

BARTON BENDISH PARISH COUNCIL

The Ordinary Parish Council Meeting will be held on 9th September 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 ordinary meeting 8th July 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 on the installation of a defibrillator at Eastmoor
7. To consider whether the Council wishes to support further discussions with the Airfields of Britain Conservation Trust regarding a commemorative memorial plaque or marker
8. To consider annual donation to St Andrew's Church for maintenance of the churchyard (budget allocation £375.00)
9. To consider any suitable highway improvement schemes for submission under Norfolk County Council's Parish Partnership Scheme 2027/28, with bids required by 1 December 2026
10. To put forward any new items/projects for inclusion in the draft budget 2027/28
11. To approve annual website hosting including gov.uk domain from Norfolk ALC, invoice of £166.50 + VAT
12. Governance
 - a) To note the introduction of SAAA's new Digital AGAR Portal for the 2027 AGAR submission, which will be voluntary initially, with mandatory use currently anticipated from 2029
 - b) To approve the updated Asset Register for 2026/27, including the addition of the new Eastmoor defibrillator
 - c) To review, unchanged, the following policies:
[Data Protection Policy](#); [Publication Scheme](#) and [Charges](#); [Retention of Documents Policy](#)
13. Finance
 - a) To authorise payments and note any monies received
 - b) To review and sign cash book reconciliation
 - c) To note the Local Government pay award 01.04.2026 has now been agreed
14. 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
15. To note planning decisions from the Borough Council of King's Lynn and West Norfolk: none
16. To receive items for inclusion on the next agenda
17. To confirm date of next meeting as **Wednesday 11th November 2026 7.30pm** Barton Bendish Village Hall

To consider the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for item 21. on the grounds that it could involve the likely disclosure of private and confidential information
18. Staffing

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.....

Highway and Tree Issues – Clerk's Update Sept 2026

Fincham Road: Norfolk County Council (NCC) has confirmed that the matter has now been completed and the associated works carried out.

Eastmoor Road: NCC is continuing to investigate ownership of the trees and adjoining hedgerow. Land Registry enquiries have been submitted and the next steps will be determined once ownership is confirmed.

Both matters are now being dealt with internally by NCC. The Clerk would also like to thank County Councillor Mike Westman for his assistance in following up these matters with NCC and helping to obtain the latest updates.

From: Richard Flagg <richard@abctemail.org.uk>
Sent: 11 August 2026 11:55
To: clerk@bartonbendish-pc.gov.uk
Subject: Proposal to Commemorate Barton Bendish Airfield with a Permanent Memorial Plaque

Good Morning

I am writing on behalf of the Airfields of Britain Conservation Trust (ABCT), a registered charity dedicated to preserving and promoting the history of Britain's airfields through research, education, and the installation of permanent memorials. ABCT has already established hundreds of airfield memorials across the United Kingdom, ensuring that these important sites and the people who served there are not forgotten.

We understand that the former site of Barton Bendish Airfield lies within your council area and would like to explore installing a commemorative memorial plaque or marker at an appropriate location.

Many former airfields played significant roles in local, national, and military history. A permanent memorial provides a lasting tribute to the personnel who served there and helps educate future generations about the site's importance. ABCT's memorial programme has successfully commemorated airfields throughout Britain and has often been supported by local authorities, parish councils, community groups, veterans, and residents.

We would be pleased to discuss:

- Suitable locations for a memorial plaque or marker.
- Any permissions or approvals that may be required.
- Opportunities for local community involvement.
- Potential unveiling events to celebrate the area's aviation heritage.

Further information about ABCT and our memorial programme can be found at [Airfields of Britain Conservation Trust](#).

We would welcome the opportunity to discuss this proposal and would be grateful if the council could advise on the appropriate contact or department to progress the matter.

I attach a photo of one of the plaques we installed at Fyfield, Essex as an example.



Thank you for your time and consideration. I look forward to hearing from you.

Kind regards

Richard Flagg

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Richard Flagg

Airfields of Britain Conservation Trust

Web: <http://www.abct.org.uk/>

Facebook: <https://www.facebook.com/Airfields>

Tweets: <https://twitter.com/ABCTlive>

Airfields of Britain Conservation Trust is registered in England and Wales under Company No: 08940364

Registered Charity No (England and Wales): 1156877

Registered Charity No (Scotland): SC041123



My ref: HI/12/GEN/PF3041/DN

Your ref:

Phone: 0344 800 8020

Text relay: 18001 0344 800 8020

www.norfolk.gov.uk

Email: ppschemes@norfolk.gov.uk

Date: August 2026

From the Cabinet Member for Highways & Transport

Dear Sir or Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last twelve years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2027/28. Further supporting information, including possible funding sources for your share of the bid, is available on our [webpage](#).

The County Council has provisionally allocated £500,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. **The closing date for submissions will be 01 December 2026.** Please contact your local Highway Engineer based at your local Area Office for agreement as early as you can, ideally by the end of September, to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2027 following approval by the Norfolk County Council Cabinet.

With the government's proposed Local Government Reorganisation programme and timeline, any schemes **will need to be delivered on the ground by the end of December 2027.** Therefore, we would ask that parishes supply their funding by end of April 2027 to prevent lapse of grant.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Bids will also be accepted from the unparished wards of Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Further details are in the relevant committee report on our [webpage](#).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Surfacing improvements including trods (a simplified and low-cost footway/footpath).
- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improved crossing facilities
- Improvements to Public Rights of Way / Norfolk Trails.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2 / and new SAM3) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record and must be agreed by NCC's Network Safety Team. We consider that SAM2/SAM3 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2/SAM3 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note, in line with our Speed Management Strategy, SAM2/SAM3 signs can only be used on roads subject to 30mph speed limit or less.** More information can be found on our [webpage](#).
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times. Please note that these signs are advisory only and cannot be enforced.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school). Please note that these markings are not enforceable by Civil Parking Enforcement without a Traffic Regulation Order (which is outside the scope of the parish partnership scheme).
- New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council. Please note, that a bus shelter grant for 80% funding grant is currently available. Please email busshelters@norfolk.gov.uk for more information.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A [webpage](#) containing useful information is now live.

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our [webpage](#).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of any streetlighting
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones
- Air quality units
- Parish Car parks / extensions
- Public notice boards
- Play areas
- CCTV
- Brown tourist signs
- Ditch clearing/ drainage cleansing

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost (and outline estimate – not just a summary) and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support: -
 - essential from your Local Member
 - frontages and landowners.
 - your local highway engineer
- For 'off highway' schemes, your proposals for future maintenance.

Please find a bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemas@norfolk.gov.uk. If you need further information on the bid process, please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours faithfully

A handwritten signature in cursive script that reads "T Dickerson".

Tom Dickerson
Cabinet Member for Highways & Transport

Copy to: Local County Councillor
Enclosed: Parish Partnership bid application form 2027/28

From: Helen Broughton <agarsupport@saaa.co.uk>
Sent: 21 July 2026 13:21
To: Barton Bendish Parish Council
Subject: AGAR Digital Portal - Action required CRM:0250732

Dear Clerk / Responsible Financial Officer,

We hope this email finds you well.

We are writing to introduce ourselves as Smaller Authorities' Audit Appointments Ltd (SAAA), the organisation responsible for appointing external auditors to eligible smaller authorities in England. Our current appointed external auditors include BDO, PKF Littlejohn, Moore and Forvis Mazars.

As part of our ongoing commitment to supporting smaller authorities, we are improving the way we communicate with councils and authorities. By ensuring we have accurate contact information, we'll be able to keep you informed about important developments, regulatory updates, training opportunities and key deadlines throughout the year.

We're also excited to let you know that SAAA will be introducing a new **Digital AGAR Portal**, designed to make the submission and management of Annual Governance and Accountability Returns (AGARs) simpler, more secure and more efficient. The portal is expected to be available for the **2027 AGAR submissions**.

The Digital AGAR Portal will be **voluntary for the 2027 AGAR submission**, giving authorities an opportunity to become familiar with the new process and benefit from the enhanced functionality. SAAA intends for the portal to become the primary submission route and, subject to final arrangements, its use is expected to become **mandatory for the 2029 AGAR submissions**.

To encourage early adoption, SAAA will also be introducing an **incentive scheme during 2027** for authorities that register for and use the Digital AGAR Portal. Further details of this scheme will be announced later this year.

To help us prepare for the portal launch, we'd like to make sure we have the correct contact details for your authority. Having up-to-date information will ensure that the right people receive important updates, training invitations and portal access information as soon as it becomes available.

What do we need you to do?

You will shortly receive a separate email from agarsupport@saaa.co.uk with instructions how to update your Authorities details. Please take a few minutes to log in to the Small Authority Portal and check that your authority's details are correct, including:

- Authority name
- Clerk details (where applicable)
- Responsible Financial Officer details (where applicable)
- Email addresses
- Telephone numbers
- Postal address
- Any other key contact information

You can also find out more about SAAA and our role in supporting the local audit regime for smaller authorities by visiting our website:

www.saaa.co.uk

We would be grateful if you could review and update your information within the next four weeks so that we can ensure everything is ready for future communications and portal access arrangements.

If you need any help accessing the Small Authority Portal, or if you have any questions, please get in touch with us at **agarsupport@saaa.co.uk** and we'll be happy to help.

Thank you for your assistance and for your continued support as we modernise the AGAR process for smaller authorities. We look forward to working with you and keeping you informed of developments over the coming months.

Kind regards,

Smaller Authorities' Audit Appointments Ltd (SAAA)

Email: **agarsupport@saaa.co.uk**

Barton Bendish Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Admin							
Laptop	June 2023	899.00	899.00	Clerk home address	2031		
Mobile phone	27.09.2025	99.00	99.00	Clerk home address	5 yrs		
		998.00	998.00				
Misc							
Chairmen's name board		280.00	280.00	Village Hall			
		280.00	280.00				
Open spaces							
BT call box		1.00	4,000.00	Eastmoor			
BT call box (Grade 2 listed)		1.00	4,000.00	Church Road			
Defib Cabinet	May 2023	1.00	705.00	Village Hall			
Defibrillator - iPad SP1 AED Fully Automatic	24.11.2025	795.00	795.00	Outside Village Hall	2037		
Defibrillator - iPad SP1 AED Fully Automatic ar	30 July 2027	1,350.00	1,350.00	Eastmoor	2039		
Diamond Jubilee plant holders		300.00	300.00	Church Road			
Grit Bin	14.10.2025	248.45	248.45	Boughton Long Road (W:			
Grit Bins		654.00	370.00	Various			
Memorial bench			300.00	Church Road			
Notice Board		300.00	300.00	Church Road			
Notice Board		287.00	287.00	Eastmoor			
Village Gateways	May 2023	3,579.00	3,579.00	Boughton Long Road			
Village sign		750.00	1,000.00	Church Road			
		8,266.45	17,234.45				
Grand Total:							
		9,544.45	18,512.45				

Barton Bendish Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

01 September 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
	21	04/09/2026		Current account		mobile phone	Vodafone		11.79	2.35	14.14
	19	09/09/2026		Current account		website hosting	Norfolk ALC		166.50	33.30	199.80
	20	09/09/2026		Current account		Village Hall Hire	Barton Bendish Village Hall		61.50		61.50
	22	28/09/2026		Current account		Clerk salary	Sharon Sweet		384.80		384.80
	23	04/10/2026		Current account		mobile phone	Vodafone		11.79	2.35	14.14
	24	28/10/2026		Current account		Clerk salary	Sharon Sweet		384.80		384.80
Total									1,021.18	38.00	1,059.18

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 01/09/2026		
	Cash in Hand 01/04/2026		12,290.78
	ADD Receipts 01/04/2026 - 01/09/2026		6,803.07
	SUBTRACT Payments 01/04/2026 - 01/09/2026		19,093.85
			4,132.87
	Cash in Hand 01/09/2026 (per Cash Book)		14,960.98
B	Cash in hand per Bank Statements		
	Petty Cash 01/09/2026	0.00	
	Current account 01/09/2026	4,591.91	
	Savings 01/09/2026	10,369.07	
			14,960.98
	Less unrepresented payments		
			14,960.98
	Plus unrepresented receipts		
	Adjusted Bank Balance		14,960.98
	A = B Checks out OK		

From: Norfolk Parish Training & Support <team@norfolkpts.org>
Sent: 28 August 2026 12:16
To: Sharon
Subject: Update on 2026 - 2027 pay scales



Dear Sharon

We are delighted to let you know that the much-awaited **2026/27 pay scales have now been agreed**, effective from **1 April 2026**.

The National Joint Council (NJC) for Local Government Services has agreed a **3.3% increase across all NJC pay points**, together with a 3.3% increase to relevant allowances. The new rates should be applied retrospectively from 1 April 2026.

You may also remember that, as part of last year's agreement, SCP 2 has now been permanently deleted from the NJC pay spine with effect from 1 April 2026.

We have saved the new pay scales in our [document library](#)

Backpay

Councils should ensure that employees receive any backpay due from 1 April 2026 to the date the new rate is implemented.

If you have any staff who have left the Council but were employed at any point since 1 April 2026, they may also be entitled to backpay. Where a former employee requests payment, the recommendation is that any monies due should be paid from 1 April 2026 up to their final day of employment.

If you use HMRC's Basic PAYE Tools, this is relatively straightforward to process. Select 'Manage Employees', choose the former employee from the list of employees who have left, and then add the appropriate payment.

Where the employee was a member of the Local Government Pension Scheme (LGPS), the backdated pay will also need to be reflected in their pension records and the relevant LGPS fund notified.

As always, if you need any help working out the new salary or backpay due, please get in touch.

Julie, Sara, Laura and Richard

The Norfolk PTS Team



Please contact us if you have any particular training needs on 01603 857004 or norfolkpts@gmail.com, or visit www.norfolkpts.org

Subscribing councils receive a 20% discount on scheduled training

[View this email in your browser](#)

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subscriber

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