

BARTON BENDISH PARISH COUNCIL

Minutes of Ordinary Parish Council meeting held on Wednesday 3rd Sept 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 T Webster

Sharon Sweet - Parish Clerk

No members of the public were in attendance

1. To receive apologies for absence

Apologies received from Cllrs S Tilburn and D Wells.

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

Cllr Webster declared a personal interest in Item 9, as spouse of the churchwarden.

3. To agree the minutes of the last meeting on 9th July 2025

The minutes of the Ordinary Parish Council Meeting on 9th July 2025, having been circulated to all prior to the meeting, were **AGREED** as correct. The Chairman signed the minutes.

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

None.

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

Apologies received from Borough Cllr Lintern.

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

Cllr Webster reported the defibrillator was now out of guarantee. Wel Medical had highlighted this in a recent email and provided links to a replacement device. Members noted comparable models were available from other suppliers at a considerably lower cost. It was **AGREED** to replace the unit with a fully automatic defibrillator (same cost as semi-automatic and easier for the public to use). Estimated cost: £1,000.

It was **AGREED** the replacement be funded first from the remaining CIL balance of £567.20, with the balance met from the defibrillator earmarked reserve (£1,232.05). Members further **AGREED** to rebuild the earmarked reserve over the next 10 years to provide for future replacement, including batteries (every 4 years) and pads (every 18 months). The Clerk will include this in the draft budget.

ACTION: Clerk to contact Heart to Heart Norfolk Charity to enquire about recycling of the existing defibrillator

7. To note the Clerk is waiting on NCC to confirm the street licence for the grit bins

The Clerk reported they had chased NCC Highways on several occasions regarding the required street furniture licence for the grit bins. Verbal assurance had been given that approval should not be an issue, however written confirmation has not yet been received.

ACTION: Clerk to continue to pursue written approval from NCC.

8. To consider any new items/projects for inclusion in the draft budget 2026/27

No new items were identified. Members noted the possibility of defibrillator training, which may be available at no cost.

ACTION: Clerk to investigate potential defibrillator training.

9. To consider annual donation to St Andrew's Church for maintenance of the churchyard (budget allocation £350.00)

Members discussed the annual donation. It was **AGREED** to donate £350.00 for this year. Members **AGREED** to include a potential donation of £375.00 in the draft budget for 2026/27.

10. To note the Local Government pay award 01.04.2025 has now been agreed and to agree to update the salary Standing Order

The pay award was noted. It was **AGREED** to amend 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 - noted**
- b) **To review internal controls and risk assessment – these were reviewed by members and APPROVED for 2025-26**
- c) **To receive update on the new assertion for the AGAR 2025-26 – the clerk prepared a report explaining the new governance requirement for Digital and Data Compliance. This asks councils to confirm they have sound arrangements in place for managing IT, digital services, and data protection.**
- d) **To review the privacy notice – it was AGREED to update the email address**
- e) **To adopt an IT Policy – it was AGREED to adopt the IT policy.**

12. Finance

- a) **To authorise payments and note any monies received – it was AGREED to approve the following payments:**

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)
BB Village Hall	£ 57.00	BACS	hall hire (May – Sept 2025)
BB PCC	£350.00	BACS	annual donation, grass cutting

The following receipt was noted:

BB Poor's Charity £360.00 BACS donation for clerk time to administer the charity (Oct 2025-Sept 2026)

Chairman signature.....

Date.....

- b) **To review and sign cash book reconciliation** - the Cash Book had been reconciled to 26th August 2025 and was confirmed by sight of the bank statement to the Chairman

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

The following items were noted for inclusion on the next agenda:

- Review of Health & Safety Policy – to note the Village Hall is PAT tested, PDI tested every 7 years, and fire extinguishers annually.
- Overgrown hedge on Fincham Road (bend opposite The Lodge) – to consider reporting if not cut back by the next meeting.

16. To confirm date of next meeting as Wednesday 12th November 2025 7.30pm Barton Bendish Village Hall

The date of the next meeting was confirmed as above.

Meeting closed: 8:13pm

Chairman signature.....

Date.....