

BARTON BENDISH PARISH COUNCIL

The Ordinary Parish Council Meeting will be held on 15th January 2025 starting at 7.30pm in Barton Bendish Village Hall

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Members of the public and press are welcome to attend.

AGENDA

1. To consider apologies for absence
2. To receive Declaration of Interests and any requests for dispensation
3. To agree the [minutes of the last meeting, 13th November 2024](#)
4. Public forum for members of the public to comment on agenda items, and updates from Borough and County Councillors
5. To discuss requesting additional signage from NCC for traffic to Abbey Barns and agree any further actions
6. To note future maintenance needs for the village sign – Cllr Simon reports the sign is currently in satisfactory condition but will need sealing once weather improves
7. Administration and Governance
 - a) To consider a mobile phone for Council business
 - b) To receive Display Screen Equipment assessment and authorise Chairman to sign
8. Finance
 - a) To note that, in accordance with Financial Regulation 5.5(c), a transfer £10,000 has been made to the new savings account
 - b) To confirm that the payment for the defibrillator battery will be made from the Earmarked Reserve for Defibrillator Maintenance
 - c) To authorise payments and note any monies received
 - d) To review and sign cash book reconciliation
 - e) To agree the budget 2025/26* and set the Precept 2025/26*
9. To consider planning applications received from the Borough Council. Any applications received after the issuing of this agenda will also be considered at the meeting:
 - a) [24/02249/F](#) Construction of agricultural grain silo building, Hill Farm Boughton Long Road Barton Bendish
10. To note planning decisions from the Borough Council of King's Lynn and West Norfolk: none
11. To receive items for inclusion on the next agenda
12. To confirm date of next meeting for the **Annual Parish Meeting** followed by an **Ordinary Parish Council Meeting** as Wednesday 12th March 2025 7.30pm Barton Bendish Village Hall

Sharon Sweet Clerk to Barton Bendish Parish Council

6th January 2025

Parish Council Mobile Phone and WhatsApp Group

To make communication easier, a WhatsApp group for the council has been suggested. However, the council does not currently have a business phone to link this to. While WhatsApp can be used on a laptop, it still requires a linked phone to function.

In addition, please note that at the moment, all council accounts (HMRC, Microsoft, email) are linked to my personal mobile. If these types of accounts remain tied to an individual's personal phone and that person is unavailable for any reason, the council would lose access to them.

Options:

1. Basic Smartphone + Business Mobile Contract

- Phone: est. £80 one-off. Contract: approx. £10/month.
- The phone and contract would stay with the council, regardless of who the clerk is.

2. Basic Smartphone + Cheap SIM

- Phone: est. £80 one-off. SIM: £48/year (1p Mobile).
- SIM would be in my name, reimbursed by council. It can't be passed to a new clerk.

3. Continue as is

- No extra cost, continues to rely on my personal phone for two-factor authentication (2FA) and excludes a WhatsApp group.

Recommendation:

I recommend either **Option 1 (business mobile contract)** for better security and continuity or **Option 3 (continue as is)** to avoid additional costs.

January 2025 payments for approval:

Payee	Amount	Type	Description
S Sweet	£653.90	SO	Clerk salary & allowance (Jan & Feb 2025)
Unity Trust	£ 12.00	BACS	Bank charges (Dec and Jan)

To note receipts received:

Payee	Amount	Type	Description
Unity Trust	£29.92	BACS	savings account interest

Barton Bendish Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 06/01/2025		
	Cash in Hand 01/04/2024		12,530.52
	ADD Receipts 01/04/2024 - 06/01/2025		6,289.92
	SUBTRACT Payments 01/04/2024 - 06/01/2025		18,820.44
			5,111.83
	Cash in Hand 06/01/2025 (per Cash Book)		13,708.61
B	Cash in hand per Bank Statements		
	Petty Cash 06/01/2025	0.00	
	Current account 06/01/2025	3,678.69	
	Savings 06/01/2025	10,029.92	
			13,708.61
	Less unrepresented payments		
			13,708.61
	Plus unrepresented receipts		
	Adjusted Bank Balance		13,708.61
	A = B Checks out OK		

Barton Bendish Parish Council

25 November 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/11/2024 and 31/03/2025)

		Last Year 2023-2024				Current Year 2024-2025								Next Year 2025-2026	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Clerks salary			3,220.00	3,420.90					3,800.00	2,113.02		2,113.02		4,375.00
2	Clerks expenses			300.00	156.00					200.00	91.00		91.00		200.00
3	General admin			100.00	67.06					100.00	159.15		159.15		100.00
4	Training			300.00						200.00	120.00		120.00		200.00
5	Insurance			400.00	369.59					370.00	372.41		372.41		407.00
6	Subscriptions			410.00	370.23					600.00	446.54		446.54		441.00
7	Audit			285.00	54.80					285.00	54.80		54.80		50.00
8	Village Hall hire			128.00	125.00					130.00	54.75		54.75		130.00
18	Locum Clerk Salary														
22	EMR - Keyworker Insu				1,244.00										
30	Bank charges														72.00
SUB TOTAL				5,143.00	5,807.58					5,685.00	3,411.67		3,411.67		5,975.00

		Last Year 2023-2024				Current Year 2024-2025								Next Year 2025-2026	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
9	Donation - Church			300.00	325.00					325.00					350.00
14	General				10.00										
24	EMR - Jubilee Grant										150.00		150.00		
26	S137														
29	Community Grant									250.00	150.00		150.00		250.00
SUB TOTAL				300.00	335.00					575.00	300.00		300.00		600.00

Detailed Budget Summary

All Cost Centres and Codes (Between 01/11/2024 and 31/03/2025)

		Last Year 2023-2024				Current Year 2024-2025								Next Year 2025-2026	
Open spaces		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
15	Defib Maintenance														
19	Village gateways														
20	Defibrillator maintenar														
23	EMR - CIL				1,789.36										
25	EMR - Defibrillator Ma				59.95										
27	Telephone box mainte				23.99										
SUB TOTAL					1,873.30										

		Last Year 2023-2024				Current Year 2024-2025								Next Year 2025-2026	
Other income		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
11	Grants														
12	VAT reclaimed		319.74												
13	Misc		360.00												
16	CIL income														
17	Keyworker Insurance														
28	Donation from Poor's (					360.00	360.00		360.00					360.00	
31	Bank interest													200.00	
SUB TOTAL			679.74			360.00	360.00		360.00					560.00	

		Last Year 2023-2024				Current Year 2024-2025								Next Year 2025-2026	
Precept		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget

Detailed Budget Summary

All Cost Centres and Codes (Between 01/11/2024 and 31/03/2025)

10	Precept	5,443.00	5,443.00		5,900.00	5,900.00	5,900.00			6,015.00
	SUB TOTAL	5,443.00	5,443.00		5,900.00	5,900.00	5,900.00			6,015.00

Summary

TOTAL	5,443.00	6,122.74	5,443.00	8,015.88	6,260.00	6,260.00	6,260.00	6,260.00	3,711.67	3,711.67	6,575.00	6,575.00
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Borough Council of
**King's Lynn
& West Norfolk**

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Second homes premium and parish council tax precepts

Information for parish and town councils about their parish tax bases

Your Parish Precept

As a Parish or Town Council you are required to set a parish precept for the forthcoming year and notify it to us by 31 January each year.

The amount of council tax charged to your residents for your parish precept depends on your taxbase and the precept you set.

Your taxbase is an estimate of how much council tax you can raise in your area. It counts the number of domestic properties, and adjusts for the impact of discounts, exemptions, premiums and council tax support.

All the figures are worked out using council tax band D. This is then converted to the charge for the other council tax bands as below. For example, if your band D council tax charge is £9, your band A charge is £6 and your band H charge is £18.

Council tax band A-D	Council tax band E-H
A - 6/9ths	E - 11/9ths
B - 7/9ths	F - 13/9ths
C - 8/9ths	G - 15/9ths
D - 9/9ths	H - 18/9ths

Calculating your Parish Precept

Your parish precept should always reflect the amount you wish to raise for the year. However you will need to be aware of how the calculation works to ensure you take into account the extra council tax premium from second homes.

There are two ways of calculating the figures:

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Precept required	£15,000
Council Taxbase	600 band D equivalent properties
Band D council tax charge (£15,000 divided by 600)	£25.00

Option 2

Based on the council tax Band D you want to charge.

Band D council tax charge	£30.00
Council Taxbase	600 band D equivalent properties
Precept raised (£30.00 multiplied by 600)	£18,000

You can use the drop-down below to select your Parish or Town Council and see your taxbase figure, precept, and council tax charge for 2024/2025. This figure does not include any charge for Special Expenses.

Barton Bendish

Barton Bendish

A. Precept	£5,900.00
B. Taxbase	95.9
C. Band D charge (A/B)	£61.52

The new council tax premium for Second Homes

From 1 April 2025 we will charge second homeowners an additional 100% council tax, so they pay double the usual council tax charge.

If you have second homes in your area this will affect your parish taxbase. The extra charge raises extra council tax so any second homes in your area increase your parish taxbase.

The figures below show your taxbase figure for 2025/2026, including the additional taxbase for the second homes premium where applicable.

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Barton Bendish

Actual Number of Second Homes	6
Parish Taxbase 2025/2026 before Second Homes Premium	96.5
Estimated Extra Taxbase from Second Homes Premium	5.8
Estimated Total 2025/2026 Taxbase including Second Homes	102.3

Council Tax 2025/2026 calculator

I want to set a total Precept figure

£ 6015.00	Total Precept 2025/2026
102.3	2025/2026 Taxbase
£58.80	Band D charge 2025/2026

I want to set a fixed Band D Council Tax Charge figure

£	Band D Charge 2025/2026
102.3	Estimated 2025/2026 Taxbase
£0.00	Total Precept 2025/2026

Financial Year	Tax Base	Precept	Band D Equivalent (Yearly)	Band D Equivalent (Weekly)
			Per Council Tax paying household	Per Council Tax paying household
2025/26	102.3*	£6,015	£58.80	£1.13
2024/25	96	£5,900	£61.46	£1.18
2023/24	95	£5,443	£57.29	£1.10

*Includes new second home premium