

BARTON BENDISH PARISH COUNCIL

Minutes of Annual Parish Council meeting held on Wednesday 13th May 2026 starting 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

Borough Councillor – Sue Lintern

No members of the public were in attendance

1. To elect Chairman for the ensuing year

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

2. To elect Vice Chairman for the ensuing year

Cllr Swallow was elected unopposed, all in favour.

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

Apologies were received and accepted from Cllr Tilburn and Cllr Wells.

It was **AGREED** to approve Cllr Tilburn and Cllrs Wells continued absence until the September 2026 meeting of the Parish Council.

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

None.

5. To agree the minutes of the meeting held on 11th March 2026

The minutes of the ordinary Parish Council Meeting on 11th March 2026, having been circulated to all prior to the meeting, were **AGREED** as correct. The Chairman signed the minutes.

6. 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.

7. To receive any update regarding overgrown hedge on Fincham Road

Members noted that the hedge on Fincham Road remained overgrown. Additional concerns were also raised regarding roadside trees on Stoke Ferry Road.

It was noted that matters relating to roadside vegetation fall within the remit of Norfolk County Council. It was **AGREED** that the Clerk would contact the newly elected County Councillor to raise the matters observed by the Parish Council, with Borough Councillor Lintern copied into correspondence. It was further noted that the Chairman may make informal contact with the relevant landowners to discuss the concerns raised.

8. To discuss road safety on Chapel Lane and to consider possible measures, including a potential request for a 20mph speed limit (Cllr Swallow)

Members discussed road safety concerns relating to Chapel Lane. It was noted that the road lies outside the village 30mph zone and is therefore subject to the national speed limit. Members also noted the narrow nature of the road and increased traffic movements associated with the nearby wedding venue. Prior to the meeting, the Clerk had circulated to members the Norfolk County Council Norfolk Speed Management Strategy and Norfolk Parish Partnership information outlining available measures and relevant criteria.

It was **AGREED** that the Clerk would contact the Highways Engineer to seek advice and arrange a site visit with Cllr Swallow and the Clerk to discuss potential options that may be available.

9. To consider the Shouldham Neighbourhood Plan (Regulation 14) consultation and agree any response (consultation closes 1 June 2026)

Members considered the Shouldham Neighbourhood Plan and agreed that no comments would be submitted.

Chairman signature.....

Date.....

10. To elect representatives:

- a) **Barton Bendish Poor's Charity (2 representatives of the Council Trustee)** – it was **AGREED** to elect Cllr Stephen and Cllr Webster
- b) **Updating noticeboards in the parish** – it was **AGREED** Cllr Tilburn and Cllr Stephen to continue with updating noticeboards
- c) **To note RAF Marham no longer contact the council for a list of residents for the Family Day & Christmas meal** - noted

11. Administration and Governance

- a) **To receive and consider Bullying and Harassment Policy (Internal Auditor recommendation)** – it was **AGREED** to adopt the policy as presented.
- b) **To review parish CIL report return for 2025-26 and authorise Chairman to sign** - the report noted total net CIL expenditure of £249.68 for 2025–26, taking into account a refund of £317.61 received from Norfolk County Council relating to the village gateway project. The Chairman signed the return.
- c) **To note the insurance renewal of £394.11.** (*Two quotations were requested; however, the second insurer declined to quote, advising that they were unable to be competitive against the current renewal premium.*) – it was **AGREED** to renew the insurance with the current insurers.

12. Finance

Year-end accounts 2025-26

- a. **To consider the Internal Auditors report for year ending 31st March 2026 (including AGAR page 4)** - recommendations were noted.
- b. **To agree the accounts for year ending 31st March 2026** - 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 2025/26 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 2025/26 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 receive the analysis of variances** – noted by members.
- g. **To note the Public Exercise of Rights dates of 3rd June to 14th July 2026** – noted by members. The notice will be placed on both noticeboards and the website.

2026-27

- a. **To authorise payments and note any monies received** - the payments were **AGREED** and monies received noted, as per **Appendix A**
- b. **To review and sign cash book reconciliation** - the Cash Book had been reconciled to 6th May 2026 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: none

16. To confirm date of next meeting, as 8th July 2026 at 7.30pm Barton Bendish Village Hall: the date of the next meeting was noted.

Meeting closed: 8.17pm

Chairman signature.....

Date.....

Appendix A:

May 2026 payments

Vodafone	£ 27.34	DDM	Mobile bill (April-May)
C Bailey	£ 90.00	BACS	Internal Audit
Zurich	£ 394.11	BACS	Insurance June 2026-May 2027
S Sweet	£ 384.80	SO	Clerk salary & allowance (April)
Unity Bank	£ 7.00	BACS	Monthly bank charge (April)

Receipts:

KLWNBC	£6,441.00	BACS	Precept 2026-27
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Chairman signature.....

Date.....