

BARTON BENDISH PARISH COUNCIL

Minutes of Parish Council meeting held on Wednesday 8th July 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 S Tilburn, Cllr T Webster

Sharon Sweet - Parish Clerk

County Councillor – Mike Westman

No members of the public were in attendance

1. To receive apologies for absence

Apologies were received and accepted from Cllr Wells.

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

None.

3. To agree the minutes of the annual meeting 14th May 2026

The minutes of the annual Parish Council Meeting on 14th May 2026, having been circulated to all prior to the meeting, were **AGREED** as correct. The Chairman signed the minutes.

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 Lintern, who had sent a written update on Borough Council matters prior to the meeting.

County Councillor Westman introduced himself to the meeting as the newly elected County Councillor and had provided a written update regarding County Council matters prior to the meeting.

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

Members noted that the overgrown hedge on Fincham Road had now been cut back.

Concerns were raised regarding potential tree defects, including dieback and deadwood, adjacent to the highway on Fincham Road. Further concerns were discussed regarding trees potentially encroaching onto the highway at Eastmoor.

It was **AGREED** that the Clerk would submit online reports to Norfolk County Council regarding multiple trees on Fincham Road and at Eastmoor for their review, including details of the locations and concerns identified.

It was **AGREED** that, where appropriate, Cllr Simon and Cllr Chapman may make informal contact with larger landowners to raise awareness of the concerns identified. It was further **AGREED** that County Councillor Westman would be copied into correspondence regarding the matters reported.

6. To receive an update regarding road safety measures for Chapel Lane (Cllr Swallow)

Cllr Swallow provided an update following the meeting with the Highways Engineer regarding road safety concerns and potential mitigation measures for Chapel Lane.

Members noted that the road had since been gritted/resurfaced and marked in preparation for the agreed "SLOW" road marking. The additional signage and road marking works were awaited. Matter closed.

7. To consider request for donation from Norfolk Citizens Advice Bureau

Members considered the request for a donation from Norfolk Citizens Advice Bureau. It was **AGREED** that the request did not meet the criteria set out within the Parish Council's Grants and Donations Policy and therefore no donation would be made.

8. To consider the installation of a defibrillator at Eastmoor (Cllr Chapman)

Cllr Chapman had suggested the installation of a defibrillator at Eastmoor, to be located on the outside wall of his property. Members discussed the lack of a defibrillator within Eastmoor and agreed that the existing defibrillator at Barton Bendish Village Hall was not sufficiently close to provide effective access in an emergency.

Chairman signature.....

Date.....

It was **AGREED** to purchase an iPad SP1 Fully Automatic Defibrillator Outdoor Package from DefibWorld, with the current quoted price of £1,350.00 (excluding VAT). With Cllrs Webster and Chapman responsible for installation, registering with The Circuit and monthly checks.

It was further **AGREED** that the defibrillator and heated cabinet would be funded as follows:

Community Infrastructure Levy (CIL) funds £317.61

Defibrillator budget line 2026/27 £300.00

Defibrillator Earmarked Reserve £732.39

9. Governance

- a) The Data Audit was noted by members
- b) Having reviewed the existing Code of Conduct and Co-Option Policy, it was **AGREED** no amendments were required
- c) The Borough Council update regarding the publication of Members' addresses on Registers of Interests was noted
- d) The Clerk requested that the Council seek permission from the Village Hall Committee to use c/o Barton Bendish Village Hall as the public correspondence address on notices such as the Notice of Public Rights for the year-end accounts, in place of the Clerk's home address. It was **AGREED** to approach the Village Hall Committee regarding this request. It was noted that business correspondence would continue to be sent to the Clerk's home address.

10. Finance

- a) Members noted the Clerk had submitted a VAT reclaim of £311.90 for 01.04.2025-31.03.2026 and this has been received from HMRC
- b) It was noted the external auditor had confirmed receipt of and logged the notification of exempt status for the year ended 31 March 2026
- c) Payments were **AGREED** and monies received noted, as per **Appendix A**
- d) The Cash Book had been reconciled to 25th June 2026 and was confirmed by sight of the bank statement to the Chairman
- e) Members had reviewed the budget monitoring document, no recommendations were made by the Clerk

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: none

15. To confirm date of next meeting as Wednesday 9th September 2026 7.30pm Barton Bendish Village Hall: the date of the next meeting was noted.

Meeting Closed: 8.19 pm

Chairman signature.....

Date.....

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)
DefibWorld	£1,350.00	BACS	New defibrillator and cabinet (Eastmoor)

Receipts:

HMRC	£311.90	BACS	VAT claim back 2025-26
Bank Interest	£ 50.17	BACS	Savings account interest

Chairman signature.....

Date.....