

MINUTES OF THE PARISH COUNCIL MEETING OF BAWDESWELL PARISH COUNCIL HELD ON THURSDAY 3rd September 2026 AT BAWDESWELL VILLAGE HALL STARTING AT 7.00PM.

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

J. Boxall – Parish Clerk

Members of the public – 50+

District Councillor G. Bambridge and District Councillor B. Borrett

The Chairman welcomed members of the public and introduced Councillors, District Councillors and the Clerk.

1. To receive and note apologies for absence.

No apologies for absence were received.

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 in matters relating to the Breckland Local Plan.

3. To approve the minutes of the Extraordinary Parish Council Meeting held on Thursday 30th July 2026

It was unanimously **AGREED** to approve the minutes of the Extraordinary Parish Council Meeting held on Thursday 30th July 2026, as a true and accurate record as proposed by Cllr Hannent, seconded by Cllr Bailey. Minutes were duly signed.

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

The Chair gave an overview of the Local Plan process, its impact on Bawdeswell and highlighted the current consultation period. The Parish Council's objections to the proposed 140 houses were highlighted. A comparison with North Elmham was made as another Primary Village. It was confirmed that development at Maytree Farm had already been approved.

Concerns raised by residents included the current lack of GP appointments / no surgery, primary school provision (no capacity), large increase in traffic movements and the impact this will have on the current road network, increased danger for pedestrians from increased traffic levels, sewerage capacity and flooding. Residents whose properties will be surrounded by / on the edge of the development expressed concern about the personal impact the development will have on them.

Residents were encouraged to respond to Breckland individually / directly and request their submissions go before the Planning Inspector. District Cllr B. Borrett confirmed support for Bawdeswell and encouraged residents to submit their comments so the Parish Council can evidence their objections by the number of residents submitting a response.

Concern was expressed about the lack of infrastructure. Cllr Shannon explained section 106 agreements and confirmed that Breckland was focused on sustainability in the Local Plan but have no say on infrastructure. District Cllr Bambridge confirmed that houses can be built without infrastructure, as it is not a planning requirement. Houses will be built over a 15-year period, there are sites from the last plan which have not yet been developed.

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

A monthly report was received from County Councillor P. Carr and emailed to Councillors. District Cllr G. Bambridge's comments regarding the Local Plan were received for consideration. District Cllr Borrett gave a brief update on Local Government Reorganisation with a hearing due on 7th September. He confirmed that food waste bins have been issued, with collections to start next week, Concern was expressed that there will be less opportunity for District Councillors to speak on planning matters under the Government's National Scheme of Delegation for planning applications (31st October), as part of wider planning reforms including the removal of development boundaries.

The Police were not in attendance

Cllr Good gave a brief update on village hall matters and confirmed that the contractor has completed work on the roof. Following one wet period, no water ingress was found. The summer afternoon café was negatively affected by the extremely hot weather but feedback from the community summer sizzle indicated that it was a success.

6. To receive update on matters arising from previous minutes for information only – co-option of Councillor,

No applications for the Councillor vacancy had been received. A plea was made to residents in attendance to consider becoming a Councillor. An email was sent to NCC Highways to confirm who was responsible for chasing residents with overgrown hedges, no response was yet received.

7. Breckland Local Plan – To receive update and approve final submission Regulation 19

Cllr Shannon confirmed that the Local Plan Consultation was to run until 23rd September, Notices were placed around the village to encourage community involvement. The Planning Policy Team confirmed that they were unable to attend a Council meeting due to lack of capacity (staffing) and the date conflicted with one of the drop-in events. They made the following comment for Parish Council consideration;

'For the avoidance of any doubt, we are now at a stage where major changes to the Plan (such as the deletion or addition of site(s)) are down to the discretion of an independent Planning Inspector who would be appointed after the Plan is submitted to Government (i.e. rather than down to the Council). If you complete the representations form and express a wish to appear at the Examination, then I would anticipate the Inspector facilitating that and then you (or a representative of the parish council) could make your case direct to her / him – to supplement anything you put in writing.'

Cllr Shannon drafted two responses for consideration (the full draft response was read out for the benefit of residents)

As it was acknowledged that the draft was well put together and more forceful in tone, it was unanimously **AGREED** to adopt the full final consultation draft for submission to the Planning Inspector (with a request for an audience) as proposed by Cllr Hannent, seconded by Cllr Hartley Walder. A copy to be attached to the minutes). It was unanimously **AGREED** to adopt the executive summary for submission to Breckland Planning Policy Team as proposed by Cllr Hannent, seconded by Cllr Hartley-Walder.

The Meeting was adjourned for 5 minutes to give those Members of Public who did not wish to stay for the rest of the meeting the opportunity to leave without disruption to the meeting.

8. Play equipment – To receive update and approve further action on play area refurbishment

The replacement seats for the air rider were received along with replacement bolts for the rotobounce, although it was confirmed that this had already been mended. The Clerk reported that the rotobounce would need further attention due to a sheared bolt and would obtain a quote for consideration along with a quote for the gate repairs, (which had not been tied shut due to concerns about the need for dual access). No other concerns were noted following the monthly play area inspection carried out 3rd September. Cllr Shannon confirmed that the picnic table was moved for the summer sizzle so no longer in the fall zone.

Following discussion, it was agreed to meet half an hour before the next meeting and review the play area with a view to giving the Clerk and Cllr Biley a directive of how to move forward with the refurbishment of the play area. It was confirmed that the disabled parking signage for the car park was purchased.

9. Recreation Ground - To ratify approval and receive update on disposal of football dug out

It was confirmed that the Football dug out has been disposed of, in line with Council's previous decision.

10. Trees - To receive update & consider / approve quotes for tree survey

The Clerk created a plan of areas under the responsibility of the Parish Council and sent this to three tree survey companies but to date had not received a response from any. Clerk to chase quotes ahead of the next meeting.

11. Grounds Maintenance –

To consider / approve quote for refurbishment of the Jubilee Garden

It was unanimously **AGREED** to approve Cllr Good's draft, encouraging public engagement in the future of the Jubilee Garden for submission in the Reeves tale, as proposed by Cllr Hannent, seconded by Cllr Shannon. It was unanimously **AGREED** to postpone any refurbishment of the Jubilee Garden until the Spring, pending consultation with residents as proposed by Cllr Hannent, seconded by Cllr Shannon

Bus shelters – To approve twice yearly vegetation clearance of bus shelters

It was unanimously **AGREED** to approve a twice-yearly clearance of vegetation by Muddy Badger around the bus shelters to prevent the need for a more intense annual clearance as proposed by Cllr Hannent, seconded by Cllr Good

It was agreed that the Council, as Trustees needed to consider future maintenance of Adams Pit, a meeting will be held after the Parish Council meeting in October. Clerk to chase Muddy Badgers on tree planting and installation of the surrounds.

12. Street Lighting – to receive update on review

There was no further update, Clerk to email National Power & Gas and request a review.

13. Highway matters – To receive update and consider / approve further action on matters as necessary

Cllr Hannent confirmed that the sign at Two Fields Way sign was restored. It was acknowledged that the resurfacing to The Street has suffered due to the extreme heat. Clerk to contact Highways to request the residue stones be removed from the pavement. Clerk to include reminder in Reeves Tale for residents to check their hedges and ask drivers to be more considerate about parking cars on pavements due to pedestrian access concerns.

14. Social Media – To consider using social media for future community engagement

Councillors agreed with the need to use social media for engagement with the community. The Clerk to draft a Social Media policy for consideration at the October meeting.

15. Planning

(a) To consider planning applications received

PL/2026/1055/HOU Proposed single-storey and two-storey rear extensions including internal alterations at 36 Reephams Road, Bawdeswell, Dereham, Norfolk, NR20 4RU – The Council unanimously **AGREED** that they had no comments / objections, although acknowledged that it was difficult to access documents relating to the proposal as proposed by Cllr Shannon, seconded by Cllr Good.

(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.

(d) To receive update on land off A1067 following Planning Enforcement action

ENF/173/26 – Unauthorised Development on Land Adjacent to the A1067. Breckland Enforcement confirmed that a Temporary Stop Notice was served on the above land on the 6th August 2026. Errors in the notice were highlighted to Breckland. Cllr Shannon confirmed that there is now one residential caravan and a tent on the site and this was notified to Enforcement who asked to be notified if these were subsequently occupied and confirmed that if the notice is breached, they will consider prosecution. As the Temporary stop notice expires 1st October, Clerk to enquire about Breckland's intentions following this date.

16. Finance

a) To receive income / expenditure budget figures to 31st August 2026 for consideration and bank reconciliation

The balance of the Community account as at 31st August 2026 was confirmed as £23,314.11, Business Money Manager (Earmarked reserves) was £44131.65. Budget figures were circulated to Council for consideration. Cllr Craven to arrange an internal audit with the Clerk as none had yet been carried out this financial year.

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 RH. The list of payments and receipts were signed by the approved signatories. As no response was received from HSBC regarding the Mandate change, Clerk to chase and reapply as necessary.

PAYMENTS			
6th July 2026	Graham Williamson - Grounds Maintenance June		279.63
6th July 2026	Community Car Scheme May & June		370.66
6th July 2026	ROSPA Playsafety - annual play inspection		332.40
6th July 2026	Bawdeswell Village Hall - June meeting		28.80
7th July 2026	Mrs Jo Boxall - refund dog bag dispensers		47.76
13th July 2026	Muddy Badger - Grounds Maintenance inv 0604		120.00
17th July 2026	NPower street lighting electricity - 1st April - 30th June 2026		102.97
20th July 2026	Muddy Badger - Jubilee Garden		160.00
20th July 2026	Mr David Shannon - refund tree surrounds		204.95
26th July 2026	PKF Littlejohn external audit fee		252.00
26th July 2026	Muddy Badger - jubilee garden & village maint		110.00
28th July 2026	ICO Data (Direct Debit)		47.00
31st July 2026	Mrs Jo Boxall - July salary & exps		605.75
31st July 2026	HMRC Employers NI July		26.81
10th August 2026	Graham Williamson - July grounds maintenance		126.00
10th August 2026	Bawdeswell Village Hall - July meetings		57.60
10th August 2026	Muddy Badger - Recreation Ground clearance		565.00
12th August 2026	Playdale - replacement seat and bolts		376.19
27 th August 2026	Mrs Jo Boxall – refund Village Hall parking signage		72.44
31st August 2026	Mrs Jo Boxall - August salary & exps		615.25
31st August 2026	HMRC Employers NI August		26.81
RECEIPTS			
17 th July 2026	Breckland District Council – CCS Grant top up	30.00	
7 th August 2026	Breckland District Council – recycling credits	315.39	
28 th August 2026	Business Money Manager interest	47.92	
FUTURE PYMTS			
	Muddy Badger – jubilee Garden		95.00
	Annual Insurance – to be confirmed		
30 th September 26	Clerks' salary & exps		575.75
	HMRC Employers NI September		26.81

The Council's insurance is due for renewal on 26th September and the Clerk made enquiries with three insurers. The Council's current insurance quote for a 3-year Long Term agreement was £639.07 (1 year £657.99), a second quote received was £1539.70 for 3-year LTA (£1539.70 1 year) and no response was received from the third insurer but a previous quote received three years ago was over £1000 so unlikely to be less. The metal storage container has been included in the quote. Last year's premium for comparison was £629.42.

It was unanimously **AGREED** to approve a 3-year LTA with Clear Council insurance at a cost of £639.07 as proposed by Cllr Hartley-Walder, seconded by Cllr Hannent.

c) To receive external auditors' certificate & report 2025/26 and ratify date for Notice of Conclusion of Audit

PKF Littlejohn have completed their review of the Annual Governance & Accountability Return (AGAR) for Bawdeswell Parish Council for the year ended 31 March 2026, *'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met, Other matters not affecting our opinion which we draw to the attention of the authority: 'The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 9, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.'*

The date for the publication of the notice of conclusion of audit was unanimously **AGREED** (ratified) as 1st September for 2 weeks as proposed by Cllr Good, seconded by Cllr Hartley- Walder. The Notice has been published along with the certified AGAR (Sections 1, 2 & 3) on the noticeboard and website.

17. Correspondence

All correspondence was circulated electronically. An email was received expressing interest in setting up a self-sustainable community garden (using rain harvesting and water storage / ecologically beneficial with wildlife in mind. The Council were unable to support this due to a lack of available land.

An email was received from Great Witchingham Parish Council regarding the planning application for the proposed conversion of the White Pheasant Hotel to provide a 20-bedroom HMO.

Further flooding Chaucer Close, the resident confirmed they would be contacting the relevant authorities in the first instance and would keep the Council updated. It was agreed to include on the October agenda.

Invitation to bid for Parish Partnership Funding 2026/27 was received, for consideration on the October agenda.

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

Items for the next agenda to include Tree survey quotes, Parish Partnership Scheme, Breckland Local Plan and Social Media policy.

19. To approve the date of the next Parish Council Meeting as Thursday 1st October 2026

The date of the next meeting was agreed as Thursday 1st October at 7pm.

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 of the press and public during discussion of agenda item 21 as proposed Cllr Good, seconded by Cllr Hannent.

21.To carry out Clerk's appraisal for salary consideration effective April 2027

As it was acknowledged that the Clerk has provided exemplary service to date, it was unanimously **AGREED** to award a 4.5% pay increase with effect from April 2027 as proposed by Cllr Hannent, seconded by Cllr Hartley-Walder. The Clerk was thanked for all her hard work over the past year.

22.To close the meeting

There being no further business, the meeting was closed at 21.28pm