

BARTON BENDISH PARISH COUNCIL

**The Ordinary Parish Council Meeting will be held on
12th November 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 3rd September 2025
4. Public forum for members of the public to comment on agenda items, and updates from Borough and County Councillors
5. To consider reporting to NCC overgrown hedge on Fincham Road
6. To receive correspondence regarding Operation Radium, a Norfolk Constabulary initiative on tackling courier fraud and consider their request for assistance
7. To note correspondence from Anglian Water on local survey work
8. To receive correspondence from Norfolk County Council regarding the review of subsidised local bus services in the Swaffham area and consider any further actions required
9. To receive update on defibrillator purchase
10. To note installation of one grit bin on Boughton Long Road, note that the second bin was refused due to being too close to the first, and agree any further action if needed
11. To review the information displayed on the Parish Council noticeboards and consider arrangements to ensure statutory and public information is kept up to date
12. To note Norfolk County Council's 2026-27 budget consultation and consider council response
13. Governance
 - a) To appoint Internal Auditor 2025-26
 - b) To review the bank account signatories and confirm arrangements for payment authorisation
 - c) To review H&S Policy
14. Finance
 - a) To authorise payments and note any monies received
 - b) To review and sign cash book reconciliation
 - c) To review budget monitoring document 2025-26
 - d) To review general and earmarked reserves
 - e) To consider draft budget document 2026-27
15. To note planning application considered between meetings under delegated authority:
 - a) **25/01358/F** Proposal: Householder- kitchen utility room extension
Location: Brendan The Paddocks Church Road Barton Bendish King's Lynn -
No observations
 - b) **25/01642/CU** Change of Use from Class E(g)(i) / E(g)(ii) (Office/Research) to Class E(a) (Hair and Beauty Salon) at The Old Workshops Fincham Road Barton Bendish KINGS LYNN Norfolk PE33 9DL - support
16. To consider planning applications received from the Borough Council for consideration at this meeting. Any applications received after the issuing of this agenda will also be considered at the meeting: none
17. To note planning decisions from the Borough Council of King's Lynn and West Norfolk:
 - a) **25/01358/F** Proposal: Householder- kitchen utility room extension
Location: Brendan The Paddocks Church Road Barton Bendish King's Lynn – Decision: permitted
 - b) **25/00062/TPO** 2/TPO/00095: T1 and T2 Limes - Pollard next to the front drive. Re-pollard to previous cuts (approx. 3 meters), leaving a monolith at The Limes Church Road Barton Bendish King's Lynn Norfolk PE33 9GF – Decision: consent granted
18. To receive items for inclusion on the next agenda
19. To confirm date of next meeting as Wednesday 14th January 2026 7.30pm Barton Bendish Village Hall

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)
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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.....



NORFOLK
CONSTABULARY

Our Priority is You

Norfolk Constabulary

Community Safety
Building 7, OCC
Falconers Chase
Wymondham
Norfolk
NR18 0WW

Tel: 01953 424940 X80964

Email: samuel.burton@norfolk.police.uk

www.norfolk.police.uk

Non-Emergency Tel: 101

Subject: Operation Radium – Request for Support with Trigger Plan

I am writing to inform you about **Operation Radium**, a Norfolk Constabulary initiative focused on tackling **courier fraud** across the county. We are reaching out to key partner organisations like yours to request support in helping us raise awareness and protect vulnerable members of the community.

What is Operation Radium?

Operation Radium is Norfolk Police's response to the growing threat of **courier fraud** — a type of scam where criminals contact victims by phone, pretending to be from trusted organisations such as the police, government agencies, or banks. Victims are manipulated into withdrawing cash, purchasing high-value items, or sharing sensitive financial information, often under the false promise that the money or items will be returned.

These crimes are typically carried out by individuals known as “**victim communicators**”, who may operate alone or as part of a wider group (sometimes referred to as a “boiler room”). In some cases, a courier is sent to collect the money or items — this courier may be knowingly involved or an unwitting participant.

What is the Trigger Plan?

We are developing a **trigger plan** to respond quickly when there is a spike in courier fraud incidents within a specific area over a short period. The aim is to:

- Alert local organisations and services to the increased risk.
- Share key messages with the public to prevent further victimisation.
- Encourage vigilance and reporting of suspicious activity.

When the trigger is activated, Norfolk Police will send out a message containing relevant information and advice. We are asking for your support in **distributing this message to your networks**, including staff, service users, and any other interested parties.

How You Can Help?

Your organisation plays a vital role in the community, and your support could make a real difference in preventing further harm. We would be grateful if you could:

- Agree to receive trigger alerts from us.
- Share these alerts promptly with your contacts.
- Let us know if you identify any related concerns or incidents.

If you are happy to be involved or would like more information, please don't hesitate to get in touch.

Thank you for your time and consideration.

Yours sincerely,

Sergeant Sam Burton

Norfolk Constabulary – Community Safety



Dear Parish Council

I wanted to message you to let you know we will be carrying out some survey works in your area over the coming months. This work forms part of our early-stage assessments as we look at potential pipeline routes in the area.

You may see our teams carrying out survey work and, in some areas, limited investigations of sites of archaeological interest. This preliminary work will be taking place over the next few months. All our surveyors will carry cards with them, and they are happy to show these if approached.

At this stage, we're simply raising awareness so that, should any local residents notice people out and about, you're aware of who they are and the purpose of their work.

As our investigations progress, we'll engage further with the parish council and local community to share our outline plans and gather any local insight and feedback that may help inform the development of potential route options.

Please don't hesitate to get in touch if you have any questions or would like further details about the survey activity.

Received: 31st Oct 2025

Email from NCC:

Dear Parish Clerk,

I just thought I would advise that the Transport Team at County Hall will be undertaking a review of subsidised Local bus services in your area, focussing mainly on Swaffham. Not all these services will operate in your area, but some do and I am sure you have had feedback about bus services in your area at some point.

At present, we are really looking at 3 services A) 10: Swaffham Town Service, B) 32: Mileham ,Castle Acre, Swaffham, Kings Lynn and C) The Swaffham Flexibus.

There is a possibility that we may look to make some changes at Easter next year, but more likely any changes could be later in the year. We want to continue and hopefully improve these services and I am really asking for your input as part of this review.

I have attached a copy of these services above and a link to the details of the Swaffham Flexibus below so you can familiarise yourself with these services and how it impacts on your residents. Added to this, if there are any other bus services you wish to comment on or discuss in your area , then please feel free to raise them.

[Swaffham Flexibus+ - Travel Norfolk](#)

The Swaffham Flexibus operates with a booking app and is in its 4th year since we won Government funding to start it. Though the booking app and the flexibility of this service have worked well, older users do struggle with the technology, but it does appeal to younger users. It also covers a very large area which does hamper efficiencies at times and passenger numbers have stagnated. The Swaffham Town service does struggle for passengers too and maybe it can be repurposed around Swaffham, or combine it with Flexibus as both do struggle to be sustainable?

It also maybe that certain villages where usage on the Swaffham Flexibus has been poor are removed, especially those that have other transport options to Thetford and Kings Lynn.

If you have had any feedback from residents, or you have any comments/suggestions you would like to make about the services above then I would like to hear them as part of this review. At this stage, we are just working through what options we have. Though funding and sustainability are always an important factor, no suggestions are at present is out of scope. For example, we could stick with the same, or do you wish to see an increased frequencies from certain villages, better access to specific GP Surgeries, villages added that are not served or served well by public transport. Also, on a larger

scale, are there other places we should consider linkages too from villages, such as Downham and rail, or even from Swaffham?

I appreciate that you may not necessarily have a detailed working knowledge of the services, so please feel to get in touch to discuss issues or raise questions and queries you may have for transport in these areas and where residents may wish to visit, relative to your Parish. Myself and colleagues are happy to discuss options and ideas and suggestions you have.

Please email me or call me on the numbers below.

Kind Regards

Sean Asplin, Passenger Transport Manager

Travel & Transport Services, Highways, Transport and Waste

Tel: 01603 224361

Route 32

Mileham/Swaffham to King's Lynn

Monday to Friday

Col			
	0903		
0712			
0717	0907		
	0913		
	0916		
	0918		
0727	0928	1240	
	0930	1242	
	0938	1250	
	0940	1252	
0740	0945	1255	
	0946	1256	
	1000	1310	
	(1007)	(1317)	
	1010	*1320*	
	1025	1335	

Saturday

0903	
0907	
0913	
0916	
0918	
0928	1240
0930	1242
0938	1250
0940	1252
0943	1255

No service on
Bank Holidays

Col College days only

R Stops on request
to the driver

** Monday, Wednesday & Friday Only
() Tuesday & Thursday

Route 32

King's Lynn to Mileham/Swaffham to King's Lynn

Monday to Friday

Col			
1035		1345	
1050		R	
(1053)		R	
1100		1410	
1114		1424	
1115	1150	1427	1725
	1153	1430	
	1155	1432	
	1203	R	
	1205	R	R
	R	R	
	R	R	
	R	R	
	R	R	
	R	R	
	R	R	
	R	R	

Saturday

1150	1427
1153	1430
1155	1432
1203	1440
1205	1442
R	R
R	R
R	R
R	R
R	R
R	R
R	R

No service on
Bank Holidays

Col College days only

R Stops on request
to the driver

** Monday, Wednesday & Friday Only
() Tuesday & Thursday

WNCT Go to Town 10 Swaffham Town Service

Mondays to Fridays from 21 August 2023

	10	10	10	10	10	10	10	10	10
Swaffham, Kings Arms	-	-	-	-	-	-	-	1618	1718
Swaffham, Tesco	-	-	-	1120	1220	-	-	1620	1720
Swaffham, Waitrose	-	-	-	1122	1222	-	-	1622	1722
Swaffham, Couhe Close	-	-	-	1124	1224	-	-	1624	1724
Swaffham, Kings Arms	0708	0908	1008	1128	1228	1328	1428	1628	1728
Swaffham, The Oaklands	0710	0910	1010	1130	1230	1330	1430	1630	1730s
Swaffham, Hamilton Drive	0713	0913	1013	1133	1233	1333	1433	1633	1733s
Swaffham, Minnow Close	0717	0917	1017	1137	1237	1337	1437	1637	1737s
Swaffham, Forest Grove	0720	0920	1020	1140	1240	1340	1440	1640	1740s
Swaffham, Buckenham Close	0723	0923	1023	1143	1243	1343	1443	1643	1743s
Swaffham, Mill Farm Nurseries	0729	0929	1029	1149	1249	1349	1449	1649	1749s
Swaffham, Kings Arms	0736	0938	1038	1158	1258	1356	1456	1656	
Swaffham, Couhe Close	0738	0940	1040	1200	1300	-	-	-	-
Swaffham, Waitrose	0740	0942	1042	1202	1302	-	-	-	-
Swaffham, Tesco	0742	0944	1044	1205	1305	-	-	-	-

Notes

s this journey stops here to drop off only

WNCT Go to Town 10 Swaffham Town Service

Saturdays from 21 August 2023

	10	10	10	10	10	10
Swaffham, Kings Arms	-	0837	-	-	-	-
Swaffham, Tesco	-	0839	-	-	1300	-
Swaffham, Waitrose	-	0841	-	-	1302	-
Swaffham, Couhe Close	-	-	-	-	1304	-
Swaffham, Kings Arms	0808	-	0944	1038	1308	1348
Swaffham, The Oaklands	0810	-	0946	1040	1310	1350
Swaffham, Hamilton Drive	0813	-	0949	1043	1313	1353
Swaffham, Minnow Close	0817	-	0953	1047	1317	1357
Swaffham, Forest Grove	0820	-	0956	1050	1320	1400
Swaffham, Buckenham Close	0823	-	0959	1053	1323	1403
Swaffham, Mill Farm Nurseries	0829	-	1005	1059	1329	1409
Swaffham, Kings Arms	0836	-	1014	1108	1338	1418
Swaffham, Couhe Close	-	-	1016	1110	1340	1420
Swaffham, Waitrose	-	-	1018	1112	1342	1422
Swaffham, Tesco	-	-	1020	1114	1344	1424
Swaffham, Kings Arms	-	-	1023	-	-	1427

Notes

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4th Nov 2025

Barton Bendish Parish Council Defibrillator Purchase

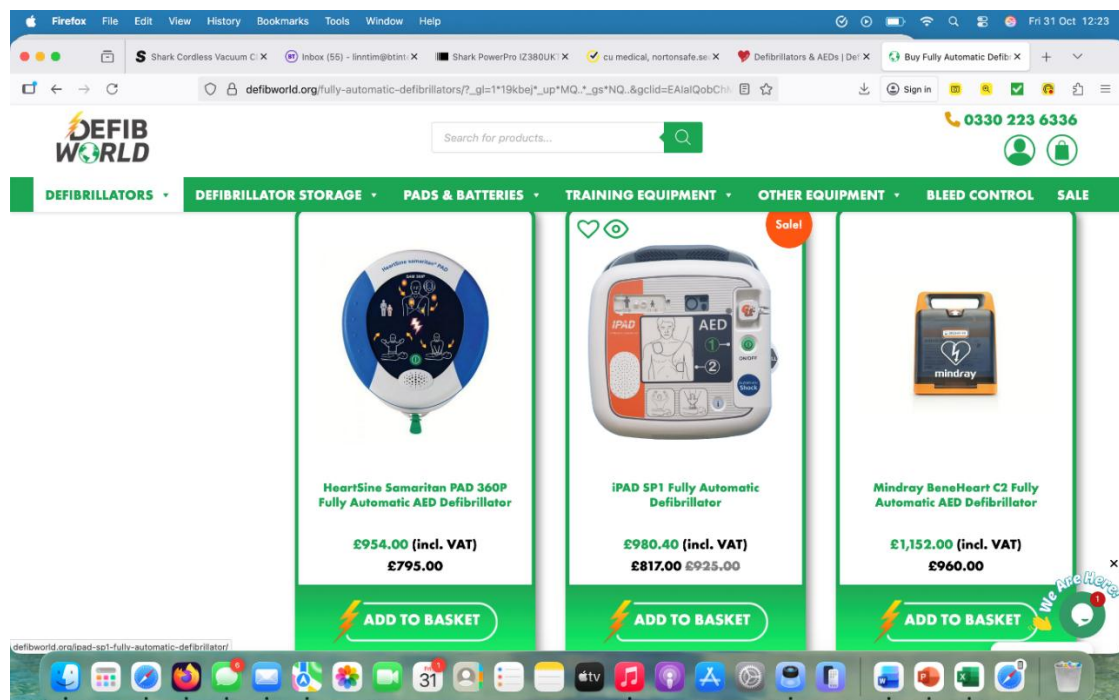
CLlr Tim Webster has looked into options and recommends that the Council buy the automatic version of the defibrillator currently in use. This will allow the existing bag and accessories to be reused.

He has identified three suppliers offering the same model, with one clearly the cheapest.

The Council should be able to order directly by setting up an account and paying on invoice. If that isn't possible, it is proposed that CLlr Webster purchase the unit on his personal card and be reimbursed immediately.

Recommendation:

That the Council approve purchasing the replacement defibrillator from the most cost-effective supplier and authorise either the Clerk or CLlr Webster to make the purchase.



4th Nov 2025

Firefox File Edit View History Bookmarks Tools Window Help Fri 31 Oct 12:23

S Shark Cordless Vacuum C X Inbox (55) - lntim@bnti: X Shark PowerPro I2380UK: X cu medical, nortonsafe.se: X Defibrillators & AEDs | Defi X Buy Fully Automatic Defib: X

www.defibshop.co.uk/defibrillators?product_list_order=price

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More Information



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Only **£925.00**
(£1,110.00 incl VAT)

More Information



ZOLL AED Plus Semi Automatic

Only **£925.00**
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More Information

TOP

www.defibshop.co.uk/ipad-sp1-semi-defibrillator

Firefox File Edit View History Bookmarks Tools Window Help Fri 31 Oct 12:25

S Shark Cordless Vaco: X Inbox (55) - lntim@bnti: X Shark PowerPro I2380UK: X cu medical, nortonsafe.se: X Fully Automatic Defi: X Defibrillators & AEDs: X Buy Fully Automatic Defi: X

defibsupplies.co.uk/defibrillators/fully-automatic-defibrillator

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★★★★★
4.91 Average 53 Reviews
REVIEWS



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CU MEDICAL IPAD SP1 AED FULLY AUTOMATIC

£795.00
(Incl VAT) £954.00

ADD TO CART



SCA AWARENESS MONTH

VIEW OFFERS



Schiller - Defibrillators
SCHILLER FRED PA-1 FULLY-AUTOMATIC DEFIBRILLATOR

£855.00
(Incl VAT) £1,026.00

ADD TO CART

Send message

Norfolk's budget consultation launches today - have your say

As the county council's annual budget consultation launches, Monday 27 October, people are being urged to take a look at the proposals and have their say.

The county council is working to set a balanced budget, despite the need to save £41.6m in 2026-27.

Cllr Andrew Jamieson, deputy leader and cabinet member for finance at Norfolk County Council, said: "All councils are facing higher costs and greater demand for services. Once again we're facing an unenviable financial situation with a budget gap, the continued cost increases from inflation, spending pressures across wider public finances, and uncertainty about government funding for 2026-27 onwards.

"Despite this, the Council's budget plans still provide for £298m budget growth over the next 5 years to deal with demand and cost pressures. This will enable us to continue to protect vulnerable residents while still delivering the key services which are relied upon every day by Norfolk's residents, businesses and visitors.

"I'd urge people to take a look at our proposals and let us have your views. We also want to hear your ideas for making savings, as we believe that the people who use our services are the best people to comment on how to get more out of our services, while tackling the budget deficit."

This year there are 50 budget saving proposals, and proposals to increase council tax, which provides a large part of the funding the county council needs.

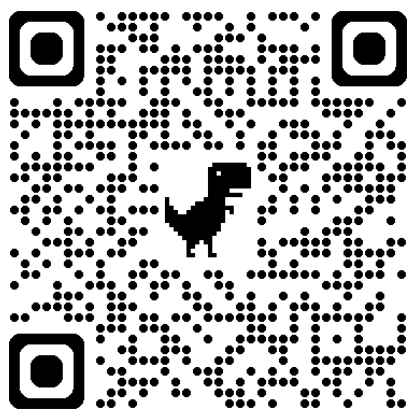
These proposed savings add up to £35.7m - which would make a big contribution to the overall amount that needs to be saved.

To help deal with cost pressures and invest in vital services, the current budget planning for 2026-27 is based on an assumption to increase council tax.

Three options are being considered:

- An increase of 3%
- An increase of up to 5%
- An increase of more than 5%

People can find out more and have their say at <https://www.norfolk.gov.uk/budget> or click on the QR code



The consultation opens on Monday 27 October and closes on Monday 15 December 2025.

Request to provide Internal Audit Services for the financial year ending 31 March 2026

Details:

Carol A Bailey [REDACTED] Great Moulton [REDACTED]

Mobile: 07930 [REDACTED]

Email: carolabailey1305@outlook.com

Website: www.carolabailey.co.uk

Qualifications:

BA (Hons) Business Administration

CiLCA – Certificate in Local Council Administration

PIALC – Principles in Auditing Local Councils

Certificate in Coaching – Cambridge University ICE

MAC – Member of the Association for Coaching

Experience:

I worked for over 35 years in local government with the last 14 being as Town Clerk of Hadleigh Town Council in Suffolk.

I started my own business in 2019 and have been supplying Internal Audit Services to Parish Councils since that time.

Other:

I carry out a service that suits the Clerk and Council – either all online or a mix of online and paperwork. Throughout the year I am always available to answer any queries that may need resolution prior to the audit.

Cost:

The cost of supplying an Internal Audit service for the year ending 31 March 2026 - £90

Barton Bendish Parish Council

Health and Safety Policy

Introduction

Barton Bendish Parish Council is committed to ensuring the health, safety, and well-being of its employees, volunteers, and the public who interact with our activities. This policy outlines our commitment to providing a safe working environment and complying with all relevant health and safety legislation and best practices.

General Statement of Policy

Barton Bendish Parish Council is dedicated to:

- Providing and maintaining safe and healthy working conditions, equipment, and systems of work for our employees, volunteers, and members of the public.
- Ensuring that all individuals involved in our activities receive appropriate information, equipment, instruction, training, and supervision to carry out their tasks safely.
- Complying with the Health and Safety at Work Act 1974 and all related regulations.
- Regularly reviewing and updating this policy to reflect changes in our activities and evolving best practices.

Responsibilities

Overall responsibility for health and safety within Barton Bendish Parish Council rests with the Council as a whole. The Parish Clerk shall be responsible for the implementation and monitoring of this policy.

Employees and Volunteers

All employees and volunteers have a responsibility to:

- Take reasonable care for their health and safety and the health and safety of others.
- Comply with all health and safety policies and procedures.
- Report any health and safety concerns or incidents promptly to the Parish Clerk.

Specific Duties

- Risk Assessment: We will conduct regular risk assessments of our activities and premises to identify hazards and implement control measures to mitigate risks.
- Training and Education: We will provide appropriate health and safety training and education to employees and volunteers as needed to perform their tasks safely.
- Emergency Procedures: We will establish and communicate emergency procedures, including evacuation plans, to ensure the safety of all individuals in case of an emergency.
- Reporting and Recording Accidents: All accidents shall be reported to the Parish Clerk, who will maintain records and ensure that appropriate actions are taken to prevent recurrence.
- Consultation and Involvement: We will actively engage employees, volunteers, and their representatives in health and safety matters and consult them on potential hazards and control measures.

Premises and Equipment Safety

Although the Village Hall is not owned or managed by Barton Bendish Parish Council, the Council notes that the Hall is PAT tested, PDI tested every seven years, and fire extinguishers are serviced annually.

Display Screen Equipment (DSE) Use by Home Workers

As the only employee of Barton Bendish Parish Council, the Parish Clerk works from home using a Council-provided DSE (a laptop). To ensure the safety and well-being of the Parish Clerk:

- DSE Workstation Assessment: The Parish Clerk will conduct a DSE workstation assessment in their home environment to identify and address potential risks and ensure ergonomic setups. Any issues will be reported to the Council.

- Risk Reduction: The Parish Clerk is responsible for taking breaks from DSE work and varying tasks to prevent overuse, following good working practices.
- Eye Tests: The Parish Clerk is encouraged to request an eye test if needed, which will be provided promptly by the Council.
- Training and Information: The Parish Clerk will receive training and information on setting up the workstation correctly and adopting good working practices to minimise health risks.

Employment of Contractors

Contractors engaged by Barton Bendish Parish Council shall be informed of our health and safety expectations, and they shall be required to comply with relevant statutory provisions and our safety requirements. We retain the right to halt any operation that poses a hazard to the safety or health of individuals, and the contractor shall be responsible for any associated costs.

Legal Compliance

We will comply with all relevant health and safety legislation and regulations, including the Health and Safety at Work Act 1974 and any subsequent updates or amendments.

Review

This health and safety policy will be reviewed and updated as necessary to ensure its continued effectiveness and compliance with legal requirements.

Draft Date: November 2025

Review Date: November 2028

Payments for Nov 2025 meeting:

Payee	Amount	Type	Description
S Sweet	£373.10	SO	Clerk salary & allowance (Oct)
Vodafone	£24.27	DDM	Mobile bill (Aug & Sept)
Vodafone	£13.20	DDM	Mobile bill (Nov)
CommTech	£118.80	BACS	Mobile phone (Samsung Galaxy)
Glasdons	£313.14	BACS	1x Grit bins
Defib Supplies	£954.00	BACS	Defibrillator
Unity Bank	£ 6.00	BACS	bank charges (Nov)

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 14/10/2025		
	Cash in Hand 01/04/2025		12,479.21
	ADD Receipts 01/04/2025 - 14/10/2025		6,905.16
	SUBTRACT Payments 01/04/2025 - 14/10/2025		19,384.37
			3,525.44
	Cash in Hand 14/10/2025 (per Cash Book)		15,858.93
B	Cash in hand per Bank Statements		
	Petty Cash 14/10/2025	0.00	
	Current account 14/10/2025	6,123.81	
	Savings 14/10/2025	10,209.68	
			16,333.49
	Less unrepresented payments		474.56
			15,858.93
	Plus unrepresented receipts		
	Adjusted Bank Balance		15,858.93
	A = B Checks out OK		

**BARTON BENDISH PARISH COUNCIL
THREE YEAR BUDGET COMPARSION
2026-27**

	ACTUALS 24-25	BUDGET 25-26	<i>Acutal spend as at 06.10.2025</i>	DRAFT Budget 2026-27	NOTES for 2026-27
Payments					
Council Administration					
Staff Costs - Clerk Salary incl. PAYE & Arrears	£ 3,755.31	£ 4,375.00	£ 1,731.15	£ 4,450.00	assumes 3% increase on 2025 pay scale
Staff Costs - Employer NI wef April 2025	£ -	£ -	£ -	£ -	n/a employer NI costs commence at £5,000
Staff Costs - Employer pension contributions	£ -	£ -	£ -	£ -	n/a lower qualifying earnings threshold = £6240
Clerk expenses (WFH;mileage)	£ 156.00	£ 200.00	£ 65.00	£ 200.00	no change (WFH plus potential mileage to meet Internal Auditor)
Office supplies (paper;ink;stamps)	£ 199.81	£ 100.00	£ -	£ 50.00	stamps & paper etc
Council phone	£ -	£ -	£ 119.23	£ 120.00	2 year phone contract till summer 2027
Training	£ 120.00	£ 200.00	£ -	£ 150.00	
Insurance	£ 372.41	£ 407.00	£ 355.09	£ 400.00	assumes 10% increase. 3 year long term agreement ended 2025-26.
Subscriptions	£ 653.00	£ 441.00	£ 277.94	£ 672.00	ICO; NPTS; SLCC; Scribe Acc's; NALC website & domain; (see page 2)
Payroll services	£ -	£ -	£ -	£ -	n/a
Audit	£ 54.80	£ 50.00	£ 59.80	£ 120.00	
Meeting room hire	£ 109.50	£ 130.00	£ 57.00	£ 130.00	6 meetings
Bank charges	£ -	£ 72.00	£ 36.00	£ 72.00	Unity Bank £6 pm
election costs	£ -	£ -	£ -	£ -	
Grants & donations					
Community grants	£ 300.00	£ 250.00	£ -	£ -	
PCC donation	£ 325.00	£ 350.00	£ 350.00	£ 375.00	
S137	£ -	£ -	£ -	£ -	n/a General Power of Competence adopted May 2023
Assets & Open Spaces					
EMR Defib	£ 223.00	£ -	£ 925.00	£ 300.00	£300 for rebuilding the EMR over the coming years for pads/battery/new defib
EMR CIL	£ -	£ -	£ 248.45	£ -	
Asset - replacement/new	£ -	£ -	£ -	£ -	
Asset - maintenance	£ -	£ -	£ -	£ -	village sign maintenace see EMR
Other					
Contingency - unplanned spend	£ -	£ -	£ -	£ -	
TOTAL PAYMENTS	£ 6,268.83	£ 6,575.00	£ 4,224.66	£ 7,039.00	payments equals receipts

**BARTON PARISH PARISH COUNCIL
THREE YEAR BUDGET COMPARSION
2026-27**

	NET Budget	<i>Acutal spend as at 06.10.2025</i>	DRAFT NET Budget	NOTES for 2025-26
ACTUALS 24-25	25-26	06.10.2025	2025-26	

Receipts							
Other Income							
Grants and Donations	£	-	£	-	£	-	
CIL	£	-	£	-	£	-	
Bank interest			£	200.00	£	116.61	
VAT reclaimed	£	-	£	-	£	-	
Poor's Donation for admin	£	360.00	£	360.00	£	360.00	
					£	410.00	
						new agreement with Poor's Charity required in 2026	
Precept							
Precept	£	5,900.00	£	6,293.50	£	6,293.50	
					£	6,429.00	
						BUDGET LESS OTHER INCOME = PRECEPT REQUIRED	
TOTAL RECEIPTS		£	6,260.00	£	6,853.50	£	6,770.11
						£	7,039.00
							receipts equals payments

***Subscriptions breakdown (see page 1)**

ICO	£	52.00
NPTS	£	60.00
NorALC website hosting	£	130.00
NorALC gov.uk domain (for 2 yrs subs)	£	150.00
SLCC	£	120.00
Accounting software	£	160.00
TOTAL SUBS	£	672.00

RESERVES REVIEW & RECOMMENDATIONS

	01.04.2025		in-year	transfers
EMR - Parish CIL	£ 567.29	less	£ 567.29	
EMR - Election costs	£ 2,500.00			
EMR - HR fund	£ 3,011.00			
Village sign maintenance	£ -	plus	£ 500.00	
Defib maintenance & replacement	£ 1,732.05	less	£ 500.00	£ 600.00
TOTAL Earmarked reserves	£ 7,810.34			

Cash in hand (bank balance)
General Reserve

	06.10.2025	
	£ -	grit bin purchase Oct 2025 £248.45 PLUS remainder £318.84 for defibrillator
	£ 2,500.00	next election 2027
	£ 3,011.00	locum cover or overtime
	£ 500.00	
	£ 632.05	£500 reallocated to village sign maintenance; £600 est new defib cost (less CIL)
	£ 6,643.05	
	£ 16,367.82	
	£ 9,730.93	General Reserve = Cash in Hand LESS Earmarked Reserves as @ Oct 2025
		There are no additional recommendations for council reserves