

BARTON BENDISH PARISH COUNCIL

The Ordinary Parish Council Meeting will be held on 8th July 2026 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 annual meeting 14th May 2026
4. Public forum for members of the public to comment on agenda items, and updates from Borough and County Councillors
5. To receive an update regarding overgrown hedges and roadside trees within the parish
6. To receive an update regarding road safety measures for Chapel Lane (Cllr Swallow)
7. To consider request for donation from Norfolk Citizens Advice Bureau
8. To consider the installation of a defibrillator at Eastmoor (Cllr Chapman)
9. Governance
 - a) To receive and note the Data Audit
 - b) To review (no amendments made) Code of Conduct and Co-Option Policy
 - c) To note the Borough Council update regarding the publication of Members' addresses on Registers of Interests
 - d) To consider the provision of an alternative public correspondence address for the Parish Clerk in place of the Clerk's home address
10. Finance
 - a) To note VAT reclaim of £311.90 for 01.04.2025-31.03.2026 has been received from HMRC
 - b) To note the external auditor has confirmed receipt of and logged the notification of exempt status for the year ended 31 March 2026
 - c) To authorise payments and note any monies received
 - d) To review and sign cash book reconciliation
 - e) To receive budget monitoring document, including reserves, and consider any recommendations
11. To note planning application considered between meetings under delegated authority:
 - a) **26/00827/F** – Alterations to existing hospitality building to provide improved facilities, Hall Farm, Boughton Long Road, Barton Bendish. No observations submitted by parish council.
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: none
13. To note planning decisions from the Borough Council of King's Lynn and West Norfolk: none
14. To receive items for inclusion on the next agenda
15. To confirm date of next meeting as **Wednesday 9th September 2026 7.30pm** Barton Bendish Village Hall

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

Vodaphone	£ 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.....

Borough Councillor Update

Apologies have been received from Borough Councillor Sue Lintern, who is unable to attend the meeting due to a conference.

Cllr Lintern advises that the Borough Council's new Local Plan is currently being prepared, with consultation details to be issued in due course. As part of the consultation, parish councils will be invited to identify open spaces within their parish. Members are asked to look out for this consultation and give it due consideration.

To receive an update regarding overgrown hedges and roadside trees within the parish

Overgrown Hedge/Trees (May 2026 meeting) – hedge trimmed back June 2026.

Trees - Fincham Road, from the junction with Church Road to the parish boundary (new item)

Cllr Webster raises concerns regarding potential tree-related hazards to users of the public highway along Fincham Road, from the junction with Church Road to the parish boundary.

A number of trees appear to have dead or dying limbs and dieback, with overhanging branches above the carriageway.

The trees appear to be situated on land outside the highway boundary, meaning responsibility for their maintenance rests with the respective landowners.

However, where trees may present a risk to highway users, the Highway Authority has powers to inspect the situation and, where appropriate, liaise with landowners to secure any necessary remedial works.

It is proposed that the Parish Council contact the County Council Highways Department and request that they review the matter and take any action they consider appropriate.

Update following meeting with the Highways Engineer regarding Chapel Lane

Cllr Swallow and the Clerk met with the Highways Engineer to discuss road safety concerns on Chapel Lane and potential mitigation measures.

Following the meeting, the Highways Engineer agreed to arrange for the installation of additional road signage on Chapel Lane, as shown below. In addition, a “SLOW” road marking would be painted on the carriageway to help encourage reduced vehicle speeds and improve driver awareness.



May be used with a distance, an arrow or both, or “No footway for” and a distance

Figure 8-2 Diagram 544.1 (S2-2-23)
Pedestrians in road ahead



May be used only in combination with diagram 544.1 or 545. The distance may be varied.

Figure 8-3 No footway for distance indicated (S2-2-23)



Serving the communities of Norfolk with free, high-quality and confidential advice for all

Dear Councillors

I am writing to you on behalf of Norfolk Citizens Advice. You will hopefully have heard of us as we are a trusted 'household name'. We have been helping local people in crisis with free, confidential, impartial and quality assured advice since the start of WW2, over 87 years ago.

Our 38 expert staff and over 130 wonderful volunteers are currently hard at work from Kings Lynn to Great Yarmouth and everywhere in between. Last year alone we directly supported over 1,800 West Norfolk residents (but this number is far greater when partners and dependent children are added) including young people, young families, people with disabilities and the elderly. Our oldest client last year was over 100 years old.

Hopefully our impact speaks for itself. In FY 2025-26:

We secured £648,930 pounds of additional income for many of West Norfolk's most vulnerable people, including disability, child, fuel and senior benefits they were entitled to and not receiving AND

We had £360,933 pounds of debt written off or moved on to manageable levels when West Norfolk residents couldn't make ends meet. Imagine the relief of homes being secured, food and household bills being paid etc.

We help people from all walks of life, many of whom have been suddenly hit by negative life-events such as bereavement, job loss, serious illness or even crime impacting their situation and finances.

We also remember that behind each one of those people there is a story of someone who is, or a family that is, in crisis, often with their mental and physical health being affected by the stress of the situation they are in and cannot get out of alone.

Our charity's role is to give them a helping hand to regain control, something I think we'd all want for ourselves and our loved ones, should we or they need it.

However, you may not know that we are also a local registered charity of Norfolk for Norfolk, not a fully-funded state agency, costing £2.4 million a year to run. As such, we are 100% powered by grants and donations. Put simply, without these our doors and lines close. Last year was the most challenging in our long, distinguished history, with a perfect storm of rising delivery costs and reduced grants from local statutory services, policing, NHS and councils (under severe pressure themselves) alongside an increased demand for our help from those very services and other local charities and clients with more complex and longer-term issues requiring greater and longer-term help from us.

83-87 Pottergate, Norwich, NR2 1DZ 01603 273120 public@ncab.org.uk www.ncab.org.uk

Charity Registered in England & Wales No. 1071297 Company No. 3617412

Norfolk Citizens Advice is authorized and regulated by the Financial Conduct Authority – FRN: 617678



The short to medium term outlook is also very challenging with major reform to local authorities and the NHS, both going to Norfolk and Suffolk footprints, causing uncertainty around core service delivery (such as Children and Adult Social Care) and how any future grant funding will be dispersed.

Yet, we have continued to step up, not back and are determined to carry on doing so. This is where you hopefully come in. We understand that you are able to award a discretionary grant/donation on behalf of your residents to charities that are hard at work helping people in your locality. We have been operating across West Norfolk for many years and are shortly about to open up our new centre in Kings Lynn with increased client capacity and new IT and telephony capability to provide 'outreach services' so that we can help more local people in need than ever before. However, this local investment for the future clearly costs, over and above the current extraordinary pressures outlined above. We would therefore be most grateful if you could consider making such a donation to our 'frontline delivery' at this most crucial time to assist us and become an active supporter of what we do. We would be very happy to publicly acknowledge such support if it were to be forthcoming. I have provided our bank details to your clerk if you are so minded.

We would be most grateful if you could also share the following up to date contact information across your community platforms and with the local clubs and groups known to you so that your residents have our details readily to hand should they need us.

I'm happy to answer any questions you may have, either via e-mail or on 07860-256083.

Thank you for your consideration of this matter.

With warmest wishes from all here

Stuart

Stuart Dark MBE

Norfolk Citizens Advice

To consider the installation of a defibrillator at Eastmoor

Options for council to consider:

- 1) Apply for a free defibrillator with the British Heart Foundation – scheme expected to re-open in July 2026. Please see [Defibrillator funding for your local community - BHF](#) for more information including scheme terms and conditions.

Members should note that the scheme requires the defibrillator cabinet to remain unlocked 24/7.

- 2) As per the existing village hall defibrillator, the Council could purchase a defibrillator and heated cabinet directly. The cabinet could be locked, with the access code registered with The Circuit when the defibrillator is registered.

Estimated costs:

Defibrillator & cabinet package	-	£1,350.00 (net VAT)
Installation, including electrics *	-	£ 0.00 (local goodwill)
TOTAL	-	£1,350.00

**The cabinet requires an electrical connection and uses a small trickle supply of electricity. Cllr Chapman has offered for the defibrillator to be attached to his property boundary.*

The council currently holds the following funds which could be used towards the purchase:

Community Infrastructure Levy	-	£ 317.61
Defibrillator Reserve	-	£ 755.89 *
Defibrillator budget line 2026-27	-	£ 300.00 *
TOTAL		£1,373.50

**Currently allocated to future replacements for the village hall defibrillator*

Barton Bendish Parish Council Data Audit

Person completing the Data Audit: Sharon Sweet

Role: Clerk

Date: 24th June 2026

What Data is held?	Where did the data come from?	Is the Data Sensitive? *	Has there been positive unambiguous consent? ie opt in consent	Why is it kept?	What is the legal basis for keeping it?	How long will the data be kept and is kept securely?	Is there a procedure for checking data accuracy?	Will the data be shared with anyone?	If the data is shared, has the external source confirmed its security procedures?	If the data is of high risk to individuals, is a further impact assessment needed?
Supplier Information and bank details	Supplier	No	No	To enable payment	Contractual necessity	Detailed on invoices.	Invoices issued to councillors with payment request.	Unity Bank to enable payment.. Councillors to verify payment. Auditor with invoices.	Only held by bank n/a	No
Employee bank details	Employee	No	No	To enable payment	Contractual necessity	Saved on bank account with unity only. Council does not retain information.	No.	Unity Bank to enable payment	Only held by bank n/a	No
Employee details	Employee	Yes	No - consent is not an appropriate legal basis to process personal data for staff	Necessary for office admin	Legal Obligation - comply with employment & equality law/report to HMRC	Kept securely by Clerk and not shared.	No	HMRC	N/A	No
Councillors names, add & contact details	Individual Councillors	No	Forms completed by all councillors giving permission for disclosure of any personal contact information	Communication	Legal Obligation To allow communication.	Whilst councillor is in post	Yes - annually	As agreed with councillor.	n/a	No

What Data is held?	Where did the data come from?	Is the Data Sensitive? *	Has there been positive unambiguous consent? ie opt in consent	Why is it kept?	What is the legal basis for keeping it?	How long will the data be kept and is kept securely?	Is there a procedure for checking data accuracy?	Will the data be shared with anyone?	If the data is shared, has the external source confirmed its security procedures?	If the data is of high risk to individuals, is a further impact assessment needed?
Contact details of residents	Incoming communications	No	No	To keep record if relevant – can be shared with councillors or outside agencies.	discharge of councils statutory function and powers	Only shared on a need to know basis – deleted once no longer relevant	No	Councillors or outside agencies if necessary.	n/a	n/a
Contact details of External agency contacts	Incoming and outgoing communication	No	No	To undertake the work of the Council	Discharge of councils statutory function and powers	Only shared on a need to know basis – deleted once no longer relevant.	No	No	n/a	n/a

What Data is held?	Where did the data come from?	Is the Data Sensitive? *	Has there been positive unambiguous consent? ie opt in consent	Why is it kept?	What is the legal basis for keeping it?	How long will the data be kept and is kept securely?	Is there a procedure for checking data accuracy?	Will the data be shared with anyone?	If the data is shared, has the external source confirmed its security procedures?	If the data is of high risk to individuals, is a further impact assessment needed?
Electoral Roll	Borough Council	No	No	The purpose of parish council administration. eg, facilitating co-options (checking candidates are on the electoral roll)		Secure password file on laptop	n/a	No	n/a	n/a

* e.g. racial or ethnic origin, political opinions, sexual orientation, religious beliefs, trade union membership, physical or mental health or condition, sexual life or orientation, genetic data and biometric data

To note the Borough Council update regarding the publication of Members' addresses on Registers of Interests

Sent: 09 June 2026 14:24

To: Democratic Services <Democratic.Services@West-Norfolk.gov.uk>; Emma Hodds <Emma.Hodds@West-Norfolk.gov.uk>; James Arrandale <James.Arrandale@West-Norfolk.gov.uk>

Subject: Removal of the requirement to publish Parish Councillors Addresses

Dear Parish Clerk,

From 29th June 2026, Section 65 of the English Devolution and Community Empowerment Act 2026 removes the requirement to publish an Elected Member's home address on their Register of Interest Form. In addition, amendments to Section 32A of the Localism Act 2011 mean that Council's must not publish a Member's Home address in public registers unless the individual Member explicitly requests it.

When Parish Councillor Register of Interest Forms are submitted to the Borough Council, we already redact Members' home addresses before publication. However, I wanted to bring this change to your attention in case you publish Registers of Interests or related information elsewhere.

If you have any queries please let me know.

Kind regards

Becky

Becky Parker, Democratic Services Manager

To consider the provision of an alternative public correspondence address for the Parish Clerk, in place of the Clerk's home address

Clerk's Note:

To consider requesting permission from the Village Hall Committee to use **c/o Barton Bendish Village Hall** as the correspondence address on public notices, such as the year end accounts Notice of Public Rights, instead of the Clerk's home address. Business correspondence would continue to be sent to the Clerk's home address.

Appendix A:

July 2026 payments

Vodafone	£ 42.42	DDM	Mobile bill (June-Aug)
S Sweet	£ 1539.20	SO	Clerk salary & allowance (May-Aug)
Unity Bank	£ 28.00	BACS	Monthly bank charge (May-Aug)

Pending council decision at meeting on purchase:

Defibrillator

Receipts:

HMRC	£311.90	BACS	VAT claim back 2025-26
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Chairman signature.....

Date.....

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 25/06/2026		
	Cash in Hand 01/04/2026		12,290.78
	ADD Receipts 01/04/2026 - 25/06/2026		6,752.90
	SUBTRACT Payments 01/04/2026 - 25/06/2026		19,043.68
	Cash in Hand 25/06/2026 (per Cash Book)		1,309.19
B			17,734.49
	Cash in hand per Bank Statements		
	Petty Cash 25/06/2026	0.00	
	Current account 25/06/2026	7,415.59	
	Savings 25/06/2026	10,318.90	
			17,734.49
	Less unrepresented payments		
	Plus unrepresented receipts		17,734.49
	Adjusted Bank Balance		17,734.49
	A = B Checks out OK		

Barton Bendish Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

01 July 2026 (2026-2027)

Admin

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Clerks salary				4,450.00	743.60	3,706.40	3,706.40 (83%)
2	Clerks expenses				200.00	26.00	174.00	174.00 (87%)
3	General admin				50.00		50.00	50.00 (100%)
4	Training				150.00		150.00	150.00 (100%)
5	Insurance				400.00	394.11	5.89	5.89 (1%)
6	Subscriptions				672.00		672.00	672.00 (100%)
7	Audit				120.00	90.00	30.00	30.00 (25%)
8	Village Hall hire				130.00		130.00	130.00 (100%)
18	Locum Clerk Salary							(N/A)
22	EMR - Keyworker Insurance							(N/A)
30	Bank charges				84.00	14.00	70.00	70.00 (83%)
32	mobile phone				120.00	34.58	85.42	85.42 (71%)
SUB TOTAL					6,376.00	1,302.29	5,073.71	5,073.71 (79%)

Grants & Donations

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Donation - Church				375.00		375.00	375.00 (100%)
14	General							(N/A)
24	EMR - Jubilee Grant							(N/A)
26	S137							(N/A)
29	Community Grant							(N/A)
SUB TOTAL					375.00		375.00	375.00 (100%)

Open spaces

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	Defib Maintenance							(N/A)
19	Village gateways							(N/A)
20	Defibrillator maintenance							(N/A)
23	EMR - CIL							(N/A)
25	EMR - Defibrillator Maintenance	300.00		-300.00				-300.00 (-100%)
27	Telephone box maintenance							(N/A)
SUB TOTAL		300.00		-300.00				-300.00 (-100%)

Other income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11	Grants							(N/A)
12	VAT reclaimed		311.90	311.90				311.90 (N/A)
13	Misc							(N/A)
16	CIL income							(N/A)

Barton Bendish Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

01 July 2026 (2026-2027)

17	Keyworker Insurance				(N/A)
28	Donation from Poor's Charity	410.00	-410.00		-410.00 (-100%)
31	Bank interest	200.00	-200.00		-200.00 (-100%)
SUB TOTAL		610.00	311.90	-298.10	-298.10 (-48%)

Precept

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Precept	6,441.00	6,441.00					(0%)
SUB TOTAL		6,441.00	6,441.00					(0%)

Summary

NET TOTAL	7,351.00	6,752.90	-598.10	6,751.00	1,302.29	5,448.71	4,850.61
V.A.T.					6.90		
GROSS TOTAL		6,752.90			1,309.19		

Barton Bendish Parish Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Jubilee Grant					0.00
HR Reserve	3,011.00				3,011.00
CIL	317.61				317.61
Election costs	2,500.00				2,500.00
Defib maintenance & replaceme	755.89				755.89
Village sign maintenance	500.00				500.00
Total Earmarked	7,084.50				7,084.50
TOTAL RESERVE	7,084.50				7,084.50
GENERAL FUND					10,649.99
TOTAL FUNDS					17,734.49