

BARTON BENDISH PARISH COUNCIL

**The Ordinary Parish Council Meeting will be held on
9th July 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 receive apologies for absence
2. To receive Declaration of Interests and any requests for dispensation
3. To agree the minutes of the annual meeting 14th May 2025
4. Public forum for members of the public to comment on agenda items, and updates from Borough and County Councillors
5. To consider any suitable schemes for the [NCC Parish Partnership Scheme 2025-26](#)
6. To consider join the [CPRE Norfolk - Solar Alliance](#) (free to join)
7. To approve signing the DDM for the parish council mobile contract
8. To note street furniture licence for the 2 grit bins on Boughton Long Road have been applied for. To agree on the [size of grit bins to be ordered](#)
9. Administrative Matters
 - a) To consider and approve Standing Orders and Financial Regulations
10. To [review assets](#) for any maintenance requirements
11. Finance
 - a) To authorise payments and note any monies received*
 - b) To review and sign cash book reconciliation*
 - c) To receive budget monitoring document and consider any recommendations*
12. 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) **[25/01005/F](#) - Change of use from offices to dwelling and artist studio with minor alterations, and conversion and extension of outbuilding to artist accommodation at The Old School House Fincham Road Barton Bendish King's Lynn Norfolk PE33 9DL.**
13. To note planning decisions from the Borough Council of King's Lynn and West Norfolk: none
14. To receive items for inclusion on the next agenda
15. To confirm meeting dates 2026: 14th Jan; 11th March; 13th May; 8th July; 9th Sept; 11th Nov
16. To confirm date of next meeting as **Wednesday 3rd September 2025 7.30pm** Barton Bendish Village Hall

BARTON BENDISH PARISH COUNCIL

Minutes of Annual Parish Council meeting held on Wednesday 14th May 2025 commencing at 7.30pm in Barton Bendish Village Hall

Present: Cllr W Chapman (Chairman), Cllr R Simon, Cllr A Stephen, Cllr P Swallow, Cllr S Tilburn, Cllr D Wells.

Sharon Sweet - Parish Clerk

Borough Councillor – Sue Lintern

No members of the public were in attendance

1. To elect Chairman for the ensuing year

2. Cllr Chapman was elected unopposed, all in favour. Cllr Chapman signed the declaration of acceptance of office for the position of chairman.

3. To elect Vice Chairman for the ensuing year

Cllr Tilburn was elected unopposed, all in favour.

4. To consider apologies for absence and approve reasons if requested

Apologies for absence received from Cllr T Webster.

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

None.

6. To agree the minutes of the meeting held on 12th March 2025

The minutes of the ordinary Parish Council Meeting on 12th March 2025, having been circulated to all prior to the meeting, were **AGREED** as correct. The Chairman signed the minutes.

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

Prior to the meeting Borough Councillor Sue Lintern had sent a written annual report on updates from the BCKL&WN.

Cllr Simon advised that a resident wished to display a Tommy Statue on one of the grass verges. It was noted that while the council does not have the authority to grant permission for installations on grass verges (as they are not under parish council responsibility), members had no objections to a privately owned Tommy Statue being placed, provided it does not impede grass cutting.

8. 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

It was **AGREED** to purchase 2 grit bins for Boughton Long Road, clerk to **ACTION**.

9. To review and confirm website hosting arrangements

After a discussion, it was **AGREED** to continue to have the website through Norfolk ALC and review in one year.

10. To consider renewal of Norfolk ALC membership £116.07

Members discussed whether to renew the Norfolk ALC membership. It was **AGREED** not to renew the Norfolk ALC membership for 2025-26.

11. To elect representatives:

- a) **RAF Marham (1 co-ordinator for Family Day & Christmas meal) - AGREED** to Cllr Wells to be responsible
- b) **Barton Bendish Poor's Charity (2 representatives of the Council Trustee) - AGREED** to elect Cllr Stephen and Cllr Webster
- c) **Updating noticeboards in the parish – Cllr Tilburn and Cllr Stephen AGREED** to continue with updating noticeboards

Chairman's signature.....

Date.....

12. 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)

Noted by members.

13. To note the High Grove Solar Farm DCO consultation (site between Narborough and Dereham) and to consider submitting a comment by 12th June 2025

Members discussed the proposed solar farm. After considering the impact on agricultural land, particularly the loss of Best and Most Versatile (BMV) land, and the scale of the development, it was **AGREED** to **OBJECT** to the DCO consultation on the following grounds:

- Loss of agricultural land needed for food production.
- Impact on Best and Most Versatile (BMV) land, which should be protected.
- Excessive scale of the development, affecting the landscape and local character.

14. Administration and Governance

- a) To review parish CIL report return for 2024-25 and authorise Chairman to sign – the report noted NIL expenditure for CIL 2024-25. The Chairman signed the return.
- b) To note the insurance renewal £355.09 (year 3 of a 3-year agreement) - It was **AGREED** to renew the insurance policy as presented.

15. Finance

Year-end accounts 2024-25

- a. To consider the Internal Auditors report for year ending 31st March 2025 (including AGAR page 4) - recommendations were noted
- b. To agree the accounts for year ending 31st March 2025 - having been circulated prior to the meeting, the year end accounts were **AGREED**
- c. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form - it was noted that as the Council's income and expenditure for the year was under £25,000, the Council could exempt itself from External Audit. This was considered and **AGREED** and the Clerk and Chairman were authorised 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 - the Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf
- e. To consider and approve the Accounting Statements 2024/25 and to authorise the Chairman to sign - the Council considered and **AGREED** the Accounting Statement and authorised the Chairman to sign on their behalf
- f. To note the Public Exercise of Rights dates of 3rd June to 14th July 2025 – noted by members

2025-26

- a. To authorise payments and note any monies received - the following payments were **AGREED**:

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

The following receipt was noted:

Payee	Amount	Type	Description
BCKLWN	£6293.50	BACS	Precept 2025-26

Chairman's signature.....

Date.....

- b. **To review and sign cash book reconciliation** - the Cash Book had been reconciled to 28th April 2025 and was confirmed by sight of the bank statement to the Chairman
- 16. 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**
Members discussed the application and **AGREED** to **SUPPORT** the proposal with the following comment:
"The council recognises the importance of preserving dark landscapes and dark skies, as outlined in National Planning Policy Framework (NPPF) Clause 191c and Norfolk County Council's Environmental Lighting Zones Policy. Accordingly, the council supports the application as presented, provided it remains without floodlighting and is for private use only."
- 17. To note planning decisions from the Borough Council of King's Lynn and West Norfolk:**
None.
- 18. To receive items for inclusion on the next agenda**
None.
- 19. To confirm date of next meeting, as 9th July 2025 at 7.30pm Barton Bendish Village Hall**
The date was confirmed.

Meeting closed: 8.30pm

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

Parish/Town/Borough Council

My ref: HI/12/GEN/PF3041/DN

Your ref:

Phone: 0344 800 8020

Text relay: 18001 0344 800 8020

www.norfolk.gov.ukEmail: ppschemes@norfolk.gov.uk

Date: June 2025

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir or Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last eleven years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2026/27. Further supporting information, including possible funding sources for your share of the bid, is available on our [webpage](#).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. **The closing date for submissions will be 01 December 2025.** Please contact your local Highway Engineer based at the local Area Office for agreement as early as you can, ideally by the end of September, to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2026 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their

willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our [webpage](#).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Surfacing improvements including trods (a simplified and low-cost footway/footpath).
- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improved crossing facilities
- Improvements to Public Rights of Way / Norfolk Trails.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2 / and new SAM3) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record and must be agreed by NCC's Network Safety Team. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2/SAM3 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note, in line with our Speed Management Strategy, SAM2/SAM3 signs can only be used on roads subject to 30mph speed limit or less.** More information can be found on our [webpage](#).
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school).
- New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council. Please note, for 2025/26 only, that a bus shelter grant for 80% funding grant is currently available. Please email busshelters@norfolk.gov.uk for more information.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A [webpage](#) containing useful information is now live.

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our [webpage](#).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of any streetlighting
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost (and outline estimate – not just a summary) and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support: -
 - essential from your Local Member
 - frontages and landowners.
 - your local highway engineer
- For 'off highway' schemes, your proposals for future maintenance.

Please find a bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemes@norfolk.gov.uk. If you need further information on the bid process please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours faithfully



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Copy to: Local County Councillor
Enclosed: Parish Partnership bid application form 2026/27

Parish Partnership bid application form 2026/27

Fund applied for:	Parish Partnership Fund 2026/27		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence):			

Highway Engineer Name	
Please confirm the project has the support of the local Highway Engineer - please provide date and details of discussion	
County Councillor (Local Member) Name	
Please confirm the project has the support of the County Councillor (Local Member) – please provide date and details of discussion	
Local Member Funding (if any) Please state amount and attach email confirmation from the Local Member	

From: Barbara Adamski - CPRE Norfolk <barbaraa@cprenorfolk.org.uk>
Sent: 10 June 2025 12:47
To: Barbara Adamski - CPRE Norfolk
Subject: CPRE Norfolk - Invitation to join the CPRE Norfolk Anti Mega Solar Alliance

Dear Parish Council,

I hope this email finds you well.

We are contacting you from CPRE Norfolk inviting you to join our Anti Mega Solar Alliance.

Mega solar schemes cover many thousands of acres and are large enough to be classified as National Significant Infrastructure Project (NSIP).

While your parish may not yet be directly affected by proposals for a mega solar farm, many areas of Norfolk are already threatened by these developments which are so large scale that they will transform and industrialise huge areas of the countryside.

We fully support solar energy, but we oppose the covering of Norfolk's farmland and landscapes with solar panels.

There are better solutions that do not sacrifice our countryside. We are calling for solar panels to be installed: On rooftops of homes, schools, supermarkets, factories, on car parks and existing structures and on brownfield sites and previously developed land, not on productive farmland, meadows, or open green spaces.

Our beautiful countryside deserves protection! It's a precious landscape which is also important for food security, biodiversity, tourism and community wellbeing.

Independent research confirms that rooftop and brownfield solar could meet — and even exceed — the UK's renewable energy targets without losing farmland.

It is important that we let decision makers know the depth of opposition to mega solar and by joining our alliance you make a valuable contribution to this.

Working in partnership with alliance members we will help each other to navigate the NSIP process, and to highlight areas which will strengthen any objections.

Membership is free.

Learn more by clicking on this link: [CPRE Norfolk - Solar Alliance](#)

Or email us directly: planning@cprenorfolk.org.uk

With best wishes,

Barbara Adamski (Planning Officer / CPRE Norfolk)

David Hook (Chairman CPRE Norfolk, Vision for Norfolk Committee)

www.cprenorfolk.org.uk

01603 761660

15 Pigg Lane, Norwich, NR3 1RS

"CPRE is the countryside charity that campaigns to promote, enhance and protect the countryside for everyone's benefit, wherever they live.

*CPRE Norfolk is a county branch of CPRE and a separate registered charity, no. 210706.
We work with local communities, businesses, parish councils and government to find positive and lasting ways to help the Norfolk countryside thrive - today and for generations to come.*

Visit our website www.cprenorfolk.org.uk to read more about our work, [join as a member](#), [sign up to our newsletter](#) or [donate to a campaign](#)."



Introduction to Standing Orders

A council may make standing orders for the regulation of their proceedings and business and may vary or revoke any such orders (Local Government Act 1972, sch 12, para 42).

This means that Standing Orders make up a document of 'rules' for a council to follow. Some of these 'rules' are laid down in law and these are in bold, these must not be removed or changed. Other orders, not in bold, are rules to support the governance of a council – how it is organised and administered. Standing Orders may refer to other council policies or regulations which give greater detail about specific items such as Financial Regulations and Data Protection Policy. Standing Orders inform officers, councillors and the public. They ensure that actions taken by the council are legal, logical, consistent and transparent and they support the internal control of a council i.e. its financial strength.

Order and Adoption of Standing Orders

Note that reference is made to the clerk throughout (Proper Officer of the Council is the legal term) and to the Responsible Financial Officer (RFO), who may also be the clerk.

In law the word 'chair' is used, in the case of a Town Council this person is often referred to the 'mayor'. In this document we have used the term 'chair'.

Standing Orders should be reviewed at least every third year or earlier if changes in the law require this. Adoption, review and amendments to Standing Orders should be made by the full council. Standing Orders should have the date of adoption and the date for review.

They should be published on the council's website and a copy given to councillors (in the agreed format).

Where it is necessary for you to enter the agreed procedure for the council or there are alternative options for you to select from, the **text is in red**.

Standing Orders are divided into subject headings, and those headings are taken in alphabetical order. Headings are numbered and then sub-divided.

1. Accounting

- a) Financial procedures to be followed must be detailed in the Financial Regulations (not Standing Orders) of the council and based upon 'Proper Practices' as identified in the most recent version of 'Governance and Accountability for Local Councils' (<https://www.saaa.co.uk/legislation-guidance/>). One exception is that the law requires Standing Orders to contain details about contracts (see [Contacts and Procurement](#)).

2. Agendas (and summons)

- b) **All items to be decided at a meeting must be detailed on the agenda.**
- c) **The date, time and place of a meeting must be published at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning). Publication must be in a conspicuous place in the parish (noticeboards) and, if the receipts and payments of the council are both under £25,000, on the council's website**
- d) **The summons, to include the agenda, must be sent to councillors at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning).**
- e) **The agenda/summons must be signed by the clerk and dated.**
- f) Items for inclusion on the agenda should be given in writing to the clerk by a councillor at least 10 days before a meeting.
- g) The chair and the clerk will agree the agenda prior to its publication, the final say on the content of the agenda rests with the clerk.
- h) The agenda and supporting papers shall not disclose or undermine confidential information or personal data without legal justification.
- i) The agenda should be sent to the district and county councillor(s) representing the council's area. This is an invitation to attend but as a member of the public.
- j) The agenda will detail the following in this order:
 - i. Receipt or approval of apologies for absence
 - ii. Receipt of declarations of interest and consideration of requests for dispensations
 - iii. Confirmation of the accuracy of the minutes of last meeting
 - iv. Public participation
 - v. Other items for discussion such as planning matters; financial reports; progress of projects etc.
- k) **The agenda for the annual council meeting must include, as a first item, the election of chair.** Further items may include:
 - i. Review of delegation arrangements to committees, sub-committees, officers and other local authorities

- ii. Review of the terms of reference for committees
 - iii. Appointment of councillors to committees and working parties
 - iv. Review of policies
 - v. Review of membership of external bodies
 - vi. In the year of an ordinary election the re-adoption of the General Power of Competence, if appropriate
- l) The following items can be considered at a meeting even if they are not on the agenda:
- i. to appoint a councillor to chair the meeting (if chair and vice-chair are not present)
 - ii. to defer consideration of an item until a future meeting
 - iii. to exclude the public from a meeting in respect of confidential or other information which is prejudicial to the public interest
 - iv. to temporarily suspend the meeting
 - v. to suspend a particular standing order (unless contrary to legislation)
 - vi. to adjourn the meeting
 - vii. to close the meeting
- m) An agenda item, that would result in a reversal of a decision made within the last six months, shall not be included unless requested in writing by 2 councillors.

3. Apologies

- a) A councillor, if unable to attend a meeting, must give their apologies and the reason to the clerk.
- b) **If a councillor fails throughout six consecutive months to attend any meetings of the council, or its committees or sub-committees of which they are a member they cease to be a councillor unless there is a 'statutory' reason for the absence such as military service, or failure to attend is approved by the council. The period begins with the last meeting attended.**

4. Chair

- a) **The council must elect a chair who must be a member of the council.**
- b) **The appointment of chair must be an annual appointment.**
- c) **At the moment when the new chair accepts office the previous chair automatically retires.**
- d) **Following their election, the chair must sign a declaration of acceptance of office unless the council, at that meeting, permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**
- e) **The person presiding at a meeting may vote and if there is an equality of votes, they may use their second or casting vote. If the item is the election of a chair, then the casting vote, if it is necessary, must be used.**
- f) The casting vote does not have to be used in the same way as the original vote.
- g) **The chair or in their absence the vice-chair (if any) must preside.**

- h) If both are absent the council must appoint some other councillor to preside.**
- i) The decision of the chair regarding any standing order at a meeting is final (with the exception of an order which supports a legal requirement).**

5. Clerk

- a) Duties of the clerk include to convene meetings of the council for the election of a new council chair, occasioned by a casual vacancy in that office; facilitate inspection of the minute book by local government electors; receive and retain copies of bylaws made by other authorities; serve on councillors in a manner agreed by them, a signed summons confirming the time, place and the agenda of a council meeting; provide in a conspicuous place a public notice of the time, place and agenda of a council meeting.**

6. Code of Conduct and Dispensations

- a) All councillors must observe the Code of Conduct adopted by the Council at all times whilst acting or perceived to be acting as a councillor.**
- b) Code of Conduct complaints must be referred to the District/Borough Council Monitoring Officer, their advice must be followed, and the complaint must not be investigated or considered by the council.**
- c) All councillors must complete a Declaration of Interests Form within 28 days of taking office.**
- d) Councillors are responsible for keeping their Declaration of Interest Form up to date and must complete a new form within 28 days of any changes.**
- e) A dispensation request should be sent to the clerk in writing, prior to the meeting starting (see dispensation request form).**
- f) A dispensation will be decided by the council or the committee.**
- g) If a dispensation is not granted, the councillor must not take part in the item and should consider leaving the room, returning to the meeting after the item has been concluded.**
- h) A dispensation may be granted for the following reasons:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
 - ii. granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. it is otherwise appropriate to grant a dispensation.**

7. Committees, Sub-committees and Working Parties

- a) The council may appoint committees and delegate many of their functions to them. Setting the budget and precept, considering an auditor's report or signing AGAR, borrowing money, adopting the general power of competence and adopting or revising the code of conduct are examples of items that cannot be delegated to a committee.**
- b) The council decides terms of reference for the committee. e.g. number of meetings, membership, functions, budget (if any), how the chair of the committee shall be appointed.**

- c) **A committee will have an agenda, be open to the public, and have minutes.**
- d) The quorum of a committee should be no less than three.
- e) **Non-councillors can be appointed to committees, unless that committee regulates and controls the finances of the council. Non-councillors only get a vote if the function of the committee is the management of land, harbour functions, tourism functions or the management of a festival.**
Non-councillors must abide by the council's Code of Conduct.
- f) A committee may delegate any of its functions to a sub-committee.
- g) Standing Orders of the council shall apply to all committees and sub-committees.
- h) The council may appoint a working party. The council decides the brief of the working party. A working party cannot make decisions. A working party need not have agendas, does not have to meet in public and there is no requirement for minutes, however 'notes' of meetings should be kept.

8. Contracts and Procurement (must be included in Standing Orders)

- a) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 (including VAT) but less than the published relevant thresholds referred to in 8d below is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- b) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or officers to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- c) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- d) **Where the value of a contract is likely to exceed the threshold specified by the Cabinet Office from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts**

Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.

9. Councillor Vacancy

- a) **A councillor who wishes to resign must send their written resignation to the chair of the council. Their chair resigns to the council, sending their written resignation to the Clerk.**
- b) **Any vacancy arising must be advertised for a period of 14 days, if a poll is claimed by ten electors a by-election takes place. If no poll is claimed the council must fill the vacancy by co-option as soon as practicable. It is not bound to do this if the vacancy has less than six months to run.**
- c) **The decision to co-opt, along with all decisions, must be made by the majority of councillors present and voting.** Where more than two people have been nominated for co-option, and none has received an absolute majority the name of the person having the least number of votes shall be struck off and a fresh vote taken. The process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote of the chair.
- d) Where more than one vacancy is to be filled by co-option, each vacancy should be considered separately.
- e) **Co-option must be considered at a meeting and is not a valid reason to exclude the public under the Public Bodies (Admission to Meetings) Act 1960.**
- f) **All councillors must complete their declaration of acceptance of office forms at or before the first meeting after they are elected or if they are co-opted before they take office, unless the council at that meeting permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**

10. Data Protection (General Data Protection Regulations and the Data Protection Act 2018)

- a) **The council must ensure that a written record of its processing activities is maintained.**
- b) **The council must have a Data Protection Policy and procedures in place to respond to data protection enquiries, as well as a privacy statement and a record of any data protection breaches.**
- c) **The council shall have in place, and keep under review, technical and organisational measures to keep secure, information relating to personal data held in both hard copy and electronic format, held either by the clerk or by councillors on council or privately owned devices.**
- d) **The council must have in place a Data Audit for the retention and safe destruction of all information including personal information which it holds.**
- e) **Councillors, officers and contractors must have regard to the legislation when considering the processing, sharing or disclosing of personal information.**

11. Debate

- a) Items on the agenda shall be considered in the order that they appear, but the order can be changed at the discretion of the chair. No speech on any item shall be longer than 5 minutes.
- b) An amendment to an item must not negate the original item. It will be voted upon separately and before the original item.

12. Delegation (councillors, the clerk and committees)

- a) No councillor has the authority to issue instructions, or orders to any employee including the clerk or to act on behalf of the council.
- b) The clerk may be given delegated authority to deal with matters, the detail may be included in the Job Description, a scheme of delegation or agreed at a meeting of the council (and minuted).
- c) The clerk may have delegated authority to spend money in the event of an emergency and the detail of this is included in Financial Regulations.
- d) The council may delegate to a committee (see [Committees, Sub-committees and Working Parties](#)).

13. Disorderly Conduct

- a) Disturbance by any member of the public will be followed by a request from the chair to desist. If ignored the chair can ask the disruptive person to leave the meeting.

14. Employment (see [Clerk](#))

- b) **Employees must have a Contract of Employment** supported by a Job Description **on or before the first day of employment**. The Contract must include details of grievance and disciplinary procedures or make reference to separate documents.
- a) The council is an employer, and any matters relating to staff members must be treated confidentially and in accordance with employment law.
- b) A council may appoint a proper officer (clerk) for the discharge of the council's functions, and any other staff as required.
- c) **A council must appoint a Responsible Financial Officer**
- d) The council should appoint a small group of councillors to conduct the clerk's annual appraisal. The clerk will annually appraise all other members of staff.
- e) A council may appoint one or more of its councillors to be officers, but without remuneration. **A period of 12 months after leaving as a councillor, must elapse before payment can begin.**

15. Information Management

- a) **The council must have a Freedom of Information publication scheme displayed on its website and respond to requests for information in line with the Freedom of Information Act 2000.**
- b) **The council must publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015 if the receipts and payments of the council are both under £25,000.** If the gross annual income or expenditure exceeds £200,000, the council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

16. Legal Deeds

- a) A legal deed, on behalf of the council, must be authorised by a decision of the council and signed by two councillors, with the clerk witnessing the signatures.

17. Meetings (see also [Agendas](#))

- a) **Meetings shall not take place in premises which, at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost**
- b) **A council must have an annual meeting in May, in an election year this meeting must take place on or within 14 days of councillors taking office.**
- c) **In an election year, if the current chair has not been re-elected as a councillor, they shall still chair the first item at the annual council meeting. They do not have an original vote but must exercise their casting vote in the event of a tie.**
- d) **In addition, a council must meet on at least three other occasions during the year and may hold further meetings as required.**
- e) This council meets **on the second Wednesday, where possible, during the months of January, March, May, July, September & November**, the clerk may call additional meetings as required including for the election of a new chair as and when the role becomes vacant.
- f) Meeting dates for the following year should be set on or before the last meeting of the year.
- g) **The chair may convene, with three clear days' notice, an extraordinary meeting at any time. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the chair.**
- h) **If the chair does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene such a meeting. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the two councillors.**
- i) **The quorum for a meeting shall be at least one third of the whole number of members of the council (rounded up) and no less than three.**
- j) **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- k) **All decisions at a meeting shall be decided by a majority of councillors, and non-councillors with voting rights, present and voting.**
- l) **Voting shall be by a show of hands.** At the request of any councillor, voting may be by signed paper ballot.
- m) **A councillor may ask for the vote to be recorded so that how each councillor voted is recorded in the minutes**, this should be done either immediately prior to or immediately after the vote.
- n) A meeting shall not exceed a period of 2 hours

18. Minutes

- a) Minutes shall include:
 - i. the date, time and place of the meeting
 - ii. the names of councillors and officers who are present

- iii. interests declared
- iv. dispensations granted
- v. when a councillor arrives late, leaves early, or is absent for period of time
- vi. the public participation session
 - i. the decisions made
- b) The minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data.
- c) If issued to councillor prior to the meeting, minutes shall be taken as read.
- d) The minutes of a meeting must be agreed at the same or next meeting of the council and signed by the person presiding at that meeting.
- e) Discussion on the minutes must relate to their accuracy and any amendment must be agreed by the council and signed by the councillor presiding.
- f) **If the receipts and payments of the council are both under £25,000, the minutes, if necessary in draft form, must be published on the council's website within one calendar month of the meeting.**

19. Press

- a) When responding to the press on behalf of the council, officers and councillors must only report on agreed decisions or policies of the council.

20. Public (including press and district, borough and county councillors

- a) Members of the public have the right to attend all meetings of the council
- b) Under the Public Bodies (Admissions to Meetings) Act 1960, members of the public can be required to leave if the council decides that the item is of a confidential nature for one of the following four reasons:
 - i. engagement, terms of service, conduct and dismissal of employees
 - ii. terms of tenders and proposals and counter proposals in negotiation for contracts
 - iii. preparation of cases in legal proceedings
 - iv. the early stages of any dispute
- c) Public Participation time shall not exceed 20 minutes and no one person shall speak for more than 5 minutes, in both cases unless directed otherwise by the chair.
- d) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend. A question does not require an answer at the meeting, if required, the chair will advise when an answer will be given
- e) A person who speaks at a meeting, shall direct their comments to the chair of the meeting. The chair shall direct the order of speaking.
- f) A member of the public may film, photograph or make an audio recording of the meeting. This does not allow for oral commentary which would be disruptive.
- g) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

Draft July 2025
Review July 2028



BARTON BENDISH PARISH COUNCIL FINANCIAL REGULATIONS (suitable for a council up to £25,000)

Notes and how do adopt these Financial Regulations

Abbreviations:

RFO Responsible Financial Officer

AGAR Annual Governance and Accounting Return

G & A Governance and Accountability – Practitioners Guide produced by JPEG and known as ‘Proper Practices’

GPC General Power of Competence

Notes: Items and actions described by the word “must” are laid down in law – therefore they must be retained. Item 4 (s101) – this is typically £500 for a smaller Council.

1. General

These regulations govern how the council conducts its financial affairs. They set out how all financial matters are dealt with (with reference to Governance and Accountability). The Council must have an RFO. The RFO must administer the finances of the council according to proper practises. Financial Regulations must be approved by full council and must only be amended by full council.

These regulations were approved August 2024 and will be reviewed in July 2025 unless there are changes in local government law, or the Council’s financial activities change or professional qualified advice is received requiring that this is done sooner.

2. Accounting and Audit

- 2.1. The RFO must be responsible for maintaining the cash book, and should complete the year end receipts and payments accounts from the totals in the cash book.
- 2.2. Accounts should be presented showing a comparative previous year. The totals in the accounts are then transferred to the relevant sections of AGAR.
- 2.3. The Council may appoint a member to be an Internal Control Officer, to undertake regular inspections of the cash book, and other financial activities.

- 2.4. A suitably competent and independent person must be appointed by the Council as its Internal Auditor, to undertake an annual review of the council's internal control systems and they must report their findings to the council. This appointment should be made at least three months ahead of the year-end and a quotation should be received for this work. The Internal Auditor must complete the relevant section of the AGAR (page 4). They must make a report to Council which must include any explanations for "No" boxes on page 4. This report must be considered by the Council, prior to signing off the AGAR. Any recommendations must be implemented or reasons why they are not, recorded in the minutes.
- 2.5. The Council must have an agenda item for consideration and approval of the AGAR. Firstly, they consider whether they can and wish to exempt themselves from External Audit, and if so agree and sign (clerk and chairman) the Certificate of Exemption, then they consider and complete the Annual Governance Statement the clerk and chairman sign to confirm and then agree the Accounting Statements, chairman to sign to confirm (this should have already been signed by the RFO). This must be done within statutory time limits, by 30 June.
- 2.6. The RFO must advertise Electors Rights, as required by law to include both the notice and supporting statement.
- 2.7. As an exempt Council, there is no obligation on a smaller Council to have an External Audit. There is a requirement to publish specified financial information, and the RFO must ensure that this is done (refer Transparency Regulations).
- 2.8. The Council must have an item on every agenda where the council's finances can be considered. Reporting on receipts and approval of payments should happen at every meeting with bank reconciliations (i.e. the cash book reconciled to the bank) and budget monitoring to be done at every meeting. This is part of Internal Control.

3. The Budget

The Budget must be constructed referring to the last completed year (both the budget and the actual, the present year (at a half year point), the predicted year-end figures and plans for the next two years. Reserve funds should be identified. The budget must be approved by the Council in time to submit the precept request to the District in January. The RFO must report to Council at the half year point on actual spending against budget highlighting and explaining any significant variances. Significant is 20% over/under budget.

4. Authority to spend

Under LG Act 1972 s101, urgent expenditure of up to £800.00 may be authorised by the clerk, notwithstanding any budgetary provision. Such spending should be reported to the Chairman and then to the Council as soon as possible and the

budget should be amended accordingly. Any items of expenditure may be authorised by the Clerk provided it has been approved by Council and is included within the budget and an invoice has been received, supported by a quotation.

5. Banking

- 5.1. Monies received must be banked on a regular basis by the RFO. Handling cash should involve at least two people, and must be banked intact.
- 5.2. The Council should record in the minutes any changes in the bank mandate. The Chairman should sign the end of year bank reconciliation and bank statement(s).
- 5.3. Direct debit or standing order payments may be permitted, with the approval of Council, for regular items such as utility bills, ICO fee or payroll, or to avoid interest charges being paid. Amounts so paid should be reported to council along with the normal payment schedule.
- 5.4. The RFO may move money between bank accounts without prior approval by the council.

6. Making Payments

- 6.1. Invoices for payment must be checked by the RFO and entered onto a schedule for approval by council. Quotations should be attached to invoices as part of the audit trail.
- 6.2. Payment authorisation
Payments should be made by cheques signed by two authorised councillors.

Where internet banking arrangements have been agreed, two named councillors will be authorised to approve transactions.

- 6.3. Card Payments
The Council has no debit / credit card. Payments may need to be made by the RFO which require the use of a personal debit or credit card. Provided within budget and agreed by council, this may be done and the RFO refunded.

7. Salaries

The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC and are approved by council. Any change in salaries must be agreed by the Council. Expenses to be refunded to officers, must be supported by detailed invoices.

8. Loans, Balances and Investments

The Council has no loans, but if any were needed this would require full council approval. End of year balances must identify the Working Balance and Reserves held and their purpose.

9. Receipts

The RFO shall issue invoices promptly and the Council must have agreed collection arrangements, issuing a statement after 30 days. Irrecoverable amounts can only be written off by the Council, following a report from the RFO.

10. VAT

Claims and returns should be completed promptly by the RFO (at least annually).

11. Placing Orders

Before placing an order one written quotation is required for items costing up to £1,000. For items costing £1,000 - £5,000 two quotations should be obtained before committing to expenditure. For items costing £5,000 – £10,000 three written quotations should be obtained. Items between £10,000 and up to £25,000 should be detailed in a tender document. For items costing in excess of £25,000 see **Contracts** below.

12. S137 Payments – Councils without GPC

The RFO should check that the council has the necessary power to incur the expenditure. S137 payments should be identified in a separate column of the cash book and be identified as such (and minuted) at the meeting at which they are approved.

13. Contracts

For capital projects and other contracts estimated to cost in excess of £25,000 the council's Standing Orders "Contracts and Procurement" must be followed. These must be detailed in full in Standing Orders.

14. Stores

The Council keeps no stores, other than miscellaneous items such as stationery.

15. Assets and Insurances

- 15.1. An asset register must be maintained by the RFO and reviewed annually by the Council.
- 15.2. The asset register must contain detail of the valuations of the assets i.e. cost price or replacement cost and the site of the asset. The total valuations figure is transferred to Box 9 of AGAR.
- 15.3. The Council may consider maintaining assets through an Earmarked Reserve.
- 15.4. Assets should be inspected annually and details should be recorded.
- 15.5. Surplus assets must be disposed of, with the approval of council, for the best possible price.

- 15.6. The Council has an insurance policy which is reviewed annually, and which must include Employers Liability and Fidelity Guarantee. Public Liability Insurance, while not mandatory, should be included in the policy. The Council should forward a copy of the asset register to their insurer and arrange appropriate cover.

16. Risk Management

The Council needs to be aware of the significant risks that it faces and decide how to manage them. The risks must be assessed and action taken to minimise the risk. This must be recorded in a Risk Management Document. The identified schedule of risks included in this document must be risk assessed using the Risk Matrix in G&A as well as identifying ways of minimising risk. Examples of this, include insurance, inspections and risk assessments. The RFO must be responsible for this document and the Council must review this annually.

Draft: July 2025

Review: July 2028

Payment and receipts

July 2025 payments for approval & receipts to note:

Payee	Amount	Type	Description
S Sweet	£ 723.66	SO	Clerk salary & allowance (July & August)
Unity Trust	£ 30.00	BACS	monthly bank charge (April – August 2025)
SLCC	TBC	BACS	annual membership
NorALC	£126.00	BACS	website fee

Receipts:

HMRC	£ 135.05	BACS	VAT claim back for 01.06.23 – 31.03.25
Unity Bank	£ 59.04	BACS	Quarterly bank interest (savings acc)

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 01/07/2025		
	Cash in Hand 01/04/2025		12,479.21
	ADD Receipts 01/04/2025 - 01/07/2025		6,487.59
	SUBTRACT Payments 01/04/2025 - 01/07/2025		18,966.80
			1,568.32
	Cash in Hand 01/07/2025 (per Cash Book)		17,398.48
B	Cash in hand per Bank Statements		
	Petty Cash 01/07/2025	0.00	
	Current account 01/07/2025	7,246.37	
	Savings 01/07/2025	10,152.11	
			17,398.48
	Less unrepresented payments		
			17,398.48
	Plus unrepresented receipts		
	Adjusted Bank Balance		17,398.48
	A = B Checks out OK		

Barton Bendish Parish Council

Budget Monitoring July 2025

Cost Centre Name

Admin		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
1	Clerks salary				4,375.00	1,033.49	3,341.51
2	Clerks expenses				200.00	39.00	161.00
3	General admin				100.00		100.00
4	Training				200.00		200.00
5	Insurance				407.00	355.09	51.91
6	Subscriptions				441.00	62.94	378.06
7	Audit				50.00	59.80	-9.80
8	Village Hall hire				130.00		130.00
30	Bank charges				72.00	18.00	54.00
					5,975.00	£1,568.32	4,406.68

Grants & Donations		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
9	Donation - Church				350.00		350.00
29	Community Grant				250.00		250.00
					600.00		600.00

Open spaces		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
15	Defib Maintenance						
19	Village gateways						
20	Defibrillator maintenanc						
23	EMR - CIL						
25	EMR - Defibrillator Mai						
27	Telephone box mainter						

Other income		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
11	Grants						
12	VAT reclaimed			135.05			135.05
16	CIL income						
28	Donation from Poor's C		360.00				-360.00
31	Bank interest		200.00	59.04			-140.96
			560.00	£194.09			-365.91

Precept		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
10	Precept		6,293.50	6,293.50			
			6,293.50	£6,293.50			

NET TOTAL			6,853.50	£6,487.59	6,575.00	£1,568.32	4,640.77
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Our ref: 25/01005/F
Planning Officer: Helena Su
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: 25/01005/F
Validated: 19 June 2025
Parish: Barton Bendish
Date: 25th June 2025

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **Change of use from offices to dwelling and artist studio with minor alterations, and conversion and extension of outbuilding to artist accommodation. at The Old School House Fincham Road Barton Bendish King's Lynn Norfolk PE33 9DL**

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 16 July 2025.

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

The Case Officer dealing with this is Helena Su who can be contacted on 01553 616289 should you have any questions.

Application Details in Public Access

<http://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SXRH3UIVFZT00>

[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.

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: 25/01005/F **Case Officer:** Helena Su

Proposal: Change of use from offices to dwelling and artist studio with minor alterations, and conversion and extension of outbuilding to artist accommodation.

Location: The Old School House Fincham 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.