

BARTON BENDISH PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Wednesday, 13th November 2024, commencing at 7.30pm in Barton Bendish Village Hall

Present:

Cllr W Chapman (Chairman), Cllr D Wells, Cllr T Webster, Cllr R Simons, Cllr A Stephen, Cllr P Swallow
Clerk: Sharon Sweet

Members of the Public: 1

1. To receive apologies for absence

None received.

2. To receive Declarations of Interest and any requests for dispensation

- Cllr T Webster declared a personal interest in Items 7 and 9b as he will be reimbursed for the purchase of a defibrillator battery.

3. To agree the minutes of the last meeting on 25th September 2024

The minutes of the meeting held on 25th September 2024 were **AGREED** as a true record and signed by the Chairman.

4. To consider co-option applications received

Members **AGREED** to co-opt P Swallow, who signed the Declaration of Acceptance of Office, witnessed by the Clerk, and joined the meeting. Cllr Swallow will return the Register of Interests form directly to the Borough Council.

5. Clerk Report (update on matters not elsewhere on this agenda)

The Clerk reported that correspondence had been received from the PCC, expressing their appreciation for the recent donation made by the Parish Council.

6. Public forum for members of the public to comment on agenda items, and updates from Borough and County Councillors

Apologies were received from Borough Councillor Sue Lintern.
No further comments were raised.

7. To approve reimbursement for replacement defibrillator battery

It was **AGREED** to reimburse Cllr Webster in the amount of £267.60 for the replacement defibrillator battery.

8. Administration and Governance

a) **To review Biodiversity Statement – AGREED**, no amendments to the existing document.

b) **To review updated Web Accessibility Statement – AGREED** to approve the updated document.

c) **To review Risk Assessment – AGREED**, subject to the following amendments and actions:

- Amend wording to reflect that electronic records are now stored on a cloud-based system.
- Ensure the review dates on the Internal Controls Statement and Risk Assessment are aligned.
- Display Screen Assessment, held on file by the Clerk, to be signed off by the Chairman.

d) **To review Statement on Internal Controls – AGREED**, no amendments to the existing document.

e) **To receive review report on the banking mandate and agree any further actions – AGREED** to take the following actions:

- Update the banking mandate to require triple user authority for online payments.
- Maintain the current three councillor signatories on the account.
- Clerk confirmed proof of ID has been provided for the savings account.

Chairman's signature: Date:

- Clerk to trial the laptop version of 'WhatsApp' to remind councillors about outstanding payment authorisations.

f) **To note the clerk's contractual pay award as per the NJC and union agreement, effective 1st April 2024, and to approve signing of the revised Standing Order letter** – The pay award was noted and it was **AGREED** to update the Standing Order for salary.

9. Finance

a) **To receive update on Unity Bank Instant Access Savings Account** – As per the actions above, proof of ID has now been provided for the savings account, and the Clerk will forward this to Unity Trust Bank.

b) **To authorise payments and note any monies received – AGREED** as follows:

Payee	Amount	Type	Description
S Sweet	£726.44	SO	Clerk salary & allowance (Nov & Dec 2024, plus backdated pay award)
Unity Trust	£ 11.40	BACS	Bank charges (Oct-Nov)
Cllr T Webster	£267.60	BACS	Defibrillator battery reimbursement
S Sweet	£ 12.79	BACS	Office Supplies

c) **To review and sign cash book reconciliation**

The cash book reconciliation was reviewed and confirmed as reconciled to 31st October 2024.

d) **To appoint Internal Auditor for 2024-25**

It was **AGREED** to appoint D Dann as Internal Auditor for 2024-25.

e) **To review budget monitoring document 2024-25**

The budget monitoring document for 2024-25 was reviewed, and no concerns were raised.

f) **To review general and earmarked reserves**

Members reviewed the reserves and **AGREED** no changes were necessary.

g) **To consider draft budget document 2025-26**

Members reviewed the draft budget document for 2025-26. No comments or changes were suggested.

10. **To receive correspondence from BCKL&WN regarding the Local Plan Gypsy, Traveller, and Travelling Showpeople Modifications, and consider comments for submission by 29th November 2024**

No comments were raised for submission.

11. **To consider planning applications received from the Borough Council**

No new planning applications were received.

12. **To note planning decisions from the Borough Council of King's Lynn and West Norfolk**

a) 24/01066/F Barton Bendish All Saints House, Church Road, Barton Bendish – Proposed new access to amenity land situated to the west of All Saints House. Application Permitted on 20th September 2024 (Delegated Decision).

13. **To receive items for inclusion on the next agenda**

- To discuss requesting additional signage from NCC for traffic to Abbey Barns and agree any further action (missed from the November agenda due to an administrative error)
- To review maintenance needs for the village sign.

14. **To confirm the date of the next meeting**

The next meeting was confirmed for Wednesday, 15th January 2025, at 7.30pm in Barton Bendish Village Hall.

Meeting closed at 8:05pm.

Chairman's signature: Date: