

BARTON BENDISH PARISH COUNCIL

**The Annual Parish Council Meeting will be held on
14th May 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 elect Chairman for the ensuing year
2. To elect Vice Chairman for the ensuing year
3. To consider apologies for absence and approve reasons if requested
4. To receive Declaration of Interests and any requests for dispensation
5. To agree the minutes of the meeting held on 12th March 2025
6. Public forum for members of the public to comment on agenda items, and updates from Borough and County Councillors
7. To consider the installation of grit bins at Boughton Long Road (2) and the top of Buttlands Lane (1), as well as any other locations identified
8. To review and confirm website hosting arrangements
9. To consider renewal of Norfolk ALC membership £116.07
10. To elect representatives:
 - a) RAF Marham (1 co-ordinator for Family Day & Christmas meal)
 - b) Barton Bendish Poor's Charity (2 representatives of the Council Trustee)
 - c) Updating noticeboards in the parish
11. To note dates of the Borough Council's annual Planning Parish Update Sessions in June and to consider if any councillors wish to attend (Thursday 12th June 2025, 6.30pm – 8.00pm and Wednesday 25th June 2025, 3.30pm – 5.00pm)
12. To note the High Grove Solar Farm DCO consultation (site between Narborough and Dereham) and to consider submitting a comment by 12th June 2025
13. Administration and Governance
 - a) To review parish CIL report return for 2024-25 and authorise Chairman to sign
 - b) To note the insurance renewal £355.09 (year 3 of a 3-year agreement)
14. Finance
 - Year-end accounts 2024-25
 - a. To consider the Internal Auditors report for year ending 31st March 2025 (including AGAR page 4)
 - b. To agree the accounts for year ending 31st March 2025
 - c. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form
 - d. To consider the assertions on, and complete, the Annual Governance Statement 2024/25 and to authorise the Clerk and Chairman to sign
 - e. To consider and approve the Accounting Statements 2024/25 and to authorise the Chairman to sign
 - f. To note the Public Exercise of Rights dates of 3rd June to 14th July 2025
 - 2025-26
 - a. To authorise payments and note any monies received
 - b. To review and sign cash book reconciliation
15. 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. **25/00501/F** – Proposed horse arena at Blandings Church Road Barton Bendish King's Lynn Norfolk PE33 9GF (deadline for council comments extended to – 20th May 2025)
16. To note planning decisions from the Borough Council of King's Lynn and West Norfolk: none
17. To receive items for inclusion on the next agenda
18. To confirm date of next meeting, as **9th July 2025** at 7.30pm Barton Bendish Village Hall

Sharon Sweet Clerk to Barton Bendish Parish Council

7th May 2025

BARTON BENDISH PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Wednesday, 12th March 2025, commencing at 7.30pm in Barton Bendish Village Hall

Present:

Cllr W Chapman (Chairman) Cllr A Stephen, Cllr R Simon, Cllr P Swallow, Cllr S Tilburn, Cllr D Wells, Cllr T Webster

Clerk: Sharon Sweet

Borough Councillor: Cllr Sue Lintern

Members of the Public: one (from item 4)

1. To consider apologies for absence

None.

2. To receive Declaration of Interests and any requests for dispensation

None.

3. To agree the minutes of the last meeting, 15th January 2025

The minutes of the meeting held on 15th January 2025 were **AGREED** as a true record and signed by the Chairman.

A member of the public joined the meeting.

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

Borough Councillor Sue Lintern gave a verbal report which included:

- This consultation seeking views on a proposal to form a Mayoral Combined County Authority for the local government areas of Norfolk County Council and Suffolk County Council was now open, closing date 13th April 2025
- The recommendation to form a Unitary encompassing BCKL&WN, Breckland & parts of North Norfolk would be going to full council at BCKL&WN

5. To note update from Albanwise on additional signage for traffic to Abbey Barns

Cllr Swallow updated the meeting, members noted the wedding venue had been asked if they could add clear directions to their literature or a map pointing out the exact entrance to Abbey Barn. This was being investigated. Additional signage to point people in the right direction is also being investigated.

6. To consider setting a delegated authority budget limit for village sign maintenance

Cllr Simon advised the work needed on the sign would be investigated in the Spring. No further action at this time.

7. To consider membership of Norfolk Parish Training and Support (cost 1% precept)

It was **AGREED** to join the Norfolk Parish Training and Support for local advice and support, with this membership running alongside the Norfolk Association of Local Councils (NALC) membership for the time being. The council's website is currently administered via Norfolk ALC. Members discussed the possibility of moving the website to NPTS.

ACTION: Clerk to investigate the costs of maintaining the website through Norfolk ALC with and without membership, compared to the costs of transferring it to Norfolk Parish Training and Support.

Chairmans signature.....

Date.....

8. Finance

a) To review the asset register – reviewed and **AGREED** as correct.

b) To authorise payments and note any monies received

It was **AGREED** to authorise the following payments:

Payee	Amount	Type	Description
S Sweet	£326.95	SO	Clerk salary & allowance (March 2025)
Unity Trust	£ 12.00	BACS	Bank charges (Feb & March 2025)
Starboard	£191.95	BACS	Scribe Accounting Software annual subscription
BB	£ 54.75	BACS	Hall hire (Nov 2024 – March 2025)
Village Hall			
ICO	£ 52.00	DDM	Annual subscription

c) To review and sign cash book reconciliation - The cash book reconciliation was reviewed and confirmed as reconciled to 23rd February 2025

d) To review budget monitoring document and earmarked reserves – reviewed, no concerns were raised.

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
None.

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

a) 24/02249/F: Hill Farm, Boughton Long Road Barton Bendish King's Lynn - Construction of agricultural grain silo building. Application permitted, delegated decision

11. To receive items for inclusion on the next agenda

- To consider the installation of grit bins at Boughton Long Road (2) and the top of Buttlands Lane (1), as well as any other locations identified

12. To confirm date of next meeting, the Annual Parish Council Meeting, as Wednesday 14th May 2025 7.30pm Barton Bendish Village Hall

The above date was confirmed.

Meeting closed: 8.20pm

Chairmans signature.....

Date.....

Barton Bendish Parish Council – Website Hosting Review

May 2025

Overview

The Parish Council currently hosts its website with Norfolk ALC, using a registered .gov.uk domain. This review compares the existing setup with a proposal from RLS Computer Services Ltd and considers whether a change is necessary.

Option 1: Stay with Norfolk ALC

Status	Annual Cost
---------------	--------------------

As member	£70
-----------	-----

As non-member £105

- Includes hosting, secure email accounts (10GB), and domain support.
- Website is familiar and generally easy to manage.
- However, there are concerns around the resilience of service in certain situations, based on feedback from other councils.

Option 2: Move to RLS Computer Services Ltd

Detail	Value
---------------	--------------

Annual cost	£190
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Includes	Managed hosting, design refresh, proactive support, content updates, councillor email help
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- Provides a modern, fully managed website service.
- Proactive support and monitoring ensure high reliability.
- Suitable for councils that want stability and ongoing technical support.
- Free transfer of existing domain and email, with no downtime.
- The provider has experience supporting small councils, understanding their specific needs.

Recommendation

Given the importance of website reliability for transparency and public access, and some concerns around service resilience with Norfolk ALC, it is recommended that the Council consider moving its website hosting to RLS Computer Services Ltd.

This option provides:

- Secure, fully managed hosting
- Proactive support and monitoring
- Understanding of small parish council needs
- Resilience against service disruptions.

Professional Website

with .gov.uk domain, emails & support

Our website package provides a fully managed service that keeps your council compliant.



Look at your options
yourcouncil.org.uk

.gov.uk Domain Registration & Management – Secure and credible domain for official council use.

Website Development & Hosting – A modern, mobile-friendly website tailored to your council's needs

Email Hosting – Secure and professional email accounts under your .gov.uk domain for Clerk/RFO & councillors.

Ongoing IT Support – Assistance with website content updates, document uploads, and technical queries

Proactive Monitoring – Reducing downtime and ensuring website functionality

Training & FAQs – Sessions to empower clerks/RFOs in managing content efficiently



Our Package Comparison

Item	Basic	Standard
<u>Hosting & Emails</u> • .GOV.UK • SSL • Secure Firewalls • Malware Scanning • 10GB Mailbox (each) • SPAM & Anti Virus Protection	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓
<u>Website</u> • Choice of 3 Designs • 5 Colour Themes • Mobile Friendly • Accessibility Compliant¹	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
<u>Support</u> • Email & Website Backups • Patched & Updated • Proactive Monitoring • Website Content Updates³ • Document Uploads³ • Email & Telephone Support • <u>Email Setup for Councillors</u> • Annual Document Archive Service	✓²	✓ ✓ ✓ ✓ ✓ ✓ ✓
	£120	£190

**Transfer your site from Norfolk ALC for FREE
(other sites may incur an additional cost)**

Prices shown exclude VAT

1. Excludes sites transferred to us and documents.
2. Excludes cost in recovery & restoration
3. Available when Clerks / RFO are unable to attend



www.rlscomputers.co.uk



SECTION 48 PLANNING ACT 2008

REGULATION 4 INFRASTRUCTURE PLANNING (APPLICATIONS: PRESCRIBED FORMS AND PROCEDURE) REGULATIONS 2009

DEVELOPMENT CONSENT ORDER AT HIGH GROVE SOLAR FARM

NOTICE PUBLICISING A PROPOSED APPLICATION FOR A DEVELOPMENT CONSENT ORDER (“DCO”)

Notice is hereby given that RWE Renewables UK Solar and Storage Limited (“the Applicant”) of Windmill Hill Business Park, Whitehill Way, Swindon SN5 6PB intends to apply to the Secretary of State under section 37 of the Planning Act 2008 (“the Act”) for a Development Consent Order (“DCO”) to authorise the construction, operation, maintenance and decommissioning of a solar farm capable of generating over 50MW Alternating Current (AC) of electricity with co-located Battery Energy Storage System (“BESS”), located in the Breckland District, Norfolk (the “Proposed Development”).

The Proposed Development will comprise a solar farm capable of generating over 50MW Alternating Current (AC) of electricity. It comprises five distinct Panel Areas covering an area of approximately 1,700 hectares (ha), comprising solar photovoltaic (PV) panels, on-site Battery Energy Storage Systems (BESS), underground cabling and associated infrastructure including substations and environmental mitigation and enhancement areas. The Proposed Development will also include underground Cable Corridors, which are still being refined, connecting the Panel Areas to one another and to the point of connection. The Proposed Development will have the capacity to generate over 50 Megawatts (MW) of alternating current (AC) electricity. The Proposed Development is located between Narborough and Dereham in the county of Norfolk in the East of England.

While the Proposed Development could include compulsory acquisition powers, the Applicant is seeking to avoid the use of such powers if at all possible.

The Proposed Development is an Environmental Impact Assessment (EIA) development for the purposes of the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017. This means that the proposed works involved constitute development for which an EIA is required and the proposed application for a DCO will therefore be accompanied by an Environmental Statement. Additionally, the Applicant will be making preliminary environmental information available in the form of a Preliminary Environmental Information Report (PEIR).

Copies of the PEIR, together with a Non-Technical Summary, our Statement of Community Consultation and other consultation documents, plans and maps detailing our consultation process and details of the Proposed Development may be inspected free of charge until 11:59pm on 12 June 2025 on the project website (rwe.com/highgrove).

Copies of the consultation materials may be reasonably requested during the consultation period from the Applicant free of charge (excluding the PEIR which will have a cost of £0.35 per page) using the email address, postal address or telephone number provided below:

- Telephone: 01362 350 063
- Email: info@highgrovesolar.co.uk

- Freepost*: HIGH GROVE SOLAR

**No stamp is required.*

Any person may comment on the proposals or otherwise respond to this publicity. Responses must be received between **Thursday 24 April and Thursday 12 June 2025**.

A consultation feedback questionnaire is available as part of the consultation materials, and online at rwe.com/highgrove. When providing your response, please include your name and address, or, if you would prefer your comments to be anonymous, your postcode online. Please supply any response by submitting your completed feedback form online, or by using the contact methods above.

Responses must be received no later than 11.59pm on Thursday 12 June 2025.

The Applicant will consider and have regard to all responses when refining the Proposed Development once the consultation has closed. Responses will form the basis of a Consultation Report that will be one of the factors taken into consideration by the Secretary of State when deciding whether the Application can be accepted for examination. Therefore, in providing any comment, it should be borne in mind that the substance of it may be communicated to others as part of the Consultation Report.

If you would like further information about this notice, the consultation or the Proposed Development, please contact the project team by using one of the contact methods provided above.

Parish: Barton Bendish

*Statutory Neighbourhood CIL Payments made for development in the Parish/Town.
This report should not include CIL Infrastructure funding approved/received/spent, through the application process.*

Reporting Year: 1 April 2024 to 31 March 2025

A	Total CIL income carried over from previous years	£567.29
B	Total CIL income received (receipts)	£0.00
C	Total CIL spent (expenditure)	£
D	Total CIL repaid following a repayment notice	£0
E	Total CIL retained at year end (A+B-C-D)	£

CIL Expenditure:

Details of CIL Funding Spent - Item / Purpose	Amount spent
	£
Total spent	£

CIL Allocated Funds:

Details of CIL Funding Allocated - not yet spent:	Amount Allocated
	£

Signed: _____ Position: Parish Clerk

Verified: _____ Position:

Publish on PC website and send copy to the BCKLWN CIL Officer at CIL@west-norfolk.gov.uk no later than 30th June. Please include physical ink signatures.

Barton Bendish Parish Council

Internal Audit Report

For Barton Bendish Parish Council

Financial Year 24/25

Prepared by Di Dann, CiLCA , FILCA, PIALC qualified

T 01328 878196

E mail didann@outlook.com

I have completed an internal audit of the accounts for Barton Bendish Parish Council for the year ending 31st March 2025.

My findings are detailed below using the tests provided in the **Governance and Accountability (England) March 2024**.

I would like to thank the Clerk/RFO for providing me with all the information required for the Internal Audit.

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes
	Is the cashbook arithmetically correct?	Yes
	Is the cashbook regularly balanced?	Yes
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	July 2023 – see below
	Date Financial Regulations last reviewed	July 2023 – see below
	Has a Responsible Financial Officer been appointed with specific duties?	Yes
	Have items or services above the de minimus amount been competitively purchased?	Yes
	Are payments in the cashbook supported by purchase orders, invoices, authorised and minuted?	Yes
	Has VAT on payments been identified, recorded and reclaimed?	Yes Claimed to 31 st March 2024
	Has s137 expenditure been approved and separately recorded and within statutory limits? (where applicable)	No S137 payments made
	Are Financial Regulations followed?	Yes

Internal control	Test	Observations
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	Yes - November 2024
	Is insurance cover appropriate and adequate?	Yes
	Are internal financial controls documented and regularly reviewed?	Yes
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	Yes
	Has the precept been calculated from the budget and been approved?	Yes
	Does the budget include an actual completed year?	Yes
	Is actual expenditure against budget regularly reported to the council?	Yes
	Are there any significant unexplained variances from budget?	No
Income controls	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Yes
	Are security controls over cash and near-cash adequate and effective?	N/A

Internal control	Test	Observations
Payroll controls	Does the employee have a Contract of employment with clear terms and conditions and a job description? Is PAYE / NIC being properly operated by the Council and is the employee issued with a payslip? Is a time sheet kept?	Yes Yes See below
	Do salaries paid agree with those approved by the council and are they above the National Living Wage / Minimum Wage? Are other payments to employees reasonable and approved by the council?	Yes Yes Yes
Asset controls	Does the council maintain a register of all material assets owned or in its care? Are the assets and Investments registers up to date? When were these last reviewed?	Yes Yes 2023/24 2024/25 (on 2nd April 2025)
	Do asset insurance valuations agree with those in the asset register?	Yes
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council? Is a bank reconciliation carried out regularly?	Yes Yes

Internal control	Test	Observations
	Are there any unexplained balancing entries in any reconciliation?	No
	Is the value of investments held summarised on the reconciliation?	At budget time
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	R & P
	Do accounts agree with the cash book?	Yes
	Has a year-end bank reconciliation been undertaken?	Yes
	Is there an audit trail from underlying financial records to the accounts?	Yes
	Where appropriate, have debtors and creditors been properly recorded?	N/A
Procedural	Have points raised on the last Internal Audit report been considered by council and actioned?	Yes
	Policy documents routinely updated?	Yes – see below
Transparency: For smaller councils with turnover under £25,000	Minutes for whole year on website?	Yes
	Agendas for whole year on website?	Yes
	Payments over £100 detailed on website?	In Financial reports given at Council Meetings

Internal control	Test	Observations
	Electors' rights advertised on website?	Yes – see below
	Councillors' responsibilities detailed on website?	Yes
	Last financial year's AGAR on website?	Yes
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	The Council owns no land or property.
General Data Protection Regulation (compliance from 25 May 2018)	Has the Council put in place a privacy policy?	Yes
	Is it on the website?	Yes
FOI Publication Scheme	Is there an FOI Publication Scheme?	Yes
	Is it on the website?	Yes
	Is it updated?	March 2023
Code of Conduct	Is it on the website	Yes

Summary of my recommendations:

Electors Rights – Note that External Audit recommends that the dates for Electors Rights dates should be noted in the minutes.

Clerk's Time Sheet – recommended that the Clerk should keep one time sheet of work detailing PC and for the Charity.

Standing Orders and Financial Regulations – at next review increase thresholds in line with recent increases. Alsos, the new Procurement Act & Regulations will require changes to Standing Orders / Financial Regulations at the next review. The new Procurement Act came into force in February 2025. This means references to the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 (now both repealed) should be replaced with the Procurement Act 2023 and the Procurement Regulations 2024. Also, the previous requirement for open initiations for contracts over £30,000 including VAT must have been

advertised on Contracts Finder – this has been replaced with a need to advertise on the Find a Tender website. For contracts exceeding £30,000 plus VAT where the contract is not being advertised but instead selected contractors are asked to quote or tender, there is no requirement to publish the details on Find a Tender, although the contract award notice would still need to be posted once awarded.

Consider simplifying the Regulations appropriate for a small council such as Barton Bendish.

Annual Internal Audit Report 2024/25

Barton Bendish Parish Council

<https://bartonbendish-pc.gov.uk/>

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. No Petty Cash used	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

10/02/2025

01/03/2025

07/04/2025

Di Dann CiLCA, FILCA, PIALC

Signature of person who carried out the internal audit

Di Dann

Date

07/04/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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 31/03/2025		
	Cash in Hand 01/04/2024		12,530.52
	ADD Receipts 01/04/2024 - 31/03/2025		6,353.07
	SUBTRACT Payments 01/04/2024 - 31/03/2025		18,883.59
			6,404.38
	Cash in Hand 31/03/2025 (per Cash Book)		12,479.21
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Current account 31/03/2025	2,386.14	
	Savings 31/03/2025	10,093.07	
			12,479.21
	Less unrepresented payments		
			12,479.21
	Plus unrepresented receipts		
	Adjusted Bank Balance		12,479.21
	A = B Checks out OK		

Barton Bendish Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	12,530.52	
Cash in Hand		
Clerks salary		3,755.31
Clerks expenses		156.00
General admin		199.81
Training		120.00
Insurance		372.41
Subscriptions		653.50
Audit		54.80
Village Hall hire		109.50
Donation - Church		325.00
Precept	5,900.00	
Grants		
VAT reclaimed		
Misc		
General		
Defib Maintenance		
CIL income		
Keyworker Insurance		
Locum Clerk Salary		
Village gateways		
Defibrillator maintenance		
EMR - Keyworker Insurance		
EMR - CIL		
EMR - Jubilee Grant		150.00
EMR - Defibrillator Maintenance		223.00
S137		
Telephone box maintenance		
Donation from Poor's Charity	360.00	
Community Grant		150.00
Interest	93.07	
VAT		135.05
	6,353.07	6,404.38
Closing Balances:		
Balances in Bank Account		12,479.21
Cash in Hand		
TOTAL	18,883.59	18,883.59

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Barton Bendish Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
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Signed _____
Responsible Financial Officer

Date _____

Annual Governance and Accountability Return 2024/25 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2025**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - c) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - d) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - e) **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority. **NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement **before** approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2024/25**, page 4
- **Section 1 – Annual Governance Statement 2024/25**, page 5
- **Section 2 – Accounting Statements 2024/25**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2024/25 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2024/25, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2025. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2025**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2024/25 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

Barton Bendish Parish Council

certifies that during the financial year 2024/25, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2024/25:

£6,353 PER AMOUNT £00,000

Total annual gross expenditure for the authority 2024/25:

£6,404 PER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2025.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

clerk@bartonbendish-pc.gov.uk ED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

https://bartonbendish-pc.gov.uk/ CLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2024/25

Barton Bendish Parish Council

<https://bartonbendish-pc.gov.uk/> ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Barton Bendish Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No

<https://bartonbendish-pc.gov.uk/>

Section 2 – Accounting Statements 2024/25 for

Barton Bendish Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	14,684	12,531	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	5,443	5,900	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	680	453	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	3,421	3,755	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	4,856	2,649	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	12,531	12,479	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	12,531	12,479	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	7,052	7,052	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

May 2025 payments for approval & receipts to note:

Payee	Amount	Type	Description
S Sweet	£1085.49	SO	Clerk salary & allowance (April, May June)
D Dann	£ 59.80	BACS	Internal Audit
Zurich	£ 355.09	BACS	Insurance
NPTS	£ 62.94	BACS	Annual membership

Pending council consideration and approval:

NorALC	£ 116.07	BACS	Annual membership
RSL	£ 228.00	BACS	New website

Receipts:

BCKLWN	£6293.50	BACS	Precept 2025-26
HMRC	£ 135.05	BACS	VAT claim back requested, <u>receipt pending</u>

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 28/04/2025		
	Cash in Hand 01/04/2025		12,479.21
	ADD Receipts 01/04/2025 - 28/04/2025		6,428.55
	SUBTRACT Payments 01/04/2025 - 28/04/2025		18,907.76 408.63
	Cash in Hand 28/04/2025 (per Cash Book)		18,499.13
B	Cash in hand per Bank Statements		
	Petty Cash 28/04/2025	0.00	
	Current account 28/04/2025	8,352.69	
	Savings 28/04/2025	10,093.07	
			18,445.76
	Less unrepresented payments		81.68
			18,364.08
	Plus unrepresented receipts		135.05
	Adjusted Bank Balance		18,499.13
	A = B Checks out OK		

Our ref: 25/00501/F
Planning Officer: Kirsten Jeavons
Council Information Centre: 01553 616200
E-mail: borough.planning@west-norfolk.gov.uk

Borough Council of
**King's Lynn &
West Norfolk**



PARISH CONSULTATION

Stuart Ashworth
Assistant Director Environment And Planning

The Clerk
Barton Bendish Parish Council
2 Grimshoe Road
Downham Market
Norfolk
PE38 9RA

Ref. No: 25/00501/F
Validated: 14 April 2025
Parish: Barton Bendish
Date: 16th April 2025

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **Horse arena and associated lighting. at Blandings Church Road Barton Bendish King's Lynn Norfolk PE33 9GF**

I have recently received details in respect of the above planning application. If you would like to make comments on this application, please do so no later than 10 May 2025.

You can make your comments by email to: planning.econsultation@west-norfolk.gov.uk.

The Case Officer dealing with this is Kirsten Jeavons who can be contacted on 01553 616837 should you have any questions.

Application Details in Public Access

<http://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=STESS8IV9600>

[just copy and paste the above link into your web browser]

Please allow 2 working days from the date of this letter to ensure the documents have been scanned.

I look forward to receiving any comments that you may have via email.

PLEASE NOTE: From 3 February 2014 we will no longer send a copy of the decision to the Parish Council, although you will be able to view it on the Council's website and print a copy should you wish to. Additionally from 7 February 2014 a weekly list of decisions issued will be sent by e-mail to those Parishes who have an e-mail address. If we don't have an e-mail address for your Parish and you wish to receive this information, please contact Planning Admin.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Ashworth', written over a light blue grid background.

Stuart Ashworth
Assistant Director
Environment and Planning

**KING'S LYNN & WEST NORFOLK BOROUGH COUNCIL
PLANNING CONTROL**

Reference No: 25/00501/F **Case Officer:** Kirsten Jeavons

Proposal: Horse arena and associated lighting.

Location: Blandings Church Road Barton Bendish King's Lynn Norfolk

Observations from: Barton Bendish Town/Parish Council.

Please tick

☐

SUPPORT the application because ... (please give relevant planning reasons in space below)

☐

OBJECT to the application because ... (please give relevant planning reasons in space below)

☐

NO OBSERVATIONS either in favour or against the proposal.

ANY OTHER COMMENTS:

Clerk to Barton Bendish Town/Parish Council Dated:

NOTE: In the event that the Parish Council do not provide reasons for their support or objection within 21 days from the date of this consultation, then it may stop qualifying applications from automatically going to Planning Committee in the event that the Parish Councils view differs from that of the planning officers.