurate record as proposed by Cllr Hannent 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 items (and receive brief presentation from Abels Homes on site opposite the primary school).

The Managing Director of Abel Homes gave a brief presentation during the open session at the Parish Meeting on plans for the site opposite the school, the site was one put forward for consideration in Breckland call for sites. No other comments were received.

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

Neither District Cllr G. Bambridge nor County Cllr B. Borrett were in attendance.

Cllr Good gave an update on the Village Hall and confirmed the Solar panels were working and thanks to fundraising efforts and donations (Parish Council donation to be made once recycling credits were received) only £380.90 was outstanding to find.

David Taylor, Chair of Governors confirmed that a good Ofsted report was received, the school currently has 85 children with capacity for over 100 and that the school is focusing on the 150-year celebrations (details to follow). The school bell has been repaired and is now working.

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

No response had been received from the Football Club following the agreement to purchase the container for £500.

9. To confirm / elect Councillor Representatives for Village Hall & appoint internal control officer

Cllr Shannon agreed to continue to be the Councillor Representatives for the Village Hall, as proposed by Cllr Hannent, seconded by Cllr Bailey.

It was unanimously **AGREED** to re-appoint Cllr Craven as Internal Control Officer for 2025/26 as proposed by Cllr Hannent, seconded by Cllr Hartley-Walder.

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

The Clerk raised concern over the lack of dual authorisation for online payments. Following discussion, it was unanimously **AGREED** to appoint Cllr Hartley- Walder as a third signatory, as proposed by Cllr Shannon, seconded by Cllr Good.

It was unanimously **AGREED** in principle to approve the use of dual authorisation for online payments depending on the options / process with HSBC proposed by Cllr Shannon, seconded by Cllr Good. Clerk to investigate further and bring back to Council.

It was unanimously **AGREED** to approve the Financial Regulations and associated policies, risk assessment and standing orders without amendment pending further investigation by the Clerk into the possibility of dual authorisation as proposed by Cllr Hartley-Walder, seconded by Cllr Good. HSBC had carried out a safeguarding review.

To consider / approve asset register policy.

It was unanimously **AGREED** to approve the asset register policy as proposed by Cllr Bailey, seconded by Cllr Shannon.

To consider / approve asset register for year-end 31st March 2025 following review

Following review, it was unanimously **AGREED** to approve the asset register for year end 31st March 2025 as proposed by Cllr Bailey, seconded by Cllr Shannon.

To renew approval for the use of variable direct debit for electricity & ICO payments.

It was unanimously **AGREED** to approve the use of variable direct debit for electricity and ICO payments as proposed by Cllr Hannent, seconded by Cllr Good.

11. Bawdeswell Heath – To receive update following Trustee meeting

Cllr Shannon gave a brief update and confirmed that the Trustee meeting in April was poorly attended. In order to pursue the option of renting the Heath (including PC land) to the Norfolk Wildlife Trust (NWT) further legal advice is required to ascertain what maximum lease the Charity Commission would accept (without considering it similar to a sale) and what minimum lease the NWT would accept. Current suggestions of an annual rent of £400/year for the whole Heath would not bring in much income for the PC, but as there was no current financial benefit this was not a major issue. The Heath were initially hoping to abolish the Heath Trust but this would not be possible if the Heath is rented and they would need to consider how to distribute rental income. A future consideration may be for the Parish Council to take on this task as they already allocate funds from recycling credits.

12. Breckland Local Plan – To receive update a consider formulating a more detailed assessment of the possible Bawdeswell development sites as part of the draft Breckland Plan.

No date had yet been received for the Council's meeting with Breckland. As it was expected that the next consultation would be open until the end of July, it was agreed to defer formulating a more detailed assessment of the possible Bawdeswell development sites until the next meeting. Clerk to circulate Council's previous submission to Breckland. The Clerk had submitted the village checklist to Planning.

13. Highways – To receive update and approve further action as necessary

It was acknowledged that Highway had 'repaired' some of the 'holes' at the top of the Street but the quality of the work was poor. It was unanimously **AGREED** that the Clerk would email Highways, copying in County Cllr Borrett, highlighting the inadequacies as proposed by Cllr Shannon, seconded by Cllr Good.

An email was received from a resident raising concern about the numerous potholes on the Reephams Road. Resident to be thanked for the information. Residents to be encouraged to report defects to Highways.

It was acknowledged that the Council remains concerned about the vegetation growing out of verges and pavements. Residents to be thanked for their efforts last year in the absence of Highways doing their job, with

14. Trees – To receive update & consider quotes in respect of tree work

A letter had been sent to the homeowner regarding the eucalyptus tree. The Homeowner had responded confirming that they were consulting with tree service specialists who will advise them. Clerk to chase quotes for the tree work.

It was reported that the Village Hall Trustees are concerned about overhanging branches and vegetation coming over the fence onto Parish Council land and concern over the oak tree on the corner and were seeking Parish Council approval to prune back as necessary. It was agreed to add this to the next agenda.

15. Planning

(a) To consider planning applications

No new planning applications were received.

(b) To receive decisions from Breckland District Council

No new decisions were received from Breckland. It was understood that the Solar Farm at Pettywell had been approved.

(c) To consider any late planning applications

No late planning applications were received.

16. Finance

a) To receive financial update and bank statements for consideration

The balance of the Community account as at 30th April 2025 was confirmed as £29271.32, Business Money Manager (Earmarked reserves) was £38635.46. 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 Shannon. The list of payments and receipts to be signed by the one signatory in attendance.

PAYMENTS				
3rd April 2025	bank charges 13th February - 12th March 2025			8.00
6th April 2025	Bawdeswell Village Hall Hire March			27.20
6th April 2025	refund Mrs Jo Boxall - printer			17.50
6th April 2025	Angela Shannon - CCS Jan-March			12.60
6th April 2025	Jane Nursey - CCS Jan - March			12.60
6th April 2025	Chris Leppard - CCS Jan - March			6.00
6th April 2025	Lin Leppard - CCS Jan - March			4.80
6th April 2025	Peter Andrews - CCS Jan - March			21.00
6th April 2025	Alan Gardner - CCS Jan - March			6.00
6th April 2025	Linda Rose - CCS Jan - March			5.00
6th April 2025	David Shannon - CCS Jan - March			3.50
6th April 2025	Ailsa McColville - CCS Jan - March			27.50
6th April 2025	Ruth Whitmore - CCS Jan - March			11.00
6th April 2025	Jo Porter - CCS Jan - March			5.50
14th April 2025	Graham Williamson - March grounds maintenance			175.02
14th April 2025	Breckland District Council - Bluebell Rise bin Jan-March 25			62.94
14th April 2025	CBR Business solutions - DBS checks CCS scheme			28.80
14th April 2025	K&M Lighting street lighting maintenance 13th April - 12th May			9.42
20th April 2025	Muddy Badger invoice 129 - village maintenance			115.00
20th April 2025	Graham Williamson - April grounds maintenance			221.13
26th April 2025	Mr T summers - internal audit			100.00
30th April 2025	Mrs Jo Boxall - April salary & exps			575.72
30th April 2025	HMRC Employers NI			22.31
FUTURE PYMT				
2nd May 2025	Mrs Jo Boxall - refund laptop			542.95
2nd May 2025	Mrs Jo Boxall - refund Microsoft office			119.99
	PWLB – loan repayment (DD)			2090.82
RECEIPTS				
8th April 2025	Breckland District Council - Precept 1st instalment	15,750.00		
22nd April 2025	Breckland District Council - Community Car Scheme Grant	250.00		
28 th April 2025	Business Money Manager interest			£56.40

c) To approve payment in respect of Church brown bin (50% contribution - £31)

It was unanimously **AGREED** to pay a 50% contribution of £31 in respect of the brown bin to the Church as proposed by Cllr Hartley-Walder, seconded by Cllr Hannent.

d) To ratify approval to replace Council laptop and purchase Microsoft Office

It was unanimously **AGREED** to refund the Clerk for the cost of the Council laptop (£542.95) and Microsoft Office £119.99 as proposed by Cllr Good, seconded by Cllr Hannent. It was necessary for the Council to approve the purchase in between meetings, via email, to ensure continuity of business.

e) To receive internal audit report and appoint internal auditor 2025/26

The Internal Auditor's report was received. It was unanimously **AGREED** not to pursue the recovery of VAT for items purchased from Amazon (driveway repairs) as no VAT invoice was received and the suppliers VAT registration number could not be traced as proposed by Cllr Bailey, seconded by Cllr Good. It was unanimously **AGREED** to appoint T. Summers as internal auditor for 2025/26 as proposed by Cllr Shannon, seconded by Cllr Hartley-Walder.

f) To receive and approve Section 1 Annual Governance Statement 2024/25

It was unanimously **AGREED** to approve section 1 of the Annual Governance Statement 2024/25 as proposed by Cllr Hannent, seconded by Cllr Bailey.

g) To receive and approve Section 2 – Accounting Statements 2024/25

It was unanimously **AGREED** to approve section 2 – Accounting Statements 2024/25 as proposed by Cllr Shannon, seconded by Cllr Good.

h) 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 2025 and ending on 14th July 2025 as approved by Cllr Hartley-Walder seconded Cllr Good.

i) To review and approve insurance provision

The Council have entered into a 3-year LTA with BHIB which ends 2026. The Mower is insured separately (£7500). Following a thorough review of the asset register, it was unanimously **AGREED** to approve the insurance provision as proposed by Cllr Shannon, seconded by Cllr Hannent.

17. Correspondence

All correspondence received was circulated to Councillors. It was agreed to add useful information to the website as proposed by Norfolk ALC. Alongside information from Breckland on support services for people with Mental Health issues.

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

It was acknowledged that the seat platform for the group springy had been installed upside down. Clerk to email Playdale and make enquiries about getting this rectified (as it was understood they had installed the unit in the first instance).

Future agenda items to include the Football container, Highway matters, trees, Breckland Local Plan.

19. To approve the date of the next Parish Council Meeting – 5th June 2025

It was agreed that the next meeting of the Parish Council would be held on Thursday 5th June at 7pm

20. To close the meeting

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