

MINUTES OF THE PARISH COUNCIL MEETING OF BAWDESWELL PARISH COUNCIL HELD ON THURSDAY 24th JULY 2025 AT BAWDESWELL VILLAGE HALL STARTING AT 7.00PM.

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

J. Boxall – Parish Clerk,

Members of the public – 1

1. To receive and note apologies for absence.

Apologies for absence received from Cllr Mallen and Cllr Bailey.

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

Declarations of interest were received from Cllr Shannon, Cllr Good and Cllr Hartley- Walder regarding agenda item 11.

3. To approve the minutes of the Parish Council Meeting held on Thursday 5th June 2025

It was unanimously **AGREED** to approve the minutes of the Parish Council Meeting held on Thursday 5th June 2025, as true and accurate records as proposed by Cllr Good, seconded by Cllr Hannent. Minutes were duly signed.

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

No comments were received.

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

Email reports received from the District and County Councillor were circulated electronically. District Cllr G. Bambridge and County Councillor B. Borrett were not in attendance.

Cllr Good gave an update on matters at the Village Hall and confirmed that despite recent inclement weather, the solar panels were working at 100% or near own electricity generation. The trees near the bottle banks have been cut back, reducing risk of branches falling. The Trustees were providing an updated title register so the Lottery (grant funding) can release their interest in the Village Hall. It was agreed to add a request from the Village Hall for additional car parking space to the next agenda.

6. To receive update on matters arising from previous minutes for information only – Council emails, village Hall solar panel donation (recycling credits)

An email was received confirming recycling credits of £298.03 would be paid to the Parish Council for textiles and glass for the period 1st April 24 to 31st March 25. Once received, the Clerk will make a grant payment of £300 to the Village Hall in respect of the donation towards solar panels.

Council emails had been set up and the Clerk was awaiting confirmation from all Councillors that they have set the new email up before switching to the new email for all correspondence.

7. Play equipment – To receive update & consider / approve further action following annual play inspection report and approve replacement zip wire seat following damage / vandalism

The annual play inspection report was circulated electronically. Two medium risk areas were highlighted – corrosion in Toddler cradle seat top frame and all support posts bar one on the wooden climber are heavily decayed below ground level.

Following discussion, it was agreed that as this was a medium risk, the climber would be inspected on a weekly basis by Cllr Shannon / Cllr Hannent. It was acknowledged that the budget for the play area 2025/26 was £4500 with earmarked reserves £2677.28 and initial enquiries into a replacement climber was in excess of £12000 supply only. It was agreed that the Clerk would make enquiries into the cost of replacing the posts on the climber and replacement seat/s for the toddler swing.

Councillors to consider future management of the play area, including the need for section 106 funding from developers to focus on the maintenance of the play area.

Following July play inspection, it was reported that the seat on the zip wire had been vandalised and would need replacing. The zip wire seat and cable was removed to prevent use, Further inspection showed dog bite marks on the cable and what remained of the seat. It was unanimously **AGREED** to replace the seat at a cost of up to £100 as proposed by Cllr Good, seconded by Cllr Hartley-Walder. It was agreed to put a strongly worded piece in the Reeves Tale regarding the vandalism.

It was agreed to review the situation regarding dogs on the recreation ground / play area in September, and consider a dog ban / fencing. Clerk to seek help from District Cllr Bambridge on Breckland's perspective for banning dogs from the playing field. It was reported that dog mess was still an issue.

8. Football container – To receive update and approve further action regarding disposal of the football container and associated donation to the church roof

The Clerk had sent several emails inviting member/s of the Football Club to the meeting to provide an update. It was unanimously **AGREED** to write a letter stating that the Parish Council is now of the view that a decision must be made with regards to the container, and if no response then compulsory removal will need to be considered. A timescale of 4 weeks was suggested for the handover of the key as proposed by Cllr Hartley-Walder, seconded by Cllr Hannent. A separate email to be sent regarding the grass area.

9. Grounds Maintenance – To consider / approve further action regarding hedge/s surrounding recreation ground and consider / approve bark for jubilee garden.

It was unanimously **AGREED** to purchase more bark for the jubilee garden (10 bags £65) as proposed by Cllr Shannon, seconded by Cllr Hannent.

A resident raised concern about the overgrown hedge on the recreation ground and the presence of a poisonous weed. It was agreed to respond to the resident's concern, confirming his right to cut back hedge his side of the hedge and treat weed as necessary.

It was unanimously **AGREED** that Cllr Shannon would contact a local Farmer to see if it was possible for the brambles / overgrowth to be cut back around the edge of the recreation ground (after bird nesting season has finished) and obtain a quote for the work, as proposed by Cllr Shannon, seconded by Cllr Hartley-Walder

Following discussion, it was **AGREED** with one objection to trim the hedge around the edge of the car parking area and children's play equipment after 1st September when children return to school and the bird nesting season is over, as proposed by Cllr Good, seconded by Cllr Hartley-Walder. A previous proposal by Cllr Shannon to carry out the work in August was unsupported.

It was agreed that the repairs to the fencing at the edge of the driveway would be postponed pending future discussion over extension of the car parking area.

10. Highway matters – To receive update on Highway matters (HGV traffic on B1145) and approve further action regarding inconsiderate parking on pavements, weed killing on highway and consider further action re parking outside Horkeys. To consider & approve further action following complaints noisy / speeding motorbikes.

It was agreed the Clerk would chase the emails sent regarding HGV traffic on the B1145 as no response had yet been received.

As it was confirmed that weed killing had been carried out recently, no further action was deemed necessary. Following an increase in inconsiderate parking on pavements, it was agreed to highlight the issue in the Reeves Tale. As the season for hedge cutting is approaching, it was agreed to remind residents with hedges encroaching on pavements to cut them back (Reeves Tale).

It was unanimously **AGREED** that Cllr Shannon would contact the Safer Neighbourhood Team regarding the increased complaints about parking on the verge outside Horkeys (initial concerns were raised December 2023 with no resolution) as proposed by Cllr Good, seconded by Cllr Hannent.

Complaints were received regarding scooters / noisy motorbike. As the Parish Council are not empowered to take further action but recognises that it is anti-social behaviour, it was agreed that Cllr Shannon would also raise this with the Safer Neighbourhood Team. Residents to be encouraged to report incidences to the Police.

11. Breckland Local Plan – To receive update and ratify approval of commentary of the possible Bawdeswell development sites as part of the draft Breckland Plan.

It was unanimously **AGREED** to ratify approval of commentary of the possible Bawdeswell development sites as part of the draft Breckland Plan as proposed by Cllr Shannon seconded by Cllr Hannent.

Following cabinet approval, Bawdeswell was confirmed as a primary parish (no longer a key service Centre). It was understood that the hierarchy '*will help inform the allocation of development within the district seeking to ensure that development is directed to the most sustainable locations. The numbers that will be required to be located within the rural areas have yet to be established. They will be dependent on existing commitments and completions of houses, the number and location of the Strategic Development Areas (SDAs) and the number of houses the SDAs will be able to deliver and the trajectory for that delivery.*'

Thanks were extended to District Cllr Bambridge for his support regarding the revised allocation.

12. Local Government Reorganisation (LGR) – To receive update and approve further action

All correspondence received regarding LGR was circulated. Cllr Shannon gave his apologies as he had been unable to attend the meetings. It was agreed that the Parish Council would want to see local involvement on local issues.

13. Community Car Scheme – To receive update and approve further action as necessary

The car scheme co-ordinator reported that there are currently 7 drivers but most are only offering availability for 1 shift a month and they are becoming increasingly aged themselves. It was acknowledged that there was a need for at least 3 or 4 new drivers to cover the local demand as several requests for help under the scheme have been refused and the Norfolk County Council Scheme Travel Norfolk has been asked to assist on a few occasions. It was agreed to support the co-ordinator and make a plea for new drivers in the Reeves Tale.

It was reported that unless Car Scheme drivers are bringing a cancer patient or a blue badge holder, it is now procedure for drivers to pay for parking. Following discussion, it was unanimously **AGREED** that where parking charges were unavoidable, they should be reimbursed as drivers should not be out of pocket. Subject to reassessment as necessary (e.g. following excessive requests for reimbursement) proposed by Cllr Hannent, seconded by Cllr Craven.

14. Policies – To review / update the following policies – Model Publication scheme, Privacy statement & policy, website accessibility statement

Following review, it was unanimously **AGREED** to approve the policies as proposed by Cllr Shannon, seconded by Cllr Good.

15. Planning

(a) To consider planning applications received

No planning applications were received.

(b) To receive decisions from Breckland District Council

No decisions received from Breckland District Council.

(c) To consider any late planning applications

No late planning applications received.

16. Finance**To receive income / expenditure budget figures to 30th June 2025 for consideration**

The balance of the Community account as at 17th July 2025 was confirmed as £24837.33, Business Money Manager (Earmarked reserves) was £38741.56. Budget figures were circulated to Council for consideration. HSBC confirmed that the safeguarding review was complete. An email was received from HSBC advising that they would be removing the £8 monthly account fee from the Council's Business Banking Account with effect from the first charging cycle beginning on or after 1st July 2025.

PKF Littlejohn had completed the external audit and no concerns were raised. The conclusion of audit documentation would be published on 1st August. An internal control check was carried out by Cllr Craven with no concerns raised.

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 Shannon, seconded by Cllr Hartley- Walder. The list of payments and receipts was signed by the one signatory in attendance. Late payments not included on the schedule includes PKF Littlejohn £252 for external audit and £90 Muddy Badger for grounds maintenance.

PAYMENTS				
2nd June 2025	Graham Williamson - Grounds Maintenance May			78.19
2nd June 2025	Bawdeswell Village Hall - Hire May			27.20
3rd June 2025	Bank charges 13th April to 12th May			8.00
6th June 2025	Muddy Badger - Grounds maintenance			90.00
18th June 2025	K&M Lighting Street lighting maintenance 13th June - 12th July			9.42
18th June 2025	Graham Williamson - June grounds maintenance			212.15
18th June 2025	Rospa play safety - annual play inspection			321.60
18th June 2025	HMRC Employers NI June (sent early in error)			22.31
23rd June 2025	CBR Business solutions - DBS checks CCS scheme invoice 123			28.80
26th June 2025	Mrs Jo Boxall - refund reflective tape			10.98
30th June 2025	Mrs Jo Boxall - June salary & exps			575.72
4th July 2025	Bank charges 13th May to 12th June			8.00
14th July 2025	David Wheeler - Community Car Scheme April - June			7.75
14th July 2025	Alan Gardner - CCS April - June			2.50
14th July 2025	Peter Andrews - CCS April - June			35.00
14th July 2025	Alisa McColvillee CCS April - June			41.50
14th July 2025	Angela Shannon - CCS April - June			25.00
14th July 2025	Lin Leppard - CCS April - June			10.75
14th July 2025	Ruth Whitmore - CCS April - June			33.50
14th July 2025	Chris Leppard - CCS April - June			4.25
17th July 2025	K&M Lighting Street lighting maintenance 13th July - 12th August			9.42
17th July 2025	Muddy Badger Jubilee Garden 0117			65.00
17th July 2025	Muddy Badger Jubilee Garden 0115			160.00
17 th July 2025	Norfolk ALC website / email hosting			103.20
17 th July 2025	Bawdeswell Village Hall – June hire			27.20
RECEIPTS				
28 th June 2025	Business money manager interest			53.89
FUTURE PAYMENTS				
	Bawdeswell Hall Hire - July			TBC

		Grounds Maintenance -July & August			TBC
		ICO Annual data protection fee			47.00
31st July 2025		Mrs Jo Boxall - July salary & exps			575.72
31st July 2025		HMRC Employers NI July			22.31
31st August 2025		Clerks August salary, exps & Employers NI (TBC)			£575.72 22.31

17. Correspondence

All correspondence was circulated electronically.

18. To receive items for information and receive items for the next agenda – Parish Partnership Funding

The Council confirmed that there were no plans to apply for Parish Partnership funding this financial year. Items for the next agenda to include car parking at the Village Hall, Football container, Breckland local plan and LGR.

19. To approve the date of the next meeting as Thursday 4th September 2025

The date of the next meeting was confirmed as Thursday 4th September 2025

20) To close the meeting

There being no further business, the meeting was closed at 20.44pm.