

BARTON BENDISH PARISH COUNCIL

The Ordinary Parish Council Meeting will be held on 3rd September 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 last meeting on 9th July 2025
4. Clerk Report (update on matters not elsewhere on this agenda)
5. Public forum for members of the public to comment on agenda items, and updates from Borough and County Councillors
6. To receive email correspondence from WEL Med regarding the defibrillator and discuss replacement, noting the council hold an earmarked reserve for defibrillator replacement of £1232.05
7. To note the Clerk is waiting on NCC to confirm the street licence for the grit bins
8. To consider any new items/projects for inclusion in the draft budget 2026/27
9. To consider annual donation to St Andrew's Church for maintenance of the churchyard (budget allocation £350.00)
10. To note the Local Government pay award 01.04.2025 has now been agreed and to agree to update the salary Standing Order
11. Governance
 - a) To note the external auditor has confirmed receipt of and logged the notification of exempt status for the year ended 31 March 2025
 - b) To review [internal controls](#) and [risk assessment](#)
 - c) To receive update on the new assertion for the AGAR 2025-26
 - d) To review the privacy notice
 - e) To adopt an IT Policy
12. Finance
 - a) To authorise payments and note any monies received
 - b) To review and sign cash book reconciliation
13. 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
14. To note planning decisions from the Borough Council of King's Lynn and West Norfolk: none
15. To receive items for inclusion on the next agenda
16. To confirm date of next meeting as Wednesday 12th November 2025 7.30pm Barton Bendish Village Hall

BARTON BENDISH PARISH COUNCIL

Minutes of Ordinary Parish Council meeting held on Wednesday 9th July 2025 commencing at 7.30pm in Barton Bendish Village Hall

Present: Cllr R Simon, Cllr A Stephen, Cllr P Swallow, Cllr S Tilburn (Vice Chairman in the chair), Cllr T Webster, Cllr D Wells.

Sharon Sweet - Parish Clerk

Borough Councillor – Sue Lintern (joined 8.05pm)

No members of the public were in attendance

1. **To receive apologies for absence**
Apologies received from Cllr W Chapman (work commitments)
2. **To receive Declaration of Interests and any requests for dispensation**
None.
3. **To agree the minutes of the annual meeting 14th May 2025**
The minutes of the Annual Parish Council Meeting on 14th May 2025, having been circulated to all prior to the meeting, were **AGREED** as correct. The Vice Chairman signed the minutes.
4. **Public forum for members of the public to comment on agenda items, and updates from Borough and County Councillors**
Apologies were received from Norfolk County Councillor B. Long. See post-meeting note for the Borough Councillor's update.
No members of the public were present. Cllr Simon advised that he and other councillors had been contacted directly. One comment received was that the village sign should be rotated 90 degrees; another comment raised concern about private hedges along Fincham Road that required cutting back. The Clerk advised that residents should be encouraged to report highways matters, including overgrown hedges, directly to Norfolk County Council. If unsure who to contact, residents can use the Fix My Street platform to submit their concerns.
5. **To consider any suitable schemes for the NCC Parish Partnership Scheme 2025-26**
Noted, no schemes identified at this time.
6. **To consider join the CPRE Norfolk - Solar Alliance (free to join)**
Members discussed the 'Solar Alliance' and while councillors felt it was not something the council should join, the option for individuals to sign up was noted.
7. **To approve signing the DDM for the parish council mobile contract**
It was **AGREED** to sign a DDM for the 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**
It was **AGREED** to purchase 2x Nestor 400 grit bins £248.45 ex VAT.
9. **Administrative Matters**
 - a) To consider and approve Standing Orders and Financial Regulations
It was **AGREED** to approve the Norfolk Parish Training and Support smaller council Standing Orders and Financial Regulations.

The Clerk advised that, since the publication of the meeting agenda, they had reconfirmed the Parish Council's compliance with the Pension Regulator's re-enrolment requirements. This was noted by members.

Chairman's signature.....

Date.....

10. To review assets for any maintenance requirements

It was noted the village sign may require some maintenance. The clerk asked members if they would like to establish an earmarked reserve using £500 from the defibrillator earmarked reserve, as this was sufficiently funded.

It was **AGREED** to establish an earmarked reserve for future village sign repairs and to transfer £500 from the defibrillator earmarked reserve.

11. Finance

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

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	£ 110.00	BACS	annual membership
NorALC	£126.00	BACS	website fee

The following receipts were noted:

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

- a) **To review and sign cash book reconciliation** - the Cash Book had been reconciled to 1st July 2025 and was confirmed by sight of the bank statement to the Vice Chairman
- b) **To receive budget monitoring document and consider any recommendations** - the budget monitoring document was reviewed, and no concerns were raised.

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.**
It was **AGREED** to support the application.

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

Since the issuing of the agenda for this meeting, the following application had been permitted by the Borough Council under delegated decision. **25/00501/F – Proposed horse arena at Blandings Church Road Barton Bendish King's Lynn Norfolk PE33 9GF.**

14. To receive items for inclusion on the next agenda

None.

15. To confirm meeting dates 2026: 14th Jan; 11th March; 13th May; 8th July; 9th Sept; 11th Nov

It was **AGREED** to confirm the above dates.

16. To confirm date of next meeting as Wednesday 3rd September 2025 7.30pm Barton Bendish Village Hall

The date was confirmed.

Meeting closed 8.01pm

Post meeting note: Borough Councillor Lintern was delayed, due to attending meetings elsewhere, and arrived at the Village Hall at 8:05pm. BCllr Lintern provided a verbal update from the Borough Council, which included:

- An update on the Local Government Reform
- An update on proposed changes to planning dept operations at the Borough Council (a reduced size planning committee; possibly up to 95% of planning apps being decided by officers; ward councillors no longer able to 'call in' planning applications)

Chairman's signature.....

Date.....

To receive email correspondence from WEL Med regarding the defibrillator and discuss replacement, noting the council hold an earmarked reserve for defibrillator replacement of £1232.05

Email from WEL Med:

Our records show that your current defibrillator has been in service for over **10** years. The iPad AED's are renowned for reliability and it may still function as intended, however we believe this is a timely opportunity to consider upgrading your device in line with the latest advancements and guidance.

We have highlighted below some key reasons why you should consider renewing your device:

1. **Regulatory Compliance and Compatibility**
As industry standards and safety protocols evolve, upgrading ensures that your defibrillator remains up to date.
2. **Enhanced Technology**
Recent models feature significant enhancements in interface design — ensuring optimal performance when it matters most.
3. **Improved Features**
Newer devices offer improved features that make them easier to use for both trained professionals and first-time responders. These refinements can help reduce hesitation and response time in critical moments.
4. **Risk Mitigation**
Over time, internal components can degrade due to excessive use, environmental conditions or prolonged standby. Upgrading helps minimise the risk of wear-related issues and ensures continued peace of mind.
5. **Extended Warranty and Support**
New devices come with full warranty coverage and ongoing support, reducing maintenance costs and providing peace of mind for years ahead.
6. **A Continued Investment in Safety**
Your defibrillator is a critical part of your emergency response infrastructure. Upgrading reaffirms your commitment to the people you protect and the high standards you uphold.

To support this transition, we're pleased to offer an exclusive trade-in program for existing iPad customers — making the upgrade process more affordable and straightforward. Our team is happy to assist with evaluating your current device and recommending the most suitable replacement.

Please see below further information on the defibrillators available:

[iPAD SP1 brochure branded.PDF](#)

[iPAD SPR Brochure branded.pdf](#)

Barton Bendish Parish Council

New Governance Requirement for 2025/26: Digital and Data Compliance (Assertion 10)

As part of the Annual Governance and Accountability Return (AGAR) for 2025–26, a new requirement has been introduced: Assertion 10 – Digital and Data Compliance. This asks councils to confirm they have sound arrangements in place for managing IT, digital services, and data protection.

To meet this, councils need to have:

- A council-controlled email address (not Gmail, AOL etc.)
- An accessible website meeting legal standard
- A published Data Protection Policy and Privacy Statement
- Compliance with GDPR and the Data Protection Act
- An IT Policy outlining how staff and councillors use technology securely

At Barton Bendish:

The council already has a Data Protection Policy and Privacy Statement in place
The website has a clear Accessibility Statement and meets transparency requirements

The council already uses a domain-based council email address (e.g. clerk@bartonbendish-pc.gov.uk)

Recommendations to meet the new assertion:

1. The Privacy Statement still lists the old email address – update this to clerk@bartonbendish-pc.gov.uk
2. The council needs to adopt a simple IT Policy to formalise safe and secure use of technology

These final two steps will ensure full compliance with Assertion 10.

Prepared by: Sharon Sweet

Date: 4th August 2025

BARTON BENDISH PARISH COUNCIL

Privacy Statement

Background

This privacy statement lets you know what happens with any personal data that you give to us, or any that we may collect from or about you. Personal data is personal information such as name, address, email address, phone number etc. All correspondence will be seen by the councillors and the clerk of Barton Bendish Parish Council. Your personal data may be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services.

Our Data Protection commitment

We are committed to managing your data securely and responsibly. Please refer to our Data Protection Policy, which details how we manage the processes required under the data protection legislation.

Source of your Personal Data

We collect data from the following sources:

- You directly,
- Your family members
- Other authorities (where you have raised a query and it has been passed on to us)

Data Protection Principles

We will comply with data protection law. This says that personal data we hold about you must be:

- Use lawfully, fairly and in a transparent way
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- Accurate and, where necessary, kept up to date • Kept for no longer than is necessary
- Kept secure.

Legal Basis for Processing your Personal Data

The General Data Protection Regulation – Article 6 sets out the legal basis for processing data. We will rely on one of the following four (sometimes more than one will apply):

- a. Processing is with consent of the data subject
- b. Processing is necessary for the performance of a contract
- c. Processing is necessary for compliance with a legal obligation

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- e. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Your marketing preferences

If we produce marketing material, in hard copy or electronically, and you have indicated that you would like to receive it, we will expressly request your permission. This means we will only use your data to send you the information you have chosen to receive. If your preferences change you can unsubscribe from our mailings at any time. If we want to use your personal data for anything else we will let you know and ask your permission.

Sharing your data

The Council may share your personal data with the following third parties:

- The Borough or County Council – so that we can resolve your query or problem (we will seek your permission first)
- Our bank – for making payments to you
- Our auditors
- Other organisations and business who provide services to us such as back-up and email hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back-office functions.

We have worked with these third parties to ensure they understand their obligation to put in place appropriate security measures and they will be responsible to you directly for the manner in which they process and protect your personal data.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Sensitive Data

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data, what we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Your Rights

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are appropriate or not.

- The right to be **informed** about the processing of your personal information
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**
- The right **to object** to processing of your personal information
- The **right to restrict processing** of your personal information
- The **right to have your personal information erased** (the "right to be forgotten")

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- The right to **request access** to your personal information and to obtain information about how we process it
- The right to **move, copy or transfer your personal information** (“data portability”)

If you wish to exercise any of these rights, please contact us using the details below.

You also have the right to complain to the Information Commissioner’s Office which enforces data protection laws: casework@ico.org.uk Tel: 0303 123 1113

Conclusion

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We may update this page from time to time to reflect changes in the law and/or our privacy practices.

Contact Us

clerk@bartonbendish-pc.gov.uk

Draft Sept 2025
Review Sept 2028

Barton Bendish Parish Council

IT Policy

1. Purpose and Scope

This policy sets out how Barton Bendish Parish Council uses technology to carry out its business securely, legally, and efficiently.

It applies to all councillors, the clerk, contractors, and volunteers who use IT systems or devices to conduct council business whether using council-owned or personal equipment.

2. Council Email Use

- All official council communication must use the council's email domain (e.g. clerk@bartonbendish-pc.gov.uk).
- Personal email accounts must not be used for council business.
- Emails must not be forwarded to private inboxes.
- Passwords must be strong, unique, and changed regularly.

3. Data Protection and GDPR

- Personal data must be handled in accordance with the Council's Data Protection Policy.
- The Council does not routinely collect or store personal data. Where personal data is received (e.g. in public emails), it will only be shared with explicit written consent or as legally required.
- Personal data must not be stored unencrypted on USB drives or cloud platforms without prior approval.
- All Freedom of Information (FOI) or Subject Access Requests (SARs) must be referred to the Clerk.

4. Website Management and Accessibility

- The Clerk is responsible for maintaining the Council website.
- The website will comply with WCAG 2.2 AA accessibility standards.
- The following must be published and kept up to date: meeting agendas & information and minutes, AGAR, councillor contact details, and financial reports.
- An up-to-date Accessibility Statement will be maintained and reviewed as required.

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5. Use of Equipment

- The Clerk uses council-owned equipment, including a laptop and mobile phone. These remain the property of the Council.
- Councillors use personal devices for council communications. These devices must be protected by passwords and have up-to-date antivirus software where possible.
- Council-owned equipment must be returned when a role or project ends.

6. Cybersecurity

- Antivirus software must be installed and regularly updated on council devices.
- Passwords must be strong and not reused across other personal or work accounts.
- All users should be cautious of suspicious emails and phishing attempts.

7. Informal Internal Communications

- The Council operates a WhatsApp group for informal internal updates and reminders only. No council decisions are made or discussed via WhatsApp. Messages in the group are set to auto-delete after 72 hours.

8. Training and Review

- The Clerk and councillors will receive basic guidance on secure IT use and data protection.
- This policy will be reviewed bi-annually or sooner if required by changes in law, guidance, or local procedures.
- Responsibility for updating the policy lies with the Clerk in consultation with the Council.

Draft Sept 2025

Review Sept 2027

Payment and receipts

Sept 2025 payments for approval & receipts to note:

Payee	Amount	Type	Description
S Sweet	£ 361.83	SO	Clerk salary & allowance (Sept)
S Sweet	£ 67.56	BACS	Clerk sal (back dated pay award Apr-Sept)
S Sweet	£372.82	SO	Clerk salary & allowance (Oct)
Unity Trust	£ 12.00	BACS	monthly bank charge (Sept – Oct 2025)

Receipts:

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 26/08/2025		
	Cash in Hand 01/04/2025		12,479.21
	ADD Receipts 01/04/2025 - 26/08/2025		6,847.59
	SUBTRACT Payments 01/04/2025 - 26/08/2025		19,326.80
	Cash in Hand 26/08/2025 (per Cash Book)		2,172.15
B			17,154.65
	Cash in hand per Bank Statements		
	Petty Cash 26/08/2025	0.00	
	Current account 26/08/2025	7,002.54	
	Savings 26/08/2025	10,152.11	
			17,154.65
	Less unrepresented payments		
			17,154.65
	Plus unrepresented receipts		
B	Adjusted Bank Balance		17,154.65
	A = B Checks out OK		