

MINUTES OF THE PARISH COUNCIL MEETING OF BAWDESWELL PARISH COUNCIL HELD ON THURSDAY 4th SEPTEMBER 2025 AT BAWDESWELL VILLAGE HALL STARTING AT 7.00PM.

Present: D. Shannon (Vice Chair), R. Hannent, P. Craven, M. Bailey and C. Good

J. Boxall – Parish Clerk,

Members of the public – 2,

District Councillor G. Bambridge

1. To receive and note apologies for absence.

Apologies for absence previously accepted from Cllr Mallen.

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

Cllr C. Good declared an interest in item 7 as a Trustee of the Village Hall. Cllr Shannon declared an interest in agenda item 12 Breckland Local Plan.

3. To approve the minutes of the Parish Council Meeting held on Thursday 24th July 2025

It was unanimously **AGREED** to approve the minutes of the Parish Council Meeting held on Thursday 24th July 2025, as true and accurate record as proposed by Cllr Hannent, seconded by Cllr Good. Minutes were duly signed.

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

A resident raised concern regarding the hedging work recently carried out by volunteers (use of own equipment and physical side of the task taken on) Council agreed to seek a quote for future hedge cutting (Muddy Badger) for further consideration.

Concern was expressed about the exit for vehicles from the Village Hall and a mirror was suggested to aid visibility of oncoming vehicles. It was acknowledged that the Council's previous requests to Highways for a mirror have been rejected and their policy hasn't changed. Residents were encouraged to write to Highways directly with concerns.

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 gave a brief update on district matters including Local Government Reorganisation and Breckland Local Plan.

County Councillor B. Borrett was not in attendance.

Cllr Good gave an update on matters at the Village Hall and confirmed that the solar project was delivering well and the Trustees were now in the position of receiving money back with no electricity bill. The autumn calendar had been published and the AGM would be held 27th October.

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

Community Car Scheme – The appeal for new volunteers to go in October Reeves Tale along with other matters as agreed at the last meeting (last meeting held after magazine deadline). It was confirmed that Muddy Badger had bought the bark and it had been placed on the Jubilee Garden.

7. Village Hall – To consider / approve request for provision of extra car parking space

As a Trustee of the Village Hall, Cllr Good highlighted the need for additional car parking space as groups with higher number of participants equals an increase in the number of cars. Two proposals were put forward;

- To move the existing wire fencing back 7ft to create casual parking spaces at angles to the drive which would create an additional 15 spaces.
- To create a different entry / access point and park the cars on the recreation ground against the existing wire fence as it was reported that the current entry gate was difficult to open.

Following acknowledgement that the wire fencing was in need of replacement, there was a need for an increase in car parking spaces and there may be an issue with the second proposal (Health and Safety issues of cars driving on the recreation ground), it was unanimously **AGREED** subject to cost, that the Council would support the first proposal; to move the fence to accommodate additional parking spaces, as proposed by Cllr Shannon, seconded by Cllr Hannent. Clerk to seek quotes for consideration.

8. Play equipment – To receive update & consider / approve further action following annual play inspection report and further damage to play equipment. Approve purchase of replacement toddler swing seat/s

It was unanimously **AGREED** to purchase new toddler seats at a cost of £108 + VAT each as proposed by Cllr Shannon, seconded by Cllr Hannent.

It was confirmed that the climbing frame was being inspected on a weekly basis with no concerns noted to date. NGF Play have agreed to come and inspect the unit and provide a quote for repair, Clerk to chase.

The handle on the roto bounce had come off. Playdale had been contacted and would send a replacement bolt. The protruding bolt had been covered pending repair.

Following further discussion, it was agreed that the Council should carry out a thorough review of the play area with regards to refurbishment / replacement of equipment, surfacing (efforts to cover the bare ground with grass seed failed due to high use) and fencing led by Cllr Bailey with support from the Clerk and Cllr Craven (as available).

It was noted that the seat on the air rider had been chewed by a dog (Clerk seeking replacement cost) and there was still an issue with dog mess. Following discussion, it was unanimously **AGREED** that Cllr Craven would seek a quote for three A3 metal backed signs confirming that dogs are not allowed in the play area as proposed by Cllr Shannon, seconded by Cllr Good.

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

The Clerk sent a letter on 13th August to the Chair of the Football Club but to date no response has been received. It was agreed to defer this agenda items until the next meeting. It was agreed Cllr Shannon would approach the Chair of the Football Club in an attempt to receive update.

10. Grounds Maintenance

To consider / approve quote for cutting hedge / brambles surrounding recreation ground.

It was unanimously **AGREED** to accept the quote of £100 for the cutting of the brambles / hedge around the edge of the recreation ground as proposed by Cllr Good, seconded by Cllr Hannent.

To consider / approve purchase of multitool / brush cutter

It was unanimously **AGREED** to purchase a Mountfield petrol driven multitool / brush cutter (it was acknowledged that brambles need more than a standard strimmer) at a cost of £300 as proposed by Cllr Good, seconded by Cllr Hannent.

11. Highway matters – To receive update on Highway matters (HGV traffic on B1145), parking and motorbikes

Motorbikes – It was confirmed that the Police stopped a young resident who was driving anti-socially in Dereham and been given a section 59 Police Reform Act warning. It was confirmed that further details were needed to be able to take further action against the offending motorbikes.

Parking Horkeys – Cllr Shannon sought advice from the Safer Neighbourhood Team Leader, raising concern regarding parking on the edge of the road. The Police spoke to Horkeys warning them of the situation. The Police pointed out that unless they were creating a hazard, there was nothing the Police could do.

Email from Highways 13th August confirmed that a response would be chased in respect of concerns regarding HGV traffic on B1145. Piece for Reeves Tale would highlight the issue of cars parking on pavements, overgrown hedges as these were impacting on people with mobility issues.

12. Breckland Local Plan – To receive update and approve further submission as necessary

Further consultation was expected in October.

13. Local Government Reorganisation – To receive update and approve further action

An update was received earlier in the meeting from District Cllr Bambridge. All information received was circulated electronically.

14. Policies – To review / update the following policies – Equality & diversity, Health & Safety & Safeguarding

It was unanimously **AGREED** to approve the policies as proposed by Cllr Bailey, seconded by Cllr Good. The Clerk confirmed that she would be formulating an IT Policy in accordance with audit requirements.

15. Planning

(a) To consider planning applications received

No planning applications were received.

(b) To receive decisions from Breckland District Council

No decisions were received from Breckland District Council.

(c) To consider any late planning applications

No late planning applications were received.

16. Finance

To receive income / expenditure budget figures to 31st August 2025 for consideration

The balance of the Community account as at 31st August 2025 was confirmed as £22822.55, Business Money Manager (Earmarked reserves) was £38843.99. Budget figures were circulated to Council for consideration

To approve payments made, to be made and approve late payments as necessary, including ratifying purchase of bark £85.00.

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 was signed by the one signatory in attendance. Late payments not included on the schedule includes Npower invoices received on 29th August for period 1st January – 30th June 2025 £111.82 and £172.37. Clerk to research the agreement regarding the street lighting.

25th July 2025	Muddy Badger - jubilee Garden invoice 0126			90.00
25th July 2025	PKF Littlejohn - external audit			252.00
26th July 2025	Bawdeswell Village Hall - solar panel grant			300.00
28th July 2025	ICO - Data protection renewal			47.00
30th July 2025	Graham Wiliamson - Grounds Maintenance July			111.33
31st July 2025	Mrs Jo Boxall - July salary & exps			575.72
31st July 2025	HMRC Employers NI July			22.31
3rd August 2025	Bank charges 13th June to 12th July			8.00
5th August 2025	Bawdeswell Village Hall - Hall hire July			27.20
5th August 2025	Muddy Badger - Jubilee Garden - bark and garden work			195.00
5th August 2025	Online Playgrounds - replacement zip wire seat			76.80
13th August 2025	K&M Lighting - street lighting maintenance 13th August - 12th Sept			9.42
	Graham Wiliamson - Grounds Maintenance August			
29th August 2025	Mrs Jo Boxall - salary & exps August			575.72
29th August 2025	HMRC Employers NI August			22.31
RECEIPTS				
25 th July 2025	Breckland District Council - recycling credits		298.03	
28th July 2025	Business Money Manager interest		52.22	
28 th August 2025			50.21	
FUTURE PAYMENTS				
	Bawdeswell Village Hall – September hire			27.20
	Grounds Maintenance September			49.76
	Annual Insurance			629.42
30 th September 2025	Mrs Jo Boxall – September salary & exps TBC			575.72
30 th September 2025	HMRC Employers NI September TBC			22.31

17. Correspondence

All correspondence received was circulated. A further email was received from Project Technician - Highways Design Team seeking the Council's support for the amended proposed 20MPH speed limit on Foxley Road, including Billingford Road. The Council agreed they would continue to support the proposals.

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

Items highlighted elsewhere on the agenda to include the play area, football container, Local Plan.

19. To approve the date of the next meeting as Thursday 2nd October 2025

The date of the next meeting was approved as Thursday 2nd October 2025.

20. To approve exclusion of the press and public under the public bodies (admission to meetings) act 1960 during discussion of agenda item 21

It was unanimously **AGREED** to approve the exclusion on the press and public during discussion of agenda item 21 as proposed Cllr Shannon, seconded Cllr Bailey

21. To carry out Clerk's appraisal for salary consideration effective April 2026

As Councillors acknowledged that the Clerk continues to work hard and do her best for Councillors and Parishioners. it was unanimously **AGREED** to award an increase of 5.3% from 1st April 2026 as proposed by Cllr Hannent, seconded by Cllr Good.

22. To close the meeting - There being no further business, the meeting was closed at 9pm.