

BARTON BENDISH PARISH COUNCIL

Minutes of Ordinary Parish Council meeting held on Wednesday 12th November 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 T Webster, Cllr D Wells

Sharon Sweet - Parish Clerk

No members of the public were in attendance

1. To receive apologies for absence

None.

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

None.

3. To agree the minutes of the last meeting on 3rd September 2025

Agreed as an accurate record and signed by the chairman.

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

Apologies received from Borough Councillor Sue Lintern. No members of the public present.

5. To consider reporting to NCC overgrown hedge on Fincham Road

Some members had individually reported the overgrown hedge to NCC and received confirmation that the matter was being dealt with. The hedge has not yet been cut back. It was **AGREED** that the Parish Council will report the issue again to NCC due to road safety concerns.

6. To receive correspondence regarding Operation Radium, a Norfolk Constabulary initiative on tackling courier fraud and consider their request for assistance

Correspondence noted, it was felt this was not a parish council matter, no further action.

7. To note correspondence from Anglian Water on local survey work

Correspondence noted and information to be displayed on parish council noticeboards.

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

Correspondence noted.

9. To receive update on defibrillator purchase

It was **AGREED** to proceed with the purchase up to £1,000. The Clerk will arrange direct payment to Defib Supplies (£954.00 incl. VAT). Only if direct payment cannot be arranged is authority given for Cllr Webster to purchase the defibrillator and be reimbursed immediately.

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

A new grit bin had been installed on the corner near the Barton Bendish village sign on Boughton Long Road. It was noted the second bin on the next corner was not approved. Members agreed to monitor the issues, with winter weather, on this corner.

- 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**

Information on the boards was reviewed and it was confirmed that Cllrs Tilburn & Stephen would continue to update the noticeboards. The Clerk provided some information to be displayed on the boards.

- 12. To note Norfolk County Council's 2026-27 budget consultation and consider council response**

Information noted, and information to be displayed on parish council noticeboards.

- 13. Governance**

a) To appoint Internal Auditor 2025-26 – It was **AGREED** to appoint C Bailey as the internal auditor 2025-26

b) To review the bank account signatories and confirm arrangements for payment authorisation – it was **AGREED** to add Cllr Simon and Tilburn to the banking mandate for online payments

c) To review H&S Policy – It was **AGREED** to update the policy to include a paragraph regarding the Village Hall. At the meeting, Cllr Simon requested that the policy specify annual PAT testing and require that contractors engaged by the Council provide Risk Assessments and Method Statements (RAMS).

- 14. Finance**

a) To authorise payments and note any monies received – **AGREED** appendix A.

b) To review and sign cash book reconciliation – reviewed and signed by the Chairman.

c) To review budget monitoring document 2025-26 – reviewed, no concerns raised.

d) To review general and earmarked reserves – reviewed, no concerns or amendments raised.

e) To consider draft budget document 2026-27 – first draft reviewed, no concerns or points raised.

- 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

Chairman's signature.....

Date.....

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

No new matters were brought forward.

19. To confirm date of next meeting as Wednesday 14th January 2026 7.30pm Barton Bendish Village Hall

The date as above confirmed.

Meeting closed at 8.15pm

Appendix A

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)

Chairman's signature.....

Date.....