

BARTON BENDISH PARISH COUNCIL

Annual Parish Council Meeting held ON Monday 9th May 2018 commencing at 7.30pm in Barton Bendish Village Hall

Present:

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

Miss S J Thorpe Parish Clerk

Cllr S Squire (Borough Councillor)

5 members of the public

1. Election of Officers and declarations of acceptance of office

Chairman: Cllr Richardson proposed Cllr Chapman as Chairman, seconded by Cllr Simon; there were no further nominations. It was agreed by all to elect Cllr Chapman as Chairman. *Cllr McAlister arrived at this point giving her apologies for being late.*

Vice-Chairman: Cllr Richardson proposed Cllr McAlister as Vice-Chairman, seconded by Cllr Simon; there were no further nominations. It was agreed by all 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 PAJ Carter, Cllr A Parker, Cllr B Tasker and Cllr B Long (County Councillor).

3. Declarations of Interest

Cllrs Chapman, McAlister and Simon declared a non-pecuniary interest in item 10a.

4. Minutes

The minutes of the Ordinary Meeting on 14th March 2018, having been circulated to all prior to the meeting, were agreed as correct and signed following a proposal from Cllr McAlister, and seconded by Cllr Simon.

5. Matters arising

Damage on Hatherley Gardens: The Clerk advised that she had made a formal complaint to Anglian Water about the damage on Hatherley Gardens by one of their contractors. Anglian Water had initially responded to say that they were investigating the issue and had been in contact with some residents affected by the damage. A second report was also issued to them to advise them of further damage following the initial complaint. They had responded to this second report by saying that the company concerned, were a sub-contractor of a company who they contract work to and they had made a formal complaint to their contractor about the damage caused and behaviour of some of the drivers. Anglian Water claimed that they had been in contact with the resident whose gate was broken but he advised that he had not received any direct contact from them; they also advised that they would repair the damage to the verges.

The resident from Buttlands Lane advised that the sewerage odour had returned. She felt that this was because the chemicals were not being used in the dosing unit on a regular basis.

Both issues were discussed, and it was agreed that Anglian Water should be asking to send a representative to a meeting in the parish to discuss both issues.

Chairman's

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6. Appointments

- 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. PC Representative for Village Hall Committee: Following a proposal by Cllr Chapman, seconded by Cllr Richardson, it was agreed that Cllr Simon should continue as the PC representative for the Village Hall Committee.

7. 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: Item carried forward to next meeting at the request of Mrs Mason, the Chairman of the Village Hall Committee.
- c. Poor's Charity Trustees Report: Cllr Richardson advised that he had not received the report from the Clerk to the Trustees and it was agreed to carry the item forward to the next meeting.
- d. Projects Committee: Cllr McAlister reported that the community planting project was continuing with the poppies and wild flowers; the book was also coming along but contributions were slow at coming forward. Celebrations were also planned for 11th November and an application was to be made for funding to assist with the cost of the event; it was hoped that a keyboard could be purchased with any funding obtained.

8. Highways issues

Cllr Tasker had provided a report which advised that the directional chevrons had been installed on Boughton Long Road (Cllr Richardson advised that the "slow" sign had not yet been painted on the road service). The report also advised that various pot holes now had white paint around them and that paint markings had appeared at the Fincham Road/Beachamwell Road junction.

New issues to be reported and old issues to be followed up:

- Concern was expressed about the potential for a hazard caused by parked vehicles on the side of the A1122, near the junction with White Road, once the new runway and aircraft are in use at RAF Marham. It was agreed that this should be mentioned to Highways.
- Overgrown footpath by grass and overhanging hedge from Fincham Road to St Mary's Church and from Church Road to Chapel Lane.
- Finger post for Barton Bendish knocked off the sign at A1122/Narborough Hill/ Chalk Road junction (it was on the ground but now appears to have disappeared).
- Fincham Road – visibility impaired to the right when exiting onto the A1122 and sign obstructed by overgrown verge.

9. Finance/End of Year Accounts for 2017/18

- a. Annual accounts for year ending 31st March 2018: 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 Chapman, seconded by Cllr Simon, and agreed by all, the accounts were accepted.
- 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 Chapman, seconded by Cllr Richardson, 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.

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- e. Certify as exempt from limited assurance review: The Clerk advised that under the new regulations the PC was able to certify itself as exempt as income and expenditure were below £25K for the year. Following a proposal by Cllr Richardson, seconded by Cllr McAlister, it was agreed by all that the PC should certify itself as exempt. The relevant certificate on page 3 of the Annual Governance and Accountability Return (AGAR) was signed by the Clerk and Chairman.
- f. Completion of Annual Governance Statement for 2017/18: The Clerk ran through page 5 of the AGAR, there were no comments or queries. Cllr Richardson therefore proposed that the PC should answer “yes” to statements 1-8 on page 5 of the AGAR, seconded by Cllr Chapman. This was agreed, and the document was duly signed by the Chairman and the Clerk.
- g. Approval of Accounting Statements for 2017/18: The Clerk explained the figures on page 6 of the AGAR. Cllr McAlister proposed approval of these Accounting Statements, seconded by Cllr Richardson. 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 4th June to 13th July 2018. All relevant documents would be displayed on the PC website.
- h. Insurance Policy for 2018/19: 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 £218.00 could not be beaten by other insurance companies. Following a proposal by Cllr Chapman, seconded by Cllr Simon, it was agreed by all that this policy was appropriate and should be accepted.
- i. Payments for authorisation: the following payments were due by cheque:
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|---|------------------------------|-----------------|
| Norfolk Assoc. of Local Cncls. | Annual membership subs | £123.07 |
| Miss S Thorpe | expenses April/May | £45.65 |
| Mrs C M Hurley | internal Auditors Fee | £50.00 |
| Came & Company | PC insurance for 2018/19 | £218.00 |
| Norfolk County Council | PC contribution to trod | £1300.00 |
| LCPAS | SLA for GDPR | £100.00 |
| Payments made by standing order/direct debit: | | |
| HMRC | PAYE for Mar | £37.20 |
| Miss S Thorpe | April salary | £148.91 |
| HMRC | PAYE for April | £37.20 |
| Miss S Thorpe | May salary | £148.91 |
| ICO | Data Protection Registration | £35.00 |
| | | £2243.94 |
- It was agreed to authorise the first four cheque payments and the standing orders/direct debits, proposed by Cllr Chapman, seconded by Cllr Simon.
- j. Balance at bank and Cash Book reconciliation: The Clerk confirmed the balance at the bank for the start of the new financial year was £6026.39 by showing the bank statement to the Chairman. The Cash Book had been reconciled to 30th April 2018 and the balance of the bank account was £10512.28 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.

10. Parish Affairs

- a. Village Hall matters – Plans have been drawn up by a local architect for options to renovation and extend the Village Hall. The architect has done this work free of charge. The next step was for a village consultation and flyers would be issued about this shortly. A meeting to view the options will be held on Friday 1st June from 4pm-8pm. Following this consultation planning permission will need to be obtained from the Borough Council. Applications for funding could not be made until planning permission has been obtained, and it was likely to be the end of the year before the project was at this stage. The Village Hall Committee would like to set up a website to keep everyone informed during

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the different stages but needed to obtain permission from the trustees and this would be discussed at their next meeting on 13th June.

- b. Funding from PPS for trod on Boughton Long Road – Norfolk County Council had provided confirmation that funding had been granted for 50% of the cost of the trod. Following a proposal by Cllr Richardson, seconded by Cllr Simon, it was agreed by all that the paperwork should be signed by the Chairman and the Clerk to accept the funding.
- c. Funding from Norfolk World War One Fund – Norfolk Community Foundation had provided confirmation that the grant of £390, to publish the booklet containing the histories of parishioners mentioned on the Village War Memorial and additional stories from current residents, had been approved. Following a proposal by Cllr Richardson, seconded by Cllr Simon, it was agreed by all that the Chairman and the Clerk should sign the paperwork to accept the grant.

11. Compliance with General Data Protection Regulations (GDPR)

The Clerk had provided information on a company called Local Council Public Advisory Services (LCPAS) who were offering a Data Protection Officer (DPO) service, templates of documents needed to comply with GDPR and help and support for £100 per year. A brief discussion took place on entering into a service level agreement (SLA) with LCPAS for DPO services and adoption of the documents provided, which included Data Protection Policy; Privacy Notice; Email and Phone Consent Notices; Retention of Documents and Records; and GDPR Awareness Checklist for Councillors. Following a proposal by Cllr Chapman, seconded by Cllr McAlister, it was agreed by all that the PC should sign the SLA, authorise payment of the £100 fee, and adopt the documents provided.

12. Correspondence

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

- An email of thanks from Albanwise for the £200 from the PC as a contribution to the community planting project.
- Consultation on the draft Norfolk Access Improvement Plan
- Information from King's Lynn Town Guides on planned walks during 2018
- April Parish Newsletter from Norfolk Constabulary
- Final recommendations on the new electoral arrangements for the BC
- Information on services and request for donation from Norfolk Age UK
- Information on West Norfolk Wins – a local lottery set up by the BC
- Clerks and Councils Direct Newsletter

13. Planning

- a. Applications received since last meeting – none
- b. Decisions received from the Borough Council – none

14. Public questions and comments

None

15. Meetings Programme 2018/19

It was agreed that meetings should continue to be held on the second Wednesday (with the exception of September which will be the fourth Monday) of every alternate month, starting on 11th July 2018 and then 24th September, 14th November, 9th January 2019, 20th March (Annual Parish Meeting), and 15th May (Annual Parish Council Meeting).

The Chairman declared the Annual Parish Council Meeting closed at 8.50pm

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