

BARTON BENDISH PARISH COUNCIL

Annual Parish Council Meeting held ON Monday 22nd May 2017 commencing at 7.30pm in Barton Bendish Village Hall

Present:

Cllr W Chapman Chairman
Cllr AV McAlister Vice-Chairman
Cllr PAJ Carter
Cllr J Richardson
Cllr R Simon
Cllr W Tasker

Miss S J Thorpe Parish Clerk

Cllr S Squire (Borough Councillor)

3 members of the public

1. **Election of Officers and declarations of acceptance of office**

Chairman: Cllr Simon proposed Cllr Chapman as Chairman, seconded by Cllr Richardson; there were no further nominations. It was agreed by a majority vote to elect Cllr Chapman as Chairman.

Vice-Chairman: Cllr Richardson proposed Cllr McAlister as Vice-Chairman, seconded by Cllr Simon; there were no further nominations. It was agreed by a majority vote to elect Cllr McAlister as Vice-Chairman

A Declaration of Acceptance of Office was signed by Cllr Chapman and Cllr McAlister and then witnessed by the Clerk.

2. **Apologies**

Apologies were accepted from Cllr L Kinsey and Cllr B Long (County Councillor).

3. **Declarations of Interest**

No declarations were made.

4. **Minutes**

The minutes of the Ordinary Meeting on 8th March 2017, having been circulated to all prior to the meeting, were agreed as correct and signed following a proposal from Cllr Richardson, and seconded by Cllr Tasker.

5. **Matters arising**

Sewerage odour – The septic dosing unit was now up and running. The resident from Buttlands Lane reported that this appeared to have solved the problem as there had not been any odour for several weeks.

6. **Sub-Committees**

- a. Projects: Following a proposal by Cllr Richardson, seconded by Cllr Simon, it was agreed that the Projects Sub-Committee would continue under the chairmanship of Cllr McAlister, and include Cllr Chapman with one co-opted non-councillor member.
- b. Highways: Following a proposal by Cllr Richardson, seconded by Cllr Simon, it was agreed that Cllr Tasker should continue to be responsible for Highways matters.

7. **Appointment of Parish Council representative for Village Hall Committee**

Following a proposal by Cllr Chapman, seconded by Cllr Richardson, it was agreed that Cllr Simon should be the PC representative for the Village Hall Committee.

Chairman's
signature.....Date.....

8. Reports

- a. Parish Council Report: Copies of the report were given out to all Councillors and it was read out by the Clerk.
- b. Village Hall Trustees Report: Copies of the report were given out to all Councillors and read out by Mrs Mason, the Chairman of the Village Hall Committee.
- c. Poor's Charity Trustees Report: Copies of the report were given out to all Councillors and read out by Cllr Richardson.
- d. Projects Committee: Cllr McAlister reported that the light remained on in the telephone box on Church Road as it was cheaper for BT to continue to pay the electricity than for them to have this disconnected; however, it could be disconnected by them in the future and they would not pay for repairs if it developed a fault. BT had removed their equipment and the box had been cleaned inside. There had been no new suggestions for a use of the box and currently the only suggestion was a book exchange. The box would need repainting but it was agreed to carry this forward for discussion at the next PC meeting.

9. Highways issues

Cllr Tasker reported that after the last PC meeting white paint had appeared on Church Road around road defects but that nothing further had occurred on this road; however, a road sweeper had arrived and spent a while in the village during which time Hatherley Gardens was swept three times. The following day a NCC lorry drove down Church Road but left almost immediately and the following day he noticed that large areas of Blacksmith's Lane had been resurfaced, which is a short dead-end to the barns and rarely used. The Clerk advised that she had spoken with Andy Wallace from Highways and he had confirmed that Church Road was due to have the defects filled and then resurfaced over the summer. Cllr Tasker also advised that damaged kerbing on Hatherley Gardens had recently been repaired. New issues to be reported and old issues to be followed up:

- Eastmoor Road – (between Victory Lodge and the barns) pot holes
- Fincham Road/Beachamwell Road junction – finger post obscured by hedge

10. End of Year Accounts for 2016/17

- a. Annual accounts for year ending 31st March 2017: All documents associated with the end of year accounts, which had been produced by the Clerk, were issued to Cllrs prior to the meeting. The figures were briefly discussed and following a proposal by Cllr Tasker, seconded by Cllr Richardson, and agreed by all, the accounts were accepted. Thanks, were expressed to the Clerk and the Internal Auditor for their work on this.
- b. Review of Asset Register: Copies of the register had been issued to Cllrs prior to the meeting. The matter was discussed and following a proposal by Cllr Tasker, seconded by Cllr McAlister, it was agreed by all to approve the register.
- c. Internal Auditors Report: The report from the auditor was read out to the meeting. It confirmed that accounting records had been properly kept and the auditor was satisfied that the PC had conducted its affairs appropriately.
- d. Statement of Internal Control: A Statement on Internal Control had been produced by the Clerk and given to all prior to the meeting. Following a proposal by Cllr Chapman, seconded by Cllr Richardson, it was agreed to approve this Statement.
- e. Completion of Annual Governance Statement for 2016/17: The Clerk ran through page 2 of the Annual Return, there were no comments or queries. Cllr Richardson therefore proposed that the PC should answer "yes" to statements 1-8 on page 2 of the Annual Return, seconded by Cllr Chapman. This was agreed and the document was duly signed by the Chairman and the Clerk.
- f. Approval of Accounting Statements for 2016/17: The Clerk explained the figures on page 3 of the Annual Return. Cllr Tasker proposed approval of these Accounting Statements, seconded by Cllr Chapman. This was agreed and the document was duly signed by the Chairman and the Clerk.

The Clerk advised that the exercise of electors' rights would run from 5th June to 14th July 2017. All relevant documents would be displayed on the PC website.

Chairman's

signature.....Date.....

11. Financial support for restoration of the old map of Barton Bendish

The PC had been passed information from Norfolk Records Office (NRO) on the two options for the cost of restoration of the map. The first option would allow for a digital record of the map to be produced and would cost £680, option two allowed for the map to also be restored and would cost £1800. It was agreed that the map had originally belonged to Downham Market Rural Council and had been held by the PC in the past before ending up at the NRO. Following a proposal by Cllr Richardson, seconded by Cllr McAlister, it was agreed by all that option two was preferred. Clerk to liaise with NRO, check whether the PC had the power to pay for this work, and also if any other funding was available.

12. Finance**a. Payments for authorisation – the following payments were due by cheque:**

Norfolk Assoc. of Local Cncls.	Annual membership subs	£92.63
Miss S Thorpe	expenses April/May	£35.28
Mrs C M Hurley	internal Auditors Fee	£50.00
Came & Company	PC insurance for 2017/18	£168.00

Payments made by standing order:

HMRC	PAYE for Mar	£36.80
Miss S Thorpe	April salary	£148.91
HMRC	PAYE for April	£37.20
Miss S Thorpe	May salary	<u>£148.91</u>
		<u>£717.73</u>

It was agreed to authorise these payments, proposed by Cllr Carter, seconded by Cllr Tasker.

- b. Cash Book reconciliation –** The Clerk confirmed the balance at the bank for the start of the new financial year was £6009.93 by showing the bank statement to the Chairman. The Cash Book had been reconciled to 30th April 2017 and the balance of the bank account was £10546.22 which was confirmed by sight of the bank statement to the Chairman. There were no unpresented cheques therefore this agreed to the balance in the Cash Book.
- c. Insurance policy for 2017/18 –** The Clerk advised that she had been unable to obtain three quotations as the price quoted by Came & Company for a policy with Ecclesiastical of £168.00 could not be beaten by other insurance companies. Following a proposal by Cllr Chapman, seconded by Cllr Tasker, it was agreed by all that this policy was appropriate and should be accepted.

13. Correspondence

The Clerk updated the Council with items of correspondence which had been received:

- Contract for adoption of the BT phone box on Church Road had been received
- Confirmation from Historic England that the War Memorial had been listed
- An invitation from the BC to a briefing on the Boundary Review Procedure on 22 June
- Information from East Anglian Air Ambulance on recycling in the community
- Information from King's Lynn Town Guides on their walks programme
- Information from NCC on a road closure on Eastmoor Road from 30 May to 1 June
- March and April Parish Newsletters from Norfolk Constabulary
- Letter from Norfolk Family Mediation advising of their service and requesting a donation

14. Planning**a. Applications received since last meeting****i 17/00605/F Removal of condition 2 of planning permission 2/89/4593/F:**

Construction of dwelling house, garage and grandad annexe at Victory Lodge, Eastmoor Road. The PC had considered the application and agreed to SUPPORT the application (Cllr Carter had not taken part in this decision as it related to his property).

Chairman's

signature.....Date.....

- ii **17/00633/F Variation of condition 2 attached to planning permission 16/01372/F to allow an increase in the ridge height and the addition of two roof lights at Keepers Cottage, 29 Church Lane.** The PC had considered the application and agreed to SUPPORT the application.
- iii **17/00932/O Outline application for new house and garage at Keepers Cottage, 29 Church Lane.** The application was discussed and it was agreed to SUPPORT the application.
- b. Decisions received from the Borough Council
- i **17/00167/F Proposed single storey extensions and various internal alterations at The Moorsheds, Eastmoor Road.** The application had been permitted.

15. **Public questions and comments**

- A resident raised concerns about safety on Boughton Long Road following an incident with a lorry parked across the road near Albanwise and several incidents of near misses on the road. The PC had previously unsuccessfully tried to get this section of road included in the 30mph speed limit. It was agreed that a further meeting should be arranged with Councillors and the Highways Engineer to discuss.

16. **Meetings Programme 2017/18**

It was agreed that meetings should continue to be held on the second Wednesday (with the exception of September which will be the third Wednesday) of every alternate month, starting on 12th July 2017 and then 20th September, 8th November, 10th January 2018, 14th March (Annual Parish Meeting), and 9th May (Annual Parish Council Meeting).

The Chairman declared the Annual Parish Council Meeting closed at 8.52pm

Chairman's
signature.....Date.....