

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF BAWDESWELL PARISH COUNCIL HELD ON THURSDAY 7th MAY 2026 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

District Cllr G. Bambridge

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

It was unanimously **AGREED** to approve Cllr Shannon as Chair, as proposed by Cllr Hannent, seconded by Cllr Good. The Declaration of Acceptance of Office form was duly signed.

2. To elect the Vice Chair

It was unanimously agreed to postpone the election of Vice Chair until the June meeting

3. To receive and note apologies for absence

Apologies for absence were received from Cllr Bailey

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

Declarations of interest were received from Cllr Good and Cllr Shannon in matters relating to the Local Plan.

5. To approve the minutes of the meeting held on Thursday 2nd April 2026

It was unanimously **AGREED** to approve the minutes of the Parish Council meeting held on Thursday 2nd April 2026, as a true and accurate record as proposed by Cllr Hannent, seconded by Cllr Good. Minutes were duly signed.

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

No comments were received

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

County Cllr B. Borrett and the Police were not in attendance, District Cllr Bambridge gave a brief update on district matters including the current issue of traveller sites in the local area which Breckland are trying to manage and look for new sites. There was no update for the Breckland Local Plan other than to confirm that the next (Regulation 19) stage is expected in July, with submission to the Planning Inspectorate by the end of the year. Further public consultation will take place at the Regulation 19 Stage.

Cllr Good gave an update on matters at the Village Hall and it was confirmed that since solar panels were installed, there has already been a £10000 saving which has meant the income from lettings now covers the hall running costs. It is recognised that there is an aging volunteer / trustee base and a need to engage with younger people to ensure the long-term future running of the hall, The monthly soup hub will be taking a break and will return in the autumn.

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

The land owner confirmed that they had already complained to the company that provided the road fill on Common Lane who replaced it in places, and is uncertain of what else can be done. Cllr Shannon noted that Common Lane is used by dog owners in spite of the concern about the lane.

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

It was agreed that Cllr Shannon would remain the representative for the Village Hall.

It was unanimously **AGREED** that Cllr Craven would remain the internal control officer as proposed by Cllr Shannon, seconded by Cllr Hartley-Walder.

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

It was unanimously **AGREED** to approve the Financial Regulations, Internal Control Policy, Review of Internal Audit, risk assessment and standing orders as proposed by Cllr Good. seconded by Cllr Hannent. It was acknowledged that the Council had been unable to proceed with the proposal for dual authorisation in the last financial year but this could now move forward, Signatories were confirmed as Cllr Shannon, Cllr Bailey and Cllr Hartley-Walder.

12. Breckland Local Plan – To receive update

No update was yet available from Breckland, further to that already confirmed above. District Cllr Bambridge highlighted the option for a Planning Officer to attend a Council meeting and speak about the plan. As it was understood that Breckland were currently considering the points made by the Parish Council and that District Cllr Bambridge would be attending a meeting regarding the local plan on the 26th / 27th May, and would provide feedback to the Parish Council at the June meeting, the Council would then decide if a meeting with a planning officer should be considered for the July meeting.

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

Thanks were extended to County Cllr B. Borrett for intervening on pot holes and road signs. Pot holes had been repaired and the road sign near the school reinstated. It was noted that the Two Fields Way signage has not yet been re-erected. Clerk to contact Breckland District Council. There was no feedback re flooding but it was acknowledged that the weather has been dry lately.

14. Recreation Ground

To receive update regarding ash trees

The Clerk sent a letter as requested but to date no response has been received. Following further consideration, it was agreed that the Two Ash Trees are on Parish Council land and should be removed as soon as possible. Cllr Shannon and the Clerk to look at options for prompt removal (considering public liability insurance)

To receive update and consider further action regarding dogs on the recreation ground

Although it is acknowledged that there is still an issue with dog's mess on the recreation ground, there is some evidence that placing flags on dog poo has concentrated the mind of responsible dog owners to remove dog mess with some improvement noted. There is still an issue with dog's mess on pavements in the village. It was unanimously AGREED not to take any further action at present but continue to monitor as proposed by Cllr Good, seconded by Cllr Shannon

A Freedom of Information request relating to the issue of dog's mess on the recreation Ground was received. The Clerk was thanked for providing the resident with a thorough and prompt response.

Cllr Bailey confirmed (via email) that he has an onsite appointment with fawns playground suppliers to scope out challenges and needs for the future. Clerk to chase other play company for their ideas / quote. It was acknowledged that there would need to be special fundraising to provide the fencing when a suitable proposal was received / approved

Cllr Bailey (via email) confirmed that he had collected the free tree, stake and temporary guard for it. The strongest looking one, a quince was chosen. Following discussion, it was agreed that quotes should be sought for the tree surrounds and brought to the next meeting.

A request was received for a private 'Nerf Party' to be held on the recreation ground. This was agreed by Council subject to the necessary insurances being in place.

Monthly play inspections have been carried out with no concerns raised. The Clerk was still waiting for the replacement seats for the play area. The Annual Play inspections has been booked for June with ROSPA Play Safety. Cllr Hannent kindly agreed to carry out a play inspection for May as the Clerk was unable to do so.

15. Planning

(a) To consider planning applications

No planning application had been received.

(b) To receive decisions from Breckland District Council

No decisions had been received from Breckland District Council

(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 2026 was confirmed as £32,822.69, Business Money Manager (Earmarked reserves) was £43943.45. Budget figures were circulated to Council for consideration.

An email received from Norfolk ALC confirmed that the Council's decision to make a grant / contribution to the Trust and the trust then meets its own costs out of that grant creates a clear division of accounts and expenditure, alongside separate Trustee meetings. The Grant to the Trust would be section 137 expenditure, which allows Councils to spend money on projects they believe will benefit some or all of their residents. The Council must also ensure that the direct benefit to its area or residents is commensurate with the expenditure incurred.

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 and receipts to be signed by the one signatory in attendance. The Community Car Scheme Grant agreement had been signed and returned.

PAYMENTS					
7th April 2026		March Grounds Maintenance			362.35
7th April 2026		Bawdeswell Village Hall - Hall Hire March			27.20
7th April 2026		Community Car Scheme Payments Jan-March			135.75
11th April 2026		Muddy Badger - Bus stop clearance			280.00
11th April 2026		Muddy Badger - Dogwood recreation ground			370.00
17th April 2026		Npower street lighting electricity – Direct Debit			178.38
17th April 2026		Muddy Badger - Bus Stop clearance invoice 0416			150.00
26th April 2026		Transfer to Former Highways Surveyors a/c			700.00

26th April 2026		Internal audit T Summers			100.00
30th April 2026		Mrs Jo Boxall - April salary & exps			605.75
30th April 2026		HMRC Employers NI			26.81
RECEIPTS					
10th April 2026		Breckland District Council - precept 1st installment		17,125.00	
17th April 2026		Breckland District Council - community car scheme grant		250.00	
28 th April 2026		Business Money Manager Account - interest		46.01	
29 th April 2026		HMRC VAT refund		646.90	
FUTURE PAYMENTS					
		April Grounds Maintenance			354.22
		Bawdeswell Village Hall – April Hall Hire			28.80
		Community car scheme payments - April			171.50
		Norfolk ALC Annual Membership			229.58
29 th May 2026		Mrs Jo Boxall – May salary & exps (Gross)			605.75
		HMRC Employers NI - TBC			26.81

c) To receive internal audit report and appoint internal auditor 2026/27

The Internal Auditor's report was received, no concerns were raised. It was unanimously **AGREED** to appoint T. Summers as internal auditor for 2026/27 as proposed by Cllr Shannon, seconded by Cllr Good.

d) To receive and approve Section 1 Annual Governance Statement 2025/26

It was unanimously **AGREED** to approve section 1 of the Annual Governance Statement 2025/26 as proposed by Cllr Shannon, seconded by Cllr Good. It was noted that the Council would need to include further explanation in respect of accounting statement 9 (Trust funds) as previously agreed and highlighted above.

e) To receive and approve Section 2 – Accounting Statements 2025/26

It was unanimously **AGREED** to approve section 2 – Accounting Statements 2025/26 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 2026 and ending on 14th July 2026 as approved by Cllr Good seconded Cllr Shannon.

g) To review and approve insurance provision

The Council have entered into a 3-year LTA with BHIB which ends 25th September 2026 and the Clerk would seek quotes for consideration at the September meeting. The Mower is insured separately (£7500). Following a review of the asset register, in March 2026, it was unanimously **AGREED** to approve the insurance provision as proposed by Cllr Hannent, seconded by Cllr Good

h) To consider / approve contribution to Church's brown bin

It was unanimously **AGREED** to pay a 50% contribution of £32 in respect of the brown bin to the Church as proposed by Cllr Hannent, seconded by Cllr Hartley-Walder.

17. Correspondence

All correspondence received was circulated to Councillors. A Freedom of Information Act request was received on 22nd April and circulated to Council. The Clerk responded immediately to the request (22nd April) and has kept a record of the enquiry and response.

An email received regarding fallen trees on Bawdeswell Heath was forwarded to the Trustees (receipt acknowledged).

Following an email received raising concern about speeding motorcyclists on the Reephams Road and noisy motorbikes on The Street. Cllr Shannon contacted the Local Neighbourhood Team for advice / support. There was also concern that there may be a drug issue at the recreation ground following the discovery of unidentifiable packets and this was also raised.

It was agreed that the Clerk would write to Norfolk Police and request a visit from the speed watch. Cllr Shannon to chase response from Neighbourhood Team.

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

Items for the next agenda to include co-option of new Councillor (advert was placed in Mays Reeves Tale).

It was agreed that the Clerk would make enquiries with Northern Gas and Power regarding electricity supply to street lights as costs have risen considerably, with recommendations to be brought back to Council.

19. To approve the date of the next Parish Council Meeting – 4th June 2026

It was agreed that the next meeting of the Parish Council would be held on Thursday 4th June at 7pm. Cllr Shannon sent his apologies.

20. To close the meeting

There being no further business, the meeting was closed at 20.25pm.